

# Field Operations Manual



## **FOREWORD**

The National Statistics Office is undertaking the 2007-2008 Commodity and Outlet Survey to gather data on commodities and services that a household purchased/consumed and availed of most of the time and their type of outlets. The results of the survey will be used for the identification of the market basket at different income levels for the computation of the 2006-based Consumer Price Index for various income groups. It will also serve as the basis for the identification of type of outlets for the regular monthly price survey.

This manual was prepared primarily for the use of field personnel for the efficient conduct of this survey. It also provides information on the reference period, scope and coverage, sampling design of the survey, general and specific instructions in accomplishing the survey forms, field editing of questionnaires, and manual processing. Instructions in accomplishing administrative reports required from the field offices are also provided.

It is hoped that this manual will equip field personnel with the necessary knowledge with which to collect accurate and reliable information.

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Manila, Philippines

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# Chapter 1

## Introduction

### 1.1 Historical Background

**The 2007-2008 Commodity and Outlet Survey (COS) is the third of the series of surveys undertaken during the rebasing of the Consumer Price Index (CPI).** The first survey of its kind was the 1985 COS which was done in 1992 during the rebasing of the CPI to 1988. This was then followed by the 1994 COS in 1996 when the CPI was rebased to 1994.

Following the National Statistical Coordination Board (NSCB) Resolution Number 6 Series of 1991 which provides that rebasing of price indices be done every five years, the current CPI series will be rebased from 2000 to 2006. The CPI series had the following base periods: 1941, 1961, 1966, 1972, 1978, 1988, 1994 and 2000. Rebasing of the CPI means updating (1) the basket of goods and services to be priced and (2) the set of weights, which assigns the relative importance of the price changes of the goods and services in the basket. Thus, to update the basket of goods and services, a special survey like the COS needs to be conducted.

### 1.2 Objectives of the 2007-2008 COS

The 2007-2008 COS is a nationwide survey of households undertaken by the National Statistics Office (NSO). This is conducted for the purpose of gathering data on commodities/services that a family purchased/consumed/availed of most of the time and the type of outlets where these commodities/services were purchased/availed of within the country. **The results of the survey will provide the basis for the identification of the market basket at different income levels, i.e. upper 70% and bottom 30% which will be used in the computation of the 2006-based CPI for the different income groups. It will also serve as the basis for the identification of type of outlets for the regular monthly price survey.**

### 1.3 Legal Authority for the Survey and Confidentiality of Data

Like all other censuses and surveys conducted by the NSO, the conduct of the 2007-2008 COS emanates from Commonwealth Act (CA) 591, which authorizes the NSO under Section 2 (d) “to conduct by enumeration, sampling or other methods, for statistical purposes, studies of social and economic problems of the country.”

More recently, Executive Order No.121, otherwise known as the Reorganization Act of Philippine Statistical System, which was passed on January 30, 1987, declared that the NSO shall be the major statistical agency responsible for generating general-

purpose statistics and for undertaking such censuses and surveys as may be designated by the NSCB.

Similar in any other surveys undertaken by the NSO, the data that will be gathered in the 2007-2008 COS are for statistical purposes only and will be published in summary forms. As provided in the CA 591 Section 4, the data will not be used for taxation, investigation or enforcement purposes.

#### **1.4 Reference Period**

In general, all information to be collected in the 2007-2008 COS refers to the period **June 2007 to May 2008**. However, there are different reference period for some commodity group.

The reference period for each commodity group is specified in the screening question. Also refer to Chapter 4 Section 4.2 (Specific Instructions) for the specific reference period of each commodity group.

#### **1.5 Scope and Coverage of the Survey**

The survey will gather data on commodities purchased/consumed and services availed of by families and the type of outlets from which they were purchased/availed of.


It involves the interview of national sub-samples of about **25,000** households of different income levels from the 2006 Family Income and Expenditure Survey (FIES).

#### **1.6 Unit of Enumeration**

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

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

Household helpers, boarders, and non-relatives are considered as members of the household provided they sleep in the same housing unit and have common arrangement for the preparation and consumption of food and do not usually go home to their family at least once a week.

 **NOTE:** A **family** is different from a household. Family members exclude household helpers, boarders, and non-relatives while household members include all of them for as long as they sleep in the same housing unit and have common arrangement in the preparation and consumption of food.

### 1.7 Family Members to be Included in COS

For the 2007-2008 COS, only the commodities/services commonly purchased/consumed/availed of most of the time by the following members are to be included:

1. Head
2. Wife/Spouse
3. Son/Daughter
4. Brothers/Sisters
5. Son-in-law/Daughter-in-law
6. Grandson/Granddaughter
7. Father/Mother
8. Other Relative

For purposes of the survey, Overseas Contract Workers (OCW)/overseas workers other than OCW during the period June 2007 to May 2008 shall be excluded from the count of family members.

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 the purchases/consumption/availment of commodities/services.

Similarly, if the household is composed of unrelated members, for example, a group of students living together, consider the household head as a one-person family. This is a special case where a family consists of only one person. Therefore, only his purchases/consumption/availment of commodities/services should be reported. A single person household is also treated as a one-person family.

Members of the family like students and those on vacation at the time of visit for the 2007-2008 COS but were part of the family during the period June 2007 to May 2008 are included as subjects of inquiry for this survey.

Members of the family like students and workers who are studying or working in some other places but come home **at least once a month** are considered members of the family and therefore included as subjects of inquiry of the survey.

## **1.8 Sampling Design and Sample Selection**

### **1.8.1 2003 Master Sample Design and Sample Selection**

The source of weights used in the computation of the CPI is the expenditure pattern of the households derived from the results of the FIES. For consistency purposes, the sample households to be utilized in the 2007-2008 COS are the sub-sample households that were successfully interviewed in the 2006 FIES.

The sampling design of the 2006 FIES uses the **2003 Master Sample for household surveys**. A master sample is defined as a sample from which sub-samples are drawn to serve the needs of several surveys. Master samples are usually employed for several surveys covering different themes that are integrated in terms of target population, sample design and field operations. The use of master samples promotes efficiency on the use of limited resources (e.g. single cost for the development of survey design and preparation of sampling frames). It also allows the linking of different survey variables thereby creating a richer database for more meaningful and useful analyses. Usually, a master sample is an area of sample of clusters of households referred to as Primary Sampling Units (PSUs).

A master sample is a sample of PSUs. A PSU is a cluster of households with clear and stable boundaries, that is, the boundaries do not change rapidly over time. A PSU should also contain sufficient number of households to support all the household surveys for which it will be used as sample.

The barangays were found to be the most suitable administrative unit (in terms of number) to form the PSUs for the 2003 Master Sample. However, more than half of the barangays do not satisfy the minimum size requirements (number of household) of an ideal PSU, thus, “small” barangays were grouped together with contiguous barangays within the municipality to form the desired PSUs. More thorough discussions are given in the main technical documentation found in the 2003 Master Sample Documentation.

From the list of around 40,000 successfully interviewed sample households in the 2006 FIES, a total of 25,000 sample households were selected systematically for the 2007-2008 COS. Around 14,000 sample households were also selected as replacements. Households in both lists are classified as those belonging to the bottom 30% and upper 70% income groups depending on their income in the 2006 FIES.

### **1.8.2 Sampling Domain**

The 2003 Master Sample considers the country's 17 administrative regions as defined in Executive Orders (EO) Numbers 36 and 131 as its sampling domain. A domain is referred to as subgroups of the population in which estimates with adequate level of precision are generated. Below are the 17 administrative regions of the country:



National Capital Region  
Cordillera Administrative Region  
Region I – Ilocos  
Region II – Cagayan Valley  
Region III – Central Luzon  
Region IVA – CALABARZON  
Region IVB – MIMAROPA  
Region V – Bicol  
Region VI – Western Visayas  
Region VII – Central Visayas  
Region VIII – Eastern Visayas  
Region IX – Zamboanga Peninsula  
Region X – Northern Mindanao  
Region XI – Davao  
Region XII – SOCCSKSARGEN  
Region XIII – Caraga  
Autonomous Region in Muslim Mindanao

## **1.9 Linkage with 2006 FIES**

The COS shall be conducted in one visit, that is, in June 2008. The family members that were the subject of inquiry in the 2006 FIES will be the same subject of inquiry for the COS. In order to link the COS to FIES, the same unique identification of the household is used in both surveys.

### **1.10 Definition of Terms**

**Bottom 30% income household** - households belonging to the bottom first to third decile income groups.

**Upper 70% income household** - households belonging to the upper fourth to tenth decile income groups.

**Commodity/Service** – a particular commodity/service most commonly purchased/consumed/availed of during the period.

**Market Basket** – a term used to refer to a sample of goods and services that are commonly purchased/consumed/availed of by an average Filipino household.

**Outlet** – refers to the classification of stores or commercial establishment from where commodities are purchased and services availed of.

**Loose** – a description of a commodity not brought together in a bundle/container or any binding material. Example: rice sold in kilogram and placed in a plastic bag for the purchaser/buyer to carry; sugar sold in small packs after repacking has been made.

## Chapter 2

### 2007-2008 COS Questionnaire

The 2007-2008 COS questionnaire is designed to elicit data necessary to determine the most commonly purchased/consumed commodities and services availed of by the families during a particular reference period.

The questionnaire consists of 88 pages excluding the cover. The order of appearance of the major divisions of the commodity groups in the questionnaire is based on the Classification of the Individual Consumption According to Purpose (COICOP). COICOP is a classification used to classify both individual consumption expenditure and actual individual consumption. It is one of the "functional" classifications designed to classify certain transactions of producers and of households. It is described as "functional" classification because it identifies the "functions" - in the sense of "purposes" or "objectives" - for which these groups of transactors engage in certain transactions.

The COICOP is categorized by Division, Group, Class, Sub-class and Item/Commodity.

Division	01	Food and Non-alcoholic Beverages
Group	01.1	Food
Class	01.1.1	Bread and cereals
Sub-class	01.1.11	Rice
Item/Commodity	01.1.111	Rice, brown
	01.1.112	Rice, special 1st class (Wagwag, Sinandomeng, Dinorado, Milagrosa, etc.)
	01.1.113	Rice, ordinary, commercial

An excerpt of the COICOP is found in Appendix 1.

Included in this survey are commodities commonly purchased whether in cash or on credit by the family purely for personal consumption. It therefore, **excludes** all commodities purchased for the operation of a farm or business enterprise. Also excluded are purchases done abroad. However purchases made at duty free shops located in the Philippines are included. Also included are purchases of second-hand goods.

Generally, gifts or relief in goods and services received by the family from friends, relatives, etc. and bartered goods are included to help assess the economic status of the families. If this is the case, "received as gift, received free or bartered" should be written in the "Type of Outlet" column.

Listed below are the twelve (12) major divisions of the commodity groups:

1. Food and Non-Alcoholic Beverages
2. Alcoholic Beverages and Tobacco
3. Clothing and Footwear
4. Housing, Water, Electricity, Gas and Other Fuels
5. Furnishings, Household Equipment and Routine Maintenance of the House
6. Health
7. Transport
8. Communication
9. Recreation and Culture
10. Education
11. Restaurants and Hotels
12. Miscellaneous Goods and Services

These major divisions of the commodity groups are further subdivided into sub-groups.

## **2.1 Cover Page**

The cover page contains the NSCB approval number and the confidentiality clause of Commonwealth Act 591. Also included are the geographic identification and other information of the sample household.

### **2.1.1 Geographic Identification Codes**

This portion contains the Province, Municipality/City, Barangay, Enumeration Area (EA) codes, Sample Housing Serial Number (SHSN) and Household Control Number (HCN). EA is a 3-digit code assigned to an area within barangays. SHSN is a unique 4-digit code assigned to every sample housing unit in the EA. HCN is a unique sequential number assigned to every household listed in the barangay/EA.

This portion should be filled-up by the enumerator prior to the visit to the sample household.

### **2.1.2 Total Number of Family Members**

This portion pertains to the total number of family members of the sample household. The members are classified according to sex and age group such as male and female adults; boys and girls; and infant/babies.

Adults refer to family members whose age ranges from 18 years old and above; boys and girls, are from ages 1 year old to 17 years old and infants/babies are those whose age is less than 1 year old. Age refers to age as of last birthday.

Also included in this portion are the Name of respondent, Name of family head and Address of the sample household.

### **2.1.3 Interview Record/Status**

This section contains the date of visit/s, time when the interview began and ended, interview status of the sample household, remarks and the total number of visits.

The Interview Status and the corresponding codes are as follows:

- 1 Completed interview** – the sample household was successfully enumerated/interviewed.
- 2 Refusal** – the sample household refused to be interviewed.
- 3 Temporarily away/not at home/on vacation** – the sample household is temporarily away or on vacation or not at home at the time of visit after two callbacks.
- 4 Others, specify whether:**
  - a. The household had permanently moved out of the housing unit;
  - b. The household has been merged with another household in the same housing unit and;
  - c. A one-man household who passed away.

### **2.1.4 Certification**

This portion contains the name of the interviewer and supervisor and the date when the questionnaire was accomplished.

### **2.1.5 For NSO Use Only**

This portion is allotted for the Folio Number (FN) and Questionnaire Number (QN). The detailed instructions on folioing are discussed in Chapter 3 Section 3.9 (Folioing and Bundling Instructions).

### 2.1.6 Instructions to Interviewers

This portion enumerates the general instructions to interviewers on whom to interview, what commodities/services to be included, how to ask questions and how and where to write entries in the questionnaire.

## 2.2 Questionnaire

The questionnaire has seven (7) columns namely:

**Column1 (CODE)** – refers to the code of the commodity/commodity group based on COICOP. A pre-defined code is assigned for each commodity/service description. In some cases, blank cells are reserved for codes corresponding to write-in entries in Column 2.

**Column 2 (COMMODITY/SERVICE)** – refers to a particular commodity/service most commonly purchased/consumed/availed of during the reference period. The contents of the column are either a pre-defined commodity/service or a blank cell for write-in entries. Refer to Coding Guide Section 1 (Commodity/Service Code) provided for some commodities/services.

**Columns 3 and 4 (COMMODITY SPECIFICATION)** – refers to the complete characteristics/description of a commodity/service, which was purchased/consumed/availed of during the reference period. Examples are size, brand, packaging, material, color, quantity (qty) and unit of measure or any descriptive term that would give the whole/complete description of the commodity/service.

**Column 5 (SPECS CODE)** – refers to the code corresponding to the specifications entered in Column 4. Refer to Coding Guide Section 2 (Specification Code) provided for the appropriate specs code.

**Column 6 (TYPE OF OUTLET)** – refers to the classification of stores or commercial establishments from where the commodities were purchased and availed of. Examples are sari-sari store, grocery store, department store, barbershop, theaters, etc.

**Column 7 (OUTLET CODE)** – refers to the pre-defined code assigned to the type of outlet specified in Column 6. Refer to Coding Guide Section 3 (Outlet Code) for the outlet code.

However, if the commodities were not purchased/availed of, corresponding explanations/remarks are expected in Column 6 (Type of Outlet). Some of the common explanations/remarks are the following:

**a.) Own-produced** - if the commodity consumed was taken from the sample household's operation of family sustenance activity or a service rendered by any member of the sample household to a member of the same household. A commodity received from net share of crops is also included in this category.

If the commodity was taken from the family's business operated activity, the outlet to be specified must be the type of outlet where the family business is classified and should be considered purchased.

Example: A family is operating a sari-sari store and its consumption of canned sardines is taken from this sari-sari store, the outlet for its consumption of canned sardines should be a sari-sari store with an outlet code of 44.

**b.) Received as gift** - if the commodity was given or a service was rendered by any person who is not a member of the sample household.

**c.) Received free** - if the commodity was given or a service was rendered by any government, civic, religious and charitable institutions.

**d.) Bartered** - if the commodity is received in exchange of another commodity.

## 2.3 COS Coding Guide

The COS Coding Guide has 3 Sections:

Section 1 refers to the Commodity/Service Code. This contains the pre-coded Commodities and Services availed of by families. The codes are in 5 to 7-digits numeric form. The first 2-digits of the Commodity/Service Code represents the Division Code where it belongs. The remaining digits pertain to the Group, Class, Sub-class and Commodity/Service. The commodities/services are alphabetically arranged within the specification type of the corresponding Sub-class in the questionnaire.

Section 2 refers to the Specification Code. This contains the pre-coded Specification Code of a commodity/service. The codes are in 5-digit and were arranged consecutively as they appear in the list.

Section 3 refers to the Outlet Code. This contains the listing of outlets where the commodities/services were purchased/availed of. The listing is alphabetized within a commodity group and the 3-digit code is consecutively arranged as they appear in the list.

## **Chapter 3**

### **Field Operation Instructions**

This chapter outlines the field operation instructions for the smooth conduct of the 2007-2008 COS.

#### **3.1 Communications Flow**

Generally, official communications from the Central Office (CO) to the Provincial Offices (PO) and vice versa are coursed through the Regional Office (RO). However, the PO may communicate directly to the CO and vice versa on matters concerning field operations. In such case, the RO must be furnished a copy of the communication.

Communications from the PO to the Industry and Trade Statistics Department (ITSD) must be addressed to the Administrator with the phrase: "Attention: ITSD-Economic Indices and Indicators Division (EIID)".

Signatories to communications are specified as follows:

	<b>FROM</b>	<b>TO</b>	<b>SIGNATORY</b>
COS Instructions and Memoranda	ITSD	PO	ITSD Director
Training and Survey Materials	EIID	Regional Director (RD)/ Provincial Statistics Officer (PSO)	EIID Chief
Accomplished Questionnaires/Reports	PSO	CO	PSO
Reports	PSO	RD	PSO
Reports	RD	CO	RD

#### **3.2 Timetable of Operation**

The 2007-2008 COS consists of six (6) major phases:

1. Planning and Preparatory Activities
2. Training
3. Field Operations (Enumeration and Transmittal)
4. Processing (Manual and Machine)
5. Tabulation
6. Documentation

Refer to Appendix 2 for the specific COS timetable of activities.

### **3.3 Planning and Preparatory Activities**

The 2007-2008 COS is a project of the NSO. Planning activities involved the following: questionnaire design and content, clearance processing, manual preparation, processing (manual and machine) plan, training plan, budget preparations, sample selection, preparation of edit specifications and table formats, preparation and shipment of survey materials and other related activities. These are undertaken by the ITSD particularly EIID and the Information Resources Department (IRD).

#### **3.3.1 NSCB Approval Process**

The NSCB granted the 2007-2008 COS approval number NSO-0810-01 which will expire on April 30, 2009. The approval number and expiry date are located in the upper left portion of the cover page of the questionnaire.

### **3.4 Training**

Training on 2007-2008 COS field operation and field editing shall be done in three levels. The first level was the task force training, which involved selected CO and Field Office (FO) staff from Regions 3, 4A and 4B. It was conducted in the CO last April 23 to 25, 2008. A two-day training was allotted for the machine processing of CPI using the window-based version that was conducted last May 7 and 8, 2008.

The second level training for COS field operations and machine processing for CPI using window-based version shall be conducted in all regions throughout the country on May 19 to 23, 2008. This will be attended by FO staff including the RDs, PSOs, regional and provincial statisticians. Those who attended the task force training shall serve as trainers for this training.

The third level training shall be conducted in provinces throughout the country on May 26 to 28, 2008. Those who participated in the second level training shall serve as trainers at this level, which will be attended by the provincial staff/price collectors/Statistical Researchers (SRs).

### **3.5 Enumeration**

The enumeration period will be from **June 2 to 30, 2008**. The total mandays given to each enumerator to complete his/her workload will depend on the assigned sample areas. The expected standard output per day is two (2) sample households.

The enumerator personally accomplishes questionnaires by personal interview. As soon as the enumeration in a barangay/EA has been completed, the questionnaires should be submitted immediately for review of the supervisors so that if errors have



been committed it will be easier for the enumerator to re-contact the respondent to correct the errors.

Two sets of Control Lists (Appendix 3) are provided to PO. One set is the list of original sample households and the other is the list of replacement sample households. In both lists the sample households are arranged by barangay and by income group (upper 70% and bottom 30%).

Enumerators should bring with them the COS Field Operations Manual for reference purposes.

Callbacks are resorted to when the enumerator failed to interview respondent of the sample household on his/her first and second visits to the sample household. It is also possible that even if the respondent is at home, he/she refused to be interviewed at that particular moment. In this instance, the enumerator should make an appointment with the respondent at his/her most convenient time. He/she should leave an Appointment Slip form (Appendix 5) to any person in the housing unit indicating the date and time the enumerator will be back for an interview. The date and time should be entered in the "Remarks" portion of the interview record/status section found in the cover page of the questionnaire and the date and time indicated in the appointment slip.

A copy of list of replacement household should be provided to DSO who shall have the authority to select household for replacement. In selecting the replacement sample household the following should be done:

1. Choose the replacement sample household from the control list of replacements.
2. Get the replacement sample household from the same income group of the original sample household. Example, if the original sample household belongs to the bottom 30% income group, the replacement should be taken from the replacement list for bottom 30% income group.
3. Take the replacement sample household from the same sample barangay. If there is no available replacement sample household within the barangay, choose the replacement in the adjacent barangay. If there is none, choose the replacement household in any barangay within the District, otherwise, consult the PSO.
4. Replacement should be made after three (3) visits (this includes 2 callbacks) to the original sample households. If the interview status is not 1 (Completed Interview), the DSO should replace the sample household. Three (3) visits are allowed for the first replacement. Follow the lining out instructions to reflect the new geographic ID in the cover page of the questionnaire. If the interview is not successful after the first replacement, a second replacement is allowed. However, only one visit is allowed for the second replacement. In

this case, use a separate cover page to reflect the pertinent information of the second replacement household. A third replacement is not allowed.

### **3.6 Supervision**

Strict supervision in the conduct of the survey is expected.

All field personnel who will supervise during the operation should prepare an itinerary of travel to ensure effective and close supervision of the enumerators. A copy of the itinerary of travel should always be available in the FO so that in case there are some problems or other matters that require attention of a supervisor, he/she can be located easily.

It is the responsibility of the supervisors to give prompt action to problems in the field. The RDs, PSOs should visit enumerators within their jurisdiction to find out if instructions are being followed.

During supervision, the following should be done:

1. Observe how the interview is being conducted. Errors noted should be pointed out to the ENs to avoid the same errors in succeeding interviews.
2. Scrutinize the accomplished questionnaires for correctness and completeness of entries. Return the problem questionnaires to the ENs for verification of the incorrect entries.
3. Conduct a random re-interview of households/respondents to ensure that the ENs really visited and interviewed the sample households and eligible respondents.
4. Help solve problems encountered by the enumerators such as refusals, callbacks and others.
5. Ensure that expected outputs of the ENs are met.
6. Ensure that the ENs who were trained were the ones conducting the interview.
7. Collect the questionnaires from the ENs.
8. Be available if the ENs need assistance in relation to the conduct of the survey.
9. Ensure that unsuccessfully interviewed sample households are properly replaced by the DSO.

### 3.7 Transmittal

#### 3.7.1 Shipment of Forms from ITSD-EIID to PO

COS questionnaires and control lists will be sent to PO by ITSD-EIID. Five (5) copies of COS Form 3 (General Transmittal Form - Appendix 6) must be accomplished for each shipment. One copy is retained for ITSD-EIID and one copy for the Shipping Unit of the General Administrative Department. The remaining three (3) copies will be sent with the shipment.

Upon receipt of the forms, the PSO must immediately do the following:

1. Check the contents of the box/boxes with COS Form 3. Any discrepancy must be indicated in the "REMARKS" portion of the transmittal form.
2. Acknowledge receipt by sending two (2) copies of the COS Form 3 to ITSD-EIID.

For contingency purposes, PO will be provided with sufficient additional questionnaires and pre-printed blank sheet of the questionnaire. The PSO can request additional questionnaires from ITSD-EIID in case the questionnaires provided are not enough.

#### 3.7.2 Shipment of Forms from PO to ITSD-EIID

1. Transmit all coded and verified questionnaires to ITSD-EIID, Attn: Rosie B. Sta. Ana, Chief, EIID, 4<sup>th</sup> Flr. Solicarel Bldg. 2, Ramon Magsaysay Boulevard, Sta. Mesa, Manila two weeks after the start of enumeration (**JUNE 13, 2008**), copy furnish the RO using COS Form 3 - Transmittal Form (Appendix 6).
2. Accomplish four (4) copies of COS Form 3 - Transmittal Form (Appendix 6). The PO should retain one copy and send one copy to the RD. The PO should send the two remaining copies to CO with the shipment.
3. Transmit box/boxes of accomplished questionnaires to CO using the address below:

The Administrator/NSO Attention: EIID Ramon Magsaysay Blvd. Sta. Mesa, Manila
--

For multiple boxes, use a numbering system such as "box 1 of 3 boxes".

4. Submit Narrative Report (Appendix 7) to CO Attention: EIID within fifteen (15) days after transmittal of **all** accomplished questionnaires.

5. Submit Financial Report - ITSD-ADM Form 3a (Appendix 8) 30 days after the survey period, copy furnish RO.

### **3.7.3 Transmittal of COS E-Receipt and Control Data Files to ITSD-EIID**

1. The PO should keep track of the status of questionnaires using the COS E-Receipt and Control that will be installed in the PO. Submission is on a weekly basis thru e-mail at [r.staana@census.gov.ph](mailto:r.staana@census.gov.ph).
2. The PO should submit a copy of the updated COS E-Receipt and Control data files in CD/diskette thru fastest means.

## **3.8 Processing**

Processing of the COS data involves the manual processing of accomplished survey questionnaires and machine processing of survey data.

Manual processing which involves the verification of geographic identification, coding of commodity/service, specification and description, consistency checking of entries in the questionnaires and completeness checking of forms before submitting them to the CO (discussed in Chapter 4 - Instructions in Accomplishing the Questionnaire), shall be done by the PO staff.

Machine processing, on the other hand, involves the conversion of data in the questionnaire into electronic form through data entry. This stage also covers completeness checking and editing to ensure data accuracy and generation of tables.

The verification and machine processing of the questionnaires will be done at the CO. The Information Technology and Operations Division (ITOD) will do the data entry process while the EIID will do the editing, coding of commodity/specs/outlet not included in the Coding Guide and updating of data files.

## **3.9 Folioing and bundling instructions**

The CO staff shall do the folioing of the edited questionnaires. The following steps should be followed:

1. Sort all accomplished questionnaires by province.
2. Arrange questionnaires consecutively by number in every folio. Each folio consists of 5 questionnaires. Assign FN 01 for the first folio number, FN 02 for the next and so on.

3. Cover a folio using a folder and bind it with a shoelace. Fill up the Folio Control Form – COS Form 4 (Appendix 9) and paste it on the folder.

### **3.10 Tabulation**

After the data encoding and cleaning of data files, preliminary frequency tables will be generated by province. From these frequency tables, the CO will select the most commonly consumed commodities/services availed of which will serve as the basis in selecting the market basket for a province/city. The corresponding outlet where these commodities/services were purchased/availed of will also be tabulated. The proposed provincial/city market basket will be sent to the concerned PO for review, validation and confirmation. The concerned PO should send back the updated market basket one week after receipt to ITSD-EIID.

The concerned RO will also be provided a copy of the provincial tables.

### **3.11 Documentation**

The ITSD-EIID will prepare a written report on the methods and procedures used in the conduct of the 2007-2008 COS.

### **3.12 Role of the Enumerators**

As an enumerator, you are expected to do the following duties and responsibilities:

- a. Attend the training and learn the concepts, definitions and instructions that will be used in the enumeration;
- b. Locate the sample households assigned to you and interview the knowledgeable respondents using the COS questionnaire;
- c. Accomplish the COS Form 1 completely and accurately according to the instructions;
- d. Make at most two (2) callbacks on different days;
- e. Go over the accomplished questionnaires for completeness before leaving the sample household;
- f. Review the accomplished questionnaires for consistency and accuracy before submission to the DSOs/Supervisors; and
- g. Submit the accomplished questionnaires to the DSO/Supervisor upon completion.

### **3.13 Role of Supervisor/DSO**

- a. Attend the training and learn the concepts, definitions and instructions that will be used in the enumeration;
- b. Assign sample households to enumerators;
- c. Review the accomplished questionnaires for completeness and consistency;
- d. Select replacement sample households for unsuccessfully interviewed original sample households;
- e. Submit the accomplished questionnaires to the PO on or before the target date.

### **3.14 How to Ask Questions**

- a. Ask the questions as they are worded in the questionnaire. If the interview is conducted in any of the dialects, be sure to translate the question in such a way that you do not change the meaning of the question. A test of a good translation is that you should have the same wordings as in the questionnaire when you translate back to English.
- b. Unless otherwise instructed, ask the questions in the order that they are presented in the questionnaire. Do not skip any portion, section or item in the questionnaire. Verify if all the pages of the questionnaire are accounted for.
- c. Never ask a leading question that suggests the answer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the question is the right one. Example of leading question: "Do you normally buy Colgate during the month?" Instead ask, "Do you buy toothpaste? What is the brand, size and unit of measure?"
- d. Do not interrupt the respondent unless necessary.
- e. Finish recording an answer before asking the next question.

### **3.15 Rules for Interviewing**

#### **3.15.1 Whom to Interview**

The respondent/s shall be the family head and/or the family member/s that has/have the knowledge of the finances of the family. As much as possible, interview the same respondent/s of the same household during the 2006 FIES visits.

### 3.15.2 How to Conduct an Interview

- a. **Be presentable.** Make a good impression by dressing appropriately and neatly. Some people judge others by what they wear and may not open the door for someone who appears untidy.
- b. **Be polite.** People will react to you differently. However, you must always remain cordial and polite. You must always try to smile.
- c. **Be prepared for all types of questions and give honest answers.**
- d. **Never argue with the respondent.** Maintain your composure even if the respondent is irritated due to the length of the interview.
- e. **Introduce yourself and the survey.** As an introduction you may say the following:

*“Good morning/afternoon. I am (state your name, show your NSO ID), a Statistical Researcher of the National Statistics Office. We are currently conducting the 2007-2008 Commodity and Outlet Survey in the country. I would appreciate very much your cooperation in answering the questions in this undertaking. Please be assured that all your answers will be treated confidential”.*

- f. **Explain the objectives.** It is necessary to explain the objectives of the survey to gain cooperation from a person. Explain to him/her the objectives as well as the importance of the survey.
- g. **Ask all questions.** Never assume answers. Ask all the questions though you already have an idea of the answers to some of these questions. What you think may not be the right answers.
- h. **Probe if the respondent’s answer is not satisfactory.** Do not settle for unsatisfactory answer. You can do any of the following:
  - 1. Repeat the question
  - 2. Pause to give the respondent time to think
- i. **Thank the respondent for his/her cooperation.** Always try to leave the respondent with a good feeling toward the survey. Express your appreciation for the respondent’s cooperation.
- j. **After each interview, review all the pages of the questionnaire for possible omissions of entries.**

## Chapter 4

### Instructions in Accomplishing the Questionnaire


#### 4.1 General Instructions

1. Use pencil in making entries in the COS questionnaire. Do not use any other colored pen or ball pen.
2. Use loose pre-printed blank sheet to include additional commodities where spaces are not enough in the questionnaires.
3. Write legibly in print letters all write-in entries (commodity, specifications, type of outlet).
4. Do not fill-up shaded cells in the questionnaire.
5. Interview the family head or any member of the family who is responsible in the management of the family finances.
6. Replace the sample household in case the interview status is not equal to 1 (Completed Interview) after three (3) visits. The replacement sample household should be taken from the provided list of replacement sample households. Line out all the information in the geographic identification portion of the cover page pertaining to the original sample households and reflect the new information of the replacement sample households. For second replacement, use a separate cover page to reflect the pertinent information of the second replacement household.
7. Ask the respondent for commodity/service that a family purchased/consumed/availed of most of the time for a given reference period **in the order they are presented** in the questionnaire. This is to ensure that the respondent did not miss any item.
8. If the respondent gave an indication that the family purchased/consumed/received/availed of a commodity/service included in a particular section during the reference period, encircle code 1 (YES) of the screening question. Otherwise, encircle code 2 (NO). Follow the skipping instruction for a “NO” answer.
9. Include all other features of the commodities that best describe it. Use the remarks portion found at the bottom section of the questionnaire for additional specifications and corresponding type of outlets. Ensure that the code and name of the commodity/service are indicated in the remarks portion.
10. In cases when spaces provided in the questionnaire are not enough because of the many commodities/services purchased/consumed/availed of by the sample household, use a pre-printed blank sheet COS Form 1a (Appendix 10) for the



inclusion of the commodities/specifications and type of outlets. The household geographic identification should be written on the space provided on the pre-printed blank sheet. This should be stapled at the back of the corresponding questionnaire.

11. Probe into the buying pattern of the family if the respondent cannot recall actual commodity/service purchased/availed of under each grouping during the reference period. Try to help the respondent by reading the commodity/service as listed/enumerated in each commodity grouping in the questionnaire. Understatement of commodity/service purchased/availed of can be avoided by meticulously asking the details.
12. Check the consistency of commodities listed as to the composition of the family members. For example, if there is an infant member in the sample household, expect entries for commodities like infant milk and diapers. Further probing should be done if there are no entries on these commodities.
13. Record specifications of commodities that came from net share of crops/livestock and poultry, own-produced by the family, received free, received as gift which were consumed by the family, during the period June 2007 to May 2008. However, the frequency of consumption should meet the criteria as stated in Section 4.2 Specific Instruction No. 4 for these items to be considered as frequently consumed.
14. Record the specifications of a service availed of by any member of the family from June 2007 to May 2008 that was paid for by a non-member of the family, or received as gift or free. The recommended frequency for a service to be included should also be considered.
15. Review all the pages of the questionnaire for possible omissions of entries or for inconsistencies of responses before leaving the sample household.
16. The total number of visits should include the first visit made and the succeeding callbacks. In making callbacks, inquire from children, maids, or neighbors about the best day and time for a callback. Leave COS Form 2 (Appendix 5 - Appointment Slip) with any person in the household. Indicate the date and time you will be back for an interview. However, in case the entire household is away, you may leave the form in a place where it can be easily seen or just leave the form with a responsible neighbor. Be sure to remind the neighbor to give the form to the household.

 **NOTE:** Commodities/services purchased/availed of by the sample household for purposes of giving away as gifts, and donations for charitable institutions during the period June 2007 to May 2008 are not considered as part of the family consumption in this survey. Purchases of these commodities are therefore, **excluded**.

## 4.2 Specific Instructions

1. Before proceeding to the EA, fill-up the identification portion of the questionnaire. In filling up the geographic identification portion of the COS questionnaire, the codes to be used for the province, municipality/city, barangay, EA, SHSN, HCN and the sample indicator should be copied from the control list. The province name, municipality/city name and barangay name should be written in the appropriate blanks.
2. Ascertain the Total Number of Family Members. This includes the breakdown of family members according to sex and age group such as male and female adults, boys and girls and infant/babies. The total number for each category should be written in the corresponding box provided. Write in the appropriate line the name of respondent, name of family head and address provided in the control list.
3. Write the date of visit in the format (mm/dd/yy), time began/ended (hh:mm, AM/PM), and interview status (1, 2, 3, 4). For interview status equal to 4, specify the reason in the space provided using the status enumerated in "Others, specify" portion found in page 8 of the manual. Write in the "Remarks" portion the information related to the interview record/status of the survey.
4. Identify the commodities most commonly purchased/consumed whether in cash or in credit and services availed of by the family during the period June 2007 to May 2008. Note that the term **commonly purchased/consumed and availed of** refers to those commodities and services that are frequently and regularly purchased/consumed and availed of by the family. A commodity or service is frequently purchased/consumed/availed of if it meets the following criteria:

Commodity Division	Commodity Description	Purchases/Consumption/Services Availed of were:
01	Food and Non-alcoholic Beverages	at least <b>once a month during the period</b> December 2007 to May 2008
	<i>If food commodities were purchased only once and consumed only once during the period December 2007 to May 2008, those food commodities are <b>excluded</b>. However, if commodities were purchased once a month, example, buying grocery items once a month but consumption was at least once a month, then these food commodities are <b>included</b> in the survey.</i>	
	Seasonal food items	at least <b>twice during the season during the period</b> June 2007 to May 2008
	<b>Seasonal</b> means certain food items are available only during certain seasons of the year.	

<b>Commodity Division</b>	<b>Commodity Description</b>	<b>Purchases/Consumption/Services Availed of were:</b>
02	Alcoholic Beverages and Tobacco	at least <b>once a month during the period</b> December 2007 to May 2008
03	Clothing and Footwear	at least <b>once during the period</b> June 2007 to May 2008
04	Housing and Repairs	at least <b>once during the period</b> June 2007 to May 2008
	Water, Electricity, Gas and Other Fuels	at least <b>once a month during the period</b> December 2007 to May 2008
05	Household Furnishings and Equipment	at least <b>once during the period</b> June 2007 to May 2008
06	Drugs and Medicines	at least <b>twice during the period</b> June 2007 to May 2008
	Other Medical Products and Health Services	at least <b>once during the period</b> June 2007 to May 2008
07	Transport Equipment	at least <b>once during the period</b> June 2007 to May 2008
	Fuels and Lubricants	at least <b>once a month during the period</b> December 2007 to May 2008
	Maintenance and Repair of Personal Transport Equipment	at least <b>once during the period</b> June 2007 to May 2008
07	Transport Services such as MRT, LRT, Jeepney, Bus, FX/Mega Taxi, Tricycle, Pedicab	<b>number of times</b> availed of in May 2008
	Boat as a Means of Transport Service	at least <b>once a month during the period</b> December 2007 to May 2008
	Airplane/Ship as a Means of Transport Service	at least <b>once during the period</b> June 2007 to May 2008

<b>Commodity Division</b>	<b>Commodity Description</b>	<b>Purchases/Consumption/Services Availed of were:</b>
08	Communication except for Subscription of Landlines/Cellular Phones and Prepaid Cards	at least <b>once during the period</b> June 2007 to May 2008
	Subscription to Landlines/Cellular Phones and Prepaid Cards	at least <b>once a month during the period</b> December 2007 to May 2008
09	Recreation and Culture	at least <b>once during the period</b> June 2007 to May 2008
10	Education	at least <b>once during the period</b> June 2007 to May 2008
11	Catering Services	at least <b>once a month during the period</b> December 2007 to May 2008
	Accommodation Services and Hotels	at least <b>once during the period</b> June 2007 to May 2008
12	Personal Care	at least <b>once a month during the period</b> December 2007 to May 2008
	Hairdressing Salon and Barber Services; Services of Beauty Shops	at least <b>once a month during the period</b> December 2007 to June 2008
	Other Hairdressing Salon and Barber Services; Electric Appliances for Personal Care; Non-electric appliances	at least <b>once during the period</b> June 2007 to May 2008
	Articles for Personal Hygiene	at least <b>once a month during the period</b> December 2007 to May 2008
	Personal Effects and Other Miscellaneous Items	at least <b>once during the period</b> June 2007 to May 2008

5. Always ask the screening question found after the commodity heading and encircle the appropriate code "1" for "YES" and "2" for "NO". A code "1" or "2" which is not encircled does not imply that the answer is "NO".
6. Write in Column 1 (Code) the corresponding 6-, 7-, or 8-digit code for the write-in entry in Column 2 (Commodity/Service). The codes are found in Column 5 of the COS Coding Guide Section 1 (Commodity/Service Code).
7. Write in Column 2 (Commodity/Service) the commodities/services purchased/consumed/availed of that were not pre-listed under the corresponding sub-class.
8. Write in Column 4 (Commodity Specifications) the corresponding brand, type, packaging, quantity and unit of measure, size, variety, flavor, dimension, source, length, height, thickness, material, style, pattern, and other features that best describe the commodity/service. Examples given in this manual refer mostly to popular national brands however, local brands specified by the respondent are accepted. **Abbreviations are not accepted** except for unit of measure like **gms** for grams, **kg** for kilogram, **pcs** for pieces, **ml** for milliliter, **l** for liter, **m** for meter, **yd** for yard, **ft** for feet, **mg** for milligrams, **oz** for ounces, **doz** for dozen. If gross and net weights are indicated in the label, gross weight should prevail. However, if the specification is not applicable for a certain commodity/service, write "NA".
9. Write the additional specification/s that best describe a particular commodity/service but are not included in any of the specifications indicated in Column 3 (Commodity Specifications) in the Remarks portion found at the bottom part of the same page of the questionnaire where the commodity is found.
10. Write in Column 5 (Specs Code) the corresponding 5-digit code of the entries in Column 4 of the questionnaire. The 5-digit codes are found in Column 5 of the COS Coding Guide Section 2 (Specifications Code).
11. Write in Column 6 (Type of Outlet) where the commodity/service was purchased/availed of.
12. Write in Column 7 (Outlet Code) the corresponding 3-digit code for entries in Column 6 (Type of Outlet). Refer to Column 2 of the COS Coding Guide Section 3 (Outlet Code) for the outlet codes.
13. Write a virgule mark (/) for completely blank items or where the respondent reports no purchases/consumption of commodities or did not avail of any services. This mark should be written before the commodity/service code to show that all the items had been asked and that the enumerator inadvertently leaves out none.

14. Filling-up of codes for Column 1 (Commodity/Service Code), Column 5 (Specs Code) and Column 7 (Outlet Code) can be done after the interview or during the review of the questionnaire in the office.
15. If the respondent does not know the brand, write “DK” to indicate “Don’t Know”. If the commodity does not have a brand name, write “NB” to indicate “No Brand” in the brand specification.
16. If the commodity or service consumed/availed of is not purchased, enter received free, gift, bartered, or own-produced/net share of crops, fruits and vegetable produced and/or livestock and poultry raised by other households as the case may be under Column 6 (Type of Outlets).
17. If a commodity/service is not commonly purchased/consumed/availed of in June 2007 to May 2008, leave all spaces blank. As mentioned in **specific** instructions number **13**, place a virgule mark (/) for completely blank item. This mark should be placed before the commodity/service code.
18. In other regions, other fish, fruits and vegetables are seasonal (i.e. available only during certain periods of the year). There may be commodities available only during the rainy season. In this case, the enumerator should consider the commodities most commonly purchased/consumed by the family according to the criteria for seasonal commodities in Chapter 4 Item 4.2 No. **4** of the manual.
19. Commodities purchased before June 2007 and being amortized during the reference period are **not included** in this survey.
17. The enumerator should print and sign his/her name in the Certification portion to certify that the data written on the form were obtained by him/her personally and that they are complete to the best of his/her knowledge and ability. He/She should also write the date when the questionnaire was completed.
18. The supervisor should print and sign his/her name in the Certification portion to certify that he/she had verified/reviewed the data written on the questionnaire. He/she should also write the date when the questionnaire was verified/reviewed.



**NOTE:** In case the space provided for specifications of the commodity/service is not enough, write other specifications that best describe the commodity/service in the **Remarks** portion located at the bottom part on the same page of the questionnaire.

### 4.3 Items Included by Commodity Group

This section itemizes the commodities/services, specifications and type of outlet included in each commodity group.

#### **DIVISION 01. FOOD AND NON-ALCOHOLIC BEVERAGES (consumption was at least once a month during the period December 2007 to May 2008)**

##### **01.1 FOOD**

##### **01.1.1 BREAD AND CEREALS**

**01.1.11 Rice** – specify the milling degree (over milled, well milled, regular milled, under milled) as defined by the Philippine Grains Standardization Program:

**Over Milled Rice** refers to the rice kernel from which the hull, the germ and the bran layers have been completely removed. No more bran remains in all kernels.

**Well Milled Rice** includes glutinous, aromatic palay varieties and those with excellent eating and nutritive quality. Palay varieties considered under this classification shall include but not limited to the following: Dinorado, Sigadis, Milagrosa, Sampaguita, Sinandomeng, Kalinayan, Baysilanon. Small amount of bran is retained in some of the kernels.

**Regular Milled Rice** refers to rice kernel from which the hull, the germ, the outer bran layers and the greater part of the inner bran layers have been removed but parts of the lengthwise streaks of the bran layers shall be within the range of 20-40% of the kernels. Moderate amount of bran is retained.

**Under Milled Rice** refers to the rice in which large amount of the inner bran layers are retained.

Also write the *packaging* (loose/plastic pack/sack); *quantity and unit of measure* (1 kg/50 kg/1 cavan); *latest price* (P18.25/P1,500); and the *date last purchased* (May 31, 2008/June 1, 2008).

However, if the rice consumed during the period was taken from the family's farm or received as gift, write in Column 6 the type of outlet as "**own produced**" or "**received as gift**". Rice allowances given to employees are treated as purchased. Inquire from the respondent the imputed price of this rice given as allowance and write in Column 6 "**part of compensation**".

Other rice such as glutinous rice and brown rice are also included in this commodity group. Type of glutinous rice can be white, violet and black.

**01.1.12 Corn** – includes whole corn on the cob, whole corn grain, maize, corn grits, etc.

Example of *variety* of corn (white corn) and *quantity and unit of measure* (1 pc).

**01.1.14 Flour** – includes rice flour, corn flour, wheat flour, cake flour, cassava flour, etc.

The flour used in making the bread of the family should be reported under this group.

Example of *brand* for wheat flour (Gold Medal), *packaging* (box) and *quantity and unit of measure* (1 kg).

**01.1.15 Cereal Preparations and Other Cereal Products** – includes all prepared foods by the swelling or roasting of cereals or cereal products such as cornflakes, puffed rice/ampaw, popcorn, oatflakes, oatmeal and similar products. Also under this group are native cakes (puto, bibingka, biko, sumang malagkit, sumang balinghoy, kalamay, palitaw, sapin-sapin, etc.); cereal-based infant/baby food; ready-mixed noodles with soup; instant noodles without soup (pancit canton, spaghetti and sotanghon); junk foods cereal-based; and other cereal preparations and other products, n.e.c. (champorado, sago, potato starch, malt flour, tapioca, hot cake mix and cornstarch).

Example of *brand* for cornflakes (Kelloggs), *packaging* (box) and *quantity and unit of measure* (500 gms).

**01.1.16 Bread and Other Bakery Products** – includes loaf bread, pandesal, biscuits, crackers, cookies, toasted bread, lumpia wrappers, molo wrappers, waffles, wafers, ice cream cones, cakes, hopia, pies, ginger bread, pizzas, muffins, croissants, tarts, monay, doughnuts, etc.

Exclude bread/biscuits baked at home. However, the flour used in baking these bread/biscuits should be reported under Item 01.1.14 (Flour) page 2 of questionnaire.

Example of *brand* for loaf bread (Gardenia), *type* (sliced) and *quantity and unit of measure* (600 gms).

Example of *brand* for biscuits (Rebisco), *type* (with cream filling), *packaging* (plastic pack) and *quantity and unit of measure* (25 gms).

**01.1.18 Pasta Products in All Forms** – includes macaroni, spaghetti, raviola, lasagna, cannelloni, tortellini, etc. and noodles (sotanghon, bihon, lomi, canton, miki, misua, etc.).

Example of *brand* for macaroni (Royal), *packaging* (plastic pack) and *quantity and unit of measure* (1 kg).



### **01.1.2 MEAT**

**01.1.21 Fresh, Chilled or Frozen Meat** – includes meat of beef, pork and chicken and other meat (carabeef, goat's meat, frog's meat, horse's meat, etc.).

Example of *brand* for pork meat (Monterey), *type* (pure meat/meat with bones) and *quantity and unit of measure* (1 kg).

**01.1.22 Fresh, Chilled or Frozen Edible Offal** – includes liver, gizzard, etc.

Example of *brand* for liver (Magnolia), *type* (chicken liver) and *quantity and unit of measure* (1 kg).

**01.1.23 Dried, Salted or Smoked Meat and Edible Offal (canned/uncanned)** – includes corned beef, luncheon meat/meat loaf, sausages and other dried, salted or smoked meat and edible offal (salami, bacon, ham, etc.).

Example of *brand* for corned beef (Purefoods), *packaging* (can) and *quantity and unit of measure* (175 gms).

**01.1.24 Other Preserved or Processed Meat and Meat-based Preparations Other Than Dried, Salted or Smoked Meat** – includes tocino, longanisa, chorizo, hotdog, chicken nuggets, tapa, meatballs, etc.

Example of *brand* for tocino (Pampanga's Best), *type* (pork/chicken), *packaging* (plastic pack) and *quantity and unit of measure* (500 gms).

**NOTE:** Uncanned and unprocessed meat cuts, e.g. pork chops, sold in the market are considered as fresh meat. Only those meat cuts, which have been processed or cured like sweetened pork chops, are included in this item (other preserved or processed meat and meat-based preparations).

### **01.1.3 FISH**

This covers all fish species, mollusks and other fresh seafoods. In some regions, other fish species and marine products are only available during certain seasons of the year. Some are plenty during dry or rainy season. The enumerator should ask the respondent on the kind of fish most commonly purchased/consumed even though they are only seasonally available. This enables the survey to capture the kinds of fish and marine products consumed by the family in December 2007 to May 2008 even if these are not available during the survey period. Please refer to Appendix 4 (Local Names of Agricultural Crops and Fish Species) for the local names of fish species. This group also includes canned, preserved, bottled and other fish preparations.

**01.1.31 Fresh or Chilled Fish Including Live Fish** – includes galunggong/round scad, bangus/milkfish, tilapia, dilis/anchovies, mackerel (hasa-hasa, alumahan and tanigue), lapu-lapu, caesio/dalagang bukid, catfish/hito, dalag, salmon, tawilis, talakitok, bisugo, maya-maya, yellow-fin, tuna, etc.

Example of *type* for mackerel (hasa-hasa) and *quantity and unit of measure* (1 kg).

**01.1.33 Dried, Smoked or Salted Fish** – includes dried, smoked and salted bisugo, tunsoy/salinas, tamban, bangus, galunggong, etc.

Example of *type* for bisugo (dried), *packaging* (loose) and *quantity and unit of measure* (500 gms).

**01.1.34 Fresh, Chilled or Frozen Seafood** – includes shrimps (prawn/sugpo, suaje/puti), crabs (alimango/alimasag/talangka), squid, shells and mollusks (clams, green mussels/tahong, halaan, talaba/oyster) and other seafoods, n.e.c. (land and sea snails, seaweeds, sea cucumber, sea urchin, shark, etc.).

Example of *type* for shrimp (sugpo) and *quantity and unit of measure* (1 kg).

**01.1.35 Other Prepared or Preserved Fish, N.E.C.** – includes canned mackerels or sardines, bagoong isda, burong isda, canned tuna, fishballs, caviar, fish pies, etc.

Example of *brand* for canned/bottled fish (555, Century), *type* (sardines/tuna), *flavor* (in tomato sauce/afritada), *packaging* (can) and *quantity and unit of measure* (155 gms).

Example of commodity for write-in entries (bagoong isda), *brand* (none), *type* (boneless), *packaging* (bottle/loose) and *quantity and unit of measure* (250 gms).

**01.1.36 Other Seafood-based Preparations** – includes canned/bottled squid, burong talangka, bagoong alamang, salted shells/binagoong shells, crab meat, squid balls, processed sea cucumber, etc.

Example of *brand* for canned/bottled squid (Saba), *packaging* (can) and *quantity and unit of measure* (155 gms).

#### **01.1.4 MILK, CHEESE AND EGG**

**01.1.41 Milk** – includes pure or processed milk such as carabao's milk, pasteurized or sterilized (skimmed/non-fat milk, full cream milk, low fat milk, untreated cows milk, UHT milk, unskimmed pasteurized milk or sterilized milk), condensed or

sweetened milk, evaporated milk and powdered milk, infant formula, and other milk-based beverages such as Yoghurt, thick cream, chocolate drinks, etc.

Example of *brand* for pasteurized or sterilized milk (Magnolia), *type* (skimmed milk), *packaging* (tetra pack) and *quantity and unit of measure* (1l).

**01.1.42 Cheese and Curd** – includes fresh cheese (kesong puti, cottage cheese) and processed cheese/curd (cheddar cheese, keso de bola, cream cheese, etc.). Specify *quantity and unit of measure* (185 gms).

**01.1.43 Eggs** – refers to all fresh eggs (chicken/quails/ducks/turtle) and processed eggs (salted eggs/balut/century eggs, etc.).

Example of *brand* for fresh eggs (SM Bonus), *packaging* (plastic tray) and *quantity and unit of measure* (1doz).

### **01.1.5 OILS AND FATS**

**01.1.51 Butter, Margarine, Butter Products and Oils** – includes *brands* such as Magnolia, Anchor Butter, etc. Also included are margarine (Dari-Crème, Crown, Star) and peanut butter (Lady's Choice, Lily's, Ludy's). For butter, specify *type* (salted/unsalted), *packaging* (plastic bottle) and *quantity and unit of measure* (200 gms).

**01.1.52 Edible Oils** – includes corn oil (Marca Leon, Magic Fry, Minola, Top Choice, Golden Valley, Canola); vegetable oil (Spring, Baguio, Minola, Marca Leon); coconut oil (Minola, Ram); soya bean oil, olive oil, palm oil (Dona Elena, Bertolli Lucca, Fragatta); sunflower-seed oil; soya bean oil; walnut oil; groundnut oil; cottonseed oil; etc.

Example of *packaging* for corn oil (plastic bottle), *quantity and unit of measure* (500 ml).

### **01.1.6 FRUITS**

Please refer to Appendix 4 (Local Names of Agricultural Crops and Fish Species) for the local names of fruits. In some regions, other fresh fruits are only available during certain seasons of the year. Some are plenty during dry or rainy season. The enumerator should ask the respondent on the fruits most commonly purchased/consumed even though they are only seasonally available. This enables the survey to capture the kinds of fruits consumed by the family in June 2007 to May 2008 even if these are not available during the survey period. **For seasonal fruits**, included are fruits that are consumed/purchased **at least twice during the season from June 2007 to May 2008**.

**01.1.61 Fresh Fruits** – includes all varieties of pineapples, mangoes, bananas, papayas, avocados, dalanghita, oranges, apples, grapes, chicos, santol, kaimito, melons, water melons, lanzones, mangosteen, jackfruit, rambutan, guavas, atis, etc. Indicate *variety* for fresh mangoes (kalabaw/pico); for fresh bananas (lakatan/latundan/saba/señorita/bungulan). Also indicate *quantity and unit of measure* (1 pc/1 kg).

**01.1.62 Dried Fruits** – includes dried pineapple, mango (7D/Cebu/Dizon Farm/Philippines), banana, papaya, dalanghita, orange, apple, raisins (Sun-Maid/Ram/Celesta/Champion), prunes, etc. Specify *packaging* (plastic pack/box/canister/6 pouch per pack) and *quantity and unit of measure* (100 gms/200 gms).

**01.1.63 Fruit Nuts and Edible Seeds** – includes raw and shelled peanut; processed cashew nut (Jovy's) young coconut, pili nuts, pistachio nuts, castañas, etc. Write *packaging* (plastic pack/canister) and *quantity and unit of measure* (80 gms/120 gms/200 gms/380 gms/1 kg)

**01.1.64 Fruit Preserved and Fruit-based Products** – examples are preserved pineapple (Del Monte/Dole); preserved mango; mixtures of fruits/fruit cocktail (Del Monte/Dole/Todays, etc.); coco jam (Ludy's/Lily's); and other preserved and fruit-based products like nata de coco (YS/Florence/Borman's, etc.); kaong; preserved macapuno; preserved jackfruit; peaches (Del Monte/Dole, etc.); pears; strawberries; etc. Indicate *source* for mixed fruits (local/imported), *packaging* (can) and *quantity and unit of measure* (439 gms/567 gms/836 gms).

## **01.1.7 VEGETABLES**

**01.1.71 Vegetables Cultivated for their Leaves or Stalks, Fresh or Dried** – includes cabbage, ampalaya leaves, camote tops/talbos ng camote, kangkong, malunggay, pechay and other vegetables cultivated for their leaves or stalks, fresh, chilled or dried n.e.c. such as saluyot, asparagus, broccoli, cauliflower, spinach, talbos ng sitaw, talbos ng chayote, talbos ng kalabasa, alogbati, onion leaves, gabi leaves, dahon ng sili, mustasa, etc. Indicate *variety* for pechay (Chinese/Baguio/Native) and also indicate *quantity and unit of measure* (1 kg).

**01.1.72 Vegetables Cultivated for their Fruit, Fresh or Dried** – includes bitter gourd (ampalaya), eggplant, squash, tomatoes, okra, patola, chayote, cucumber, upo, and banana blossoms. Also included in this commodity group are beans and legumes such as stringbeans/sitaw, monggo, baguio beans, togue, green peas, sigarillas, soybeans, garbanzos, etc. Specify *quantity and unit of measure* (500 gms/1 kg/whole/slice)

**01.1.73 Vegetables Cultivated for their Roots, Fresh or Dried** – includes all types/kinds of onions (white granex/bermuda, etc.), carrots, raddish, garlic, turnips/singkamas, olives, onion shoots, arrowroots, etc. For garlic indicate the *source* (native type/imported from Taiwan). For onions, indicate the *type* (red/white/native). Also indicate the *quantity and unit of measure* (250 gms/500 gms)

**01.1.74 Potatoes and Tuber Vegetables, Fresh or Dried** – includes all varieties of potatoes (Idaho, Irish), sweet potato/camote, cassava/manioc, gabi/taro, ube/yam, unshelled peanuts, etc. Camote tops and gabi leaves used as viand should be reported under 01.1.71. (Vegetables Cultivated for their Leaves or Stalk, Fresh or Dried). Indicate *quantity and unit of measure* (250 gms/500 gms/1 kg).

**01.1.75 Vegetables, Preserved or Processed and Vegetable-based Products** – includes processed potatoes (french fries); pickled vegetables (Lady's Choice, Ram); tokwa, tomato paste, pork and beans (Purefoods, Hunt's, Ram); tinned sweet corn; tinned mushroom (Jolly, Golden Valley, Top Choice); tinned peas; tausi; miso; boiled banana; boiled cassava, banana cue, etc. Specify *packaging* (bottle/can/box of 12) and *quantity and unit of measure* (500 gms/1 kg/1 pc).

**01.1.76 Products of Tuber Vegetables Including Preparations** – includes potato chips (V-Cut, Pringles, Pik-Nik, Lay's); cassava cake, haleya, camote cue, camote fries, boiled camote, etc. Write *packaging* (plastic pack/tin can/box of 8 pcs) and *quantity and unit of measure* (163 gms).

### **01.1.8 SUGAR, JAM, HONEY, CHOCOLATE AND CONFECTIONERY**

**01.1.81 Cane Sugar, Raw, Not Containing Added Favoring or Coloring** – includes refined and brown sugar (Hermano/Royal Jade); muscovado (Farm's & Cottages/Peotraco/Natures/Antique); panocha; molasses, artificial sugar, etc. Indicate *packaging* (loose, plastic pack) and *quantity and unit of measure* (250 gms/500 gms/1 kg).

**01.1.82 Jams, Fruit Jellies and Fruit or Nut Puree and Pastes** – includes jams and marmalades (Lady's Choice/Cottees), honey (Ant Sue's/Sue Bee), fruit jellies, etc. Specify *fruit content* (pineapple/guava/strawberry), *packaging* (glass/can/plastic bottle) and *quantity and unit of measure* (250 gms/375 ml).

**01.1.83 Chocolates** – examples are Cadbury, Toblerone, Hersheys, Nestle, Chocnut, Cloud Nine, Goya, etc. Write the *type* (milk chocolate/ with almond/with fruits and nuts); and *quantity and unit of measure* (17 gms/120 gms).

**01.1.84 Chewing Gum, Candies, Pastillas and Other Confectionery Products Like Merengue, Bukayo, Etc.** – examples of brands for chewing gum (Wrigley's/Clorets), candies (White Rabbit/Kopico/Mentos). For chewing gum, indicate *flavor* (plain/double mint) and for candies, indicate *type* (hard/soft), *flavor* (coffee/mint) Also indicate *quantity and unit of measure* (3.2 gms per pc/107.5 gms per 25 pcs pack).

**01.1.85 Ice Cream** – examples are Magnolia, Nestle and Selecta, dirty ice cream, etc. Specify *type* (classic/supreme/gold label), *flavor* (cheese/ube/mango), *packaging* (plastic container/cup) and *quantity and unit of measure* (1.5 l/800 ml/scoop).

#### **01.1.9 FOOD PRODUCTS N.E.C.**

**01.1.91 Salt** – includes table salt and iodized salt.

Example of *brands* for iodized salt (Mc Cormick/Marco Polo/Fidel/Ram), *packaging* (loose/pack/plastic bottle) and *quantity and unit of measure* (100 gms/1 kg).

**01.1.92 Spices** – includes pepper, ginger, monosodium glutamate/vetsin, etc.

Example of *brands* for pepper (Mc Cormick/Neph/Foodex), *form* (whole/crushed/ground) and *quantity and unit of measure* (50 gms).

**01.1.93 Culinary Herbs** – includes seeds of anise, coriander, bay leaves (laurel), etc.

Example of *brand* for bay leaf (Neph), *packaging* (plastic pack), and *quantity and unit of measure* (10 gms).

**01.1.94 Sauces, Condiments and Seasonings** – includes soy sauce/soybean sauce, tomato/banana catsup, tomato sauce, salad dressing/mayonnaise, fish sauce/patis, calamansi, matured coconut and other sauces, condiments and seasonings (ginisa mix, sinigang mix, knorr cubes, spaghetti sauce, lechon sauce, mustard sauce, etc.).

Example of *brands* for tomato/banana catsup (Del Monte/UFC/Papa), *flavor* (original/"tamis anhang"), *packaging* (bottle/sachet) and *quantity and unit of measure* (320 gms).

**01.1.95 Vinegar** – includes coco vinegar, sugarcane vinegar, pineapple vinegar, palm vinegar, etc.

Example of *brand* for coco vinegar (Datu Puti), *type* (plain/with spices) and *quantity and unit of measure* (loose/350 ml).

**01.1.96 Prepared Baking Powder and Bakers Yeast** – example of *brand* for baking powder (Calumet), *packaging* (can), and *quantity and unit of measure* (200 gms).

**01.1.97 Soups, Broths, Stocks and Culinary Ingredients** – includes boullion soup, vegetable soup, mushroom soup, noodle soup, chicken noodle soup, etc.

Example of *brand* for noodle soup (Knorr), *flavor* (chicken), *packaging* (plastic pack) and *quantity and unit of measure* (70 gms).

## **01.2 NON-ALCOHOLIC BEVERAGES**

### **01.2.1 COFFEE, TEA AND COCOA**

**01.2.11 Coffee** – includes instant decaffeinated coffee, instant non-decaffeinated coffee and roasted or ground coffee.

Example of *brands* for instant decaffeinated coffee (Nescafe/Taster's Choice), *packaging* (bottle/plastic jar) and *quantity and unit of measure* (100 gms).

**01.2.12 Tea and Other Tea-based Drinks** – includes green tea, black tea, pito-pito, etc.

Example of *brands* for tea (Lipton/Mc Cormick), *type* (green tea/black tea), *form* (tea bag/powder), *flavor* (plain/vanilla/peppermint/ampalaya), *packaging* (box) and *quantity and unit of measure* (box of 20 tea bags)

**01.2.13 Cocoa** – includes cocoa powder, cocoa processed, cocoa beans, cocoa-based beverage, cocoa mix for cake, etc.

Example of *brands* for cocoa powder (Milo/Ovaltine), *packaging* (box/sachet) and *quantity and unit of measure* (80 gms/1 kg).

### **01.2.2 MINERAL WATER, SOFTDRINKS, FRUIT AND VEGETABLE JUICES**

**01.2.21 All Drinking Water Sold in Containers and Softdrinks** – includes drinking water and softdrinks.

Example of *brands* for drinking water (Wilkins/Absolute/Summit), *type* (distilled/mineral/purified) and *quantity and unit of measure* (350 ml/1000 ml).

Example of *brands* for softdrinks (Coke/Pepsi), *packaging* (bottle/can) and *quantity and unit of measure* (500 ml/1 l).

**01.2.23 Powdered Fruit and Vegetable Juice Including Salabat Powder, Etc.** – includes pineapple juice, orange juice, salabat powder, apple juice, soursop/guyabano juice, grapefruit juice, calamansi juice, mango juice, lime juice, etc.

Example of *brands* for pineapple juice (Tang/Eight O'clock/Kool Aid), *packaging* (sachet) and *quantity and unit of measure* (45 gms/500 gms).

**01.2.24 Concentrates and Ready to Drink Juice** – includes pineapple juice, orange juice, apple juice, soursop/guyabano juice, tomato juice, grapefruit juice, calamansi juice, mango juice, etc.

Example of *brands* for pineapple juice (Del Monte/Dole/Magnolia), *type* (sweetened/unsweetened/fiber enrich), *packaging* (can/plastic container/tetra pack) and *quantity and unit of measure* (240 ml/1 l).

**01.2.25 Other Non-alcoholic Beverages N.E.C.** – includes energy drinks.

Example of *brands* for energy drinks (Gatorade/Lipovitan/Red Bull/Extra Joss/Cobra), *form* (liquid/powder), *packaging* (bottle/plastic container/can/sachet), and *quantity and unit of measure* (500 ml/1.5 l).

## **DIVISION 02. ALCOHOLIC BEVERAGES AND TOBACCO (at least once a month during the period December 2007 to May 2008)**

### **02.1 ALCOHOLIC BEVERAGES**

**02.1.1 LIQUORS** – include whisky (White Castle, Black Sonny, Black and White, Chivas Regal, Johnnie Walker), brandy (Fundador, Napoleon VSOP, Emperador, Grand Matador), rum (Tanduay White, Tanduay Dark), vodka (Toska, Cossak, Smirnoff, Mc Kevin), lambanog (OR.GY, Milmar, Zoe Rei) and gin (Ginebra San Miguel, Gilbey's). Specify the *quantity and unit of measure* (350 ml/370 ml/750 ml/1 l).

### **02.1.2 WINE**

**02.1.21 Wine and Other Sparkling Wines** – includes tuba/palm wine, duhat (plum) wine, rice wine, raisin wine, champagne (Hennessy, Cribari), strawberry wine, red wine (Carlo Rossi, Novellino), white wine, etc. Specify the *quantity and unit of measure* (750 ml/1 l/1 gallon).

**02.1.3 Beer Including Ale and Lime Juice** – example of *brands* for beer (San Miguel/Red Horse/Beer na Beer/Colt 45/Heineken/Carlsberg's), *type* (pale



pilsen/strong ice/light/super dry/extra strong) and *quantity and unit of measure* (320 ml/330 ml/500 ml/1 l). This group also includes ales like ginger ale.

## **02.2.0 TOBACCO**

This group includes cigarettes, cigars, chewing tobacco, betel nut, betel leaf and leaf tobacco.

**02.2.01 Cigarettes** – example of *brands* for cigarette (Hope/Marlboro/Philip Morris/Winston/Camel), *type* (filter), *length* (short/long) and *quantity and unit of measure* (1 stick/pack of 10 or 20 sticks/1 ream). Specify whether the cigarette is *local or imported*.

**02.2.02 Cigars** – example of *brand* for cigar (Flor de Filipinas - Churchill), *size* (47 by 7 inches) and *quantity and unit of measure* (pack of 18). Specify whether the cigar is *local or imported*.

## **DIVISION 03. CLOTHING AND FOOTWEAR (at least once during the period June 2007 to May 2008)**

### **03.1.1 CLOTHING MATERIALS**

**03.1.11 Clothing Materials of Natural/Man-made Fibers** – includes clothing materials made of cotton, silk, polyester, ramie, and wool.

Specify *composition* of the clothing material like 100% cotton and 100% silk. Classify the clothing material according to its highest composition if it is a combination of two or more fibers. Example: If the clothing material is composed of 65% cotton and 35% polyester then classify its clothing material as cotton.

The respondent's preference is solicited if the percentage combination of fiber is equal. Example: If the clothing material is composed of 50% cotton and 50% polyester then the clothing material can be classified either cotton or polyester.

Specify the *pattern* of the clothing material as plain/printed/checkered/striped, etc. and the *unit of measure* (meter/yard).

### **03.1.2 GARMENTS**

**03.1.21 Garments for Men (18 years old and above) either Ready-to-wear or Made-to-measure in All Materials** – includes men's pants, polo, suits, jackets/blazers, t-shirts, sando/undershirts, camisasino, briefs, socks (dress/formal/sports) and other garments for men either ready-to-wear or made-to-measure in all materials n.e.c. (walking shorts, overcoats, raincoats, pajama, bathrobes, etc.).

Example of *brands* for men's pants (Levis/Wrangler/Lee), *style* (straight cut/skinny/flared) and *material* (denim/wool/cotton/polyester).

Example of *brands* for men's t-shirt (Giordano/Bench/Jag), *type* (with or without collar) and *material* (cotton).

**03.1.22 Garments for Women (18 years old and above) either Ready-to-wear or Made-to-measure in All Materials** – includes women's dresses, blouses, t-shirts/shirt blouses, skirts, suits, pants (denims and slacks), dusters, panties, stockings and other garments for women (shorts, jackets, blazers, overcoats, raincoats, half-slip, night dress, jogging pants, bathrobes, camisole, pajama, socks, etc.).

Example of *brands* for women's blouse (Kamiseta/Bayo/Bench/Penshoppe), *style* (with or without sleeve) and *material* (cotton/polyester/spandex).

Example of *brands* for women's t-shirt/shirt blouse (Particles/Penshoppe/Herbench), *type* (N/A) and *material* (cotton).

Example of *brands* for women's skirt (Paper Dolls/George Town), *style* (A-line/straight cut/pencil cut), *length* (below/above the knee) and *material* (denim/cotton).

Example of *brand* for women's suit (George Town), *type* (blazer and pants/blazer and skirt) and *material* (cotton).

Example of *brand* for women's stocking (Kanebo) and *type* (pantyhose/stay-up/knee high).

**03.1.230 Garments for Boys (1–17 years old)** – includes boy's pants/trousers, jeans (denims), t-shirts, sport shirts, polo-shirt (dress shirts), briefs, socks, shorts and other garments for boys (undershirts, school uniforms, jackets, blazers, raincoats, pajama, bathrobes, etc.). School uniforms can be complete set or not such as polo only or pants only.

Example of *brands* for boy's pants/trousers (Jag/Palomino/Paddocks/Colours), *size* (small/medium/large), and *material* (cotton/polyester).

Example of *brands* for boy's polo-shirt (Penshoppe, Jag, Dickies, Wrangler), *type* (short sleeve, long sleeve) and *size* (small, medium, large).

Example of *brands* for boy's socks (Darlington, Burlington), *type* (formal, sports), *style* (ankle, high-cut), *size* (small, medium, large) and *material* (cotton).

**03.1.231 Garments for Girls (1–17 years old)** – include girl's pants, jeans (denims), t-shirts, dress, panties, dress socks, sports socks, shorts, skirt and other garments for girls (undershirts, school uniforms, jackets, raincoats, blazers, pajama, bathrobes, etc.). School uniforms can be complete set or not such as blouse only or skirt only.

Example of *brands* for girl's pants (Barbie/Paper Dolls/Cinderella), *size* (small/medium/large), and *material* (cotton/polyester).

Example of *brands* for girl's dress (Barbie/Paper Dolls/Cinderella), *type* (plain/printed), *style* (N/A), *material* (cotton/polyester).

Example of *brands* for girl's dress socks (Darlington/Burlington), *style* (ankle/knee high), *size* (small/medium/large) and *material* (cotton).

**03.1.24 Garments for Infants (less than 1 year old)** – includes infant's dress, brief and panty, shirt, tie-side shirt and other garments for infants (socks, hats, mittens, bibs, pajama, binders, etc.)

Example of *brands* for infant's dress (St. Patrick/Bebe/Oshkosh Bigosh), *size* (small/medium/large), and *material* (cotton).

Example of *brands* for infant's tie-side shirt (St. Patrick/Bebe/Oshkosh B'gosh), *style* (with/without sleeves), and *size* (small/medium/large).

**03.1.25 Track Suit/Jogging Suit/Leotard, Sweatshirt, Swimwear** – includes jogging suits (pants only/ pants and suit), sweatshirts, men's swimwear, women's swimwear and children's swimwear (1 to 17 years old).

Example of *brands* for jogging suits (Nike/Adidas/Fila), *type* (pants only/pants and suit), *age level* (N/A), *gender* (men/women/boys/girls), *size* (small/medium/large), *style* (N/A), *material* (cotton).

**03.1.26 Brassiere, Girdle and Panty Girdle, Suspender and Similar Articles and Parts Thereof** – includes brassieres, girdles and panty girdles, suspenders and similar articles.

Example of *type* of brassieres (sports bra/maternity bra), *style* (with lace/strapless) and *material* (spandex).

### **03.1.3 ARTICLES OF CLOTHING AND CLOTHING ACCESSORIES**

This group includes handkerchief, necktie, shawl, scarf, belt, gloves, muffler, mantilla, veil, bow tie, malong, etc.)

Example of *brand* for handkerchief (Caruso), *gender* (men, women), *material* (cotton).

#### **03.1.33 Hats and Other Headgear** – includes hats, hair net and hoods, helmets, etc.

Example of *brands* for hat (Bench/Nike/Adidas/Fila), *type* (ordinary/standard, specialized hat) and *material* (cotton).

#### **03.1.35 Sewing Thread** – examples of *brand* for sewing thread (Astra/Moon), *size* (6500 yard spool) and *material* (cotton).

#### **03.1.37 Other Articles of Clothing and Clothing Articles** – includes needles (hand sewing and machine sewing), buttons, zipper, garters, press-fasteners/snaps, slide fasteners, buckles and buckle-clasps, automatic, hook and eye.

Examples of *brands* for zipper (YKK/Talon), *material* (plastic/metal/nylon), *size* (8 inches/12 inches) and *unit of measure* (pc).

### **03.1.4 CLEANING, REPAIR, SEWING SERVICES AND RENTAL OF CLOTHING**

Includes dry cleaning services, laundry services, repair of garments, repair/altering of household furnishings, rental of clothing and sewing services tailoring of men's pants, men's polo, boy's pants, boy's shorts, and dressmaking women's dress, women's blouse, women's skirt, girl's dress, etc.

Examples of *type* of clothes for dry cleaning services (barong/gown/polo) and *unit of measure* (pc, kg); *type* for laundry services (clothes/beddings/curtains), *additional service* (ironing/folding), and *unit of measure* (pc/kg).

Specify *type* for repair of garments (hemming, alteration of pants), *material* (denims/cotton) and *unit of measure* (pc); *type* of repair/alteration of household furnishing (table cloth/curtains), *material* (cotton/polyester) and *unit of measure* (pc/set).

Specify also the *type* of clothing rented whether it is barong, wedding gown, toga, suit, evening gown, etc.

## 03.2 FOOTWEAR

### 03.2.1 SHOES AND OTHER FOOTWEAR

**03.2.11 Footwear for Men Including Sports Footwear Suitable for Everyday or Leisure Wear** – includes men’s dress shoes, men’s slippers, men’s sports shoes and other footwear for men (sandals, boots, etc.).

Example of *brands* for men’s sports shoes (Nike/Fila/Converse/Adidas/World Balance), *type* (running shoes/basketball shoes/tennis shoes), *style* (low cut/ high cut) and *material* (leather/leatherette/synthetic rubber).

**03.2.12 Footwear for Women Including Sports Footwear Suitable for Everyday or Leisure Wear** – includes women’s dress shoes, women’s slippers, women’s sports shoes and other footwear for women (sandals, step-in, boots, etc.)

Example of *brands* for women’s dress shoes (Manels/Rusty Lopez/Otto), *style* (flat/with heel) and *material* (leather/synthetic).

**03.2.13 Footwear for Boys (1 to 17 years old)** – includes boy’s dress shoes, boy’s slippers, boy’s sports shoes and other footwear for boys (sandals, boots, etc.).

Example of *brands* for boy’s slippers (Islander/Dickies/Havana/Spartan), *style* (Japanese/”sipit style”), and *material* (leather/rubber).

**03.2.14 Footwear for Girls (1 to 17 years old)** – includes girl’s dress shoes, girl’s slippers, girl’s sports shoes and other footwear for girls (sandals, step-in, boots, etc.).

Example of *brand* for girl’s sandals (Barbie), *style* (flat/with heel), and *material* (leather/leatherette/plastic).

**03.2.2 REPAIR AND RENTAL OF FOOTWEAR** – includes repair of footwear, shoe cleaning, shoe coloring and rental of footwear.

For the repair of footwear, specify type of repair (sole repair/replacement of sole, replacement of heels, stretching, etc.), and material (leather).

Example of *type* of service for shoe cleaning (cleaning service for ordinary shoes/boots) and *material* of shoes (leather).

Example of *type* of service for shoe coloring (shoe coloring for ordinary shoes/ boots).

Specify *type* of footwear rented (bowling shoes/ballet shoes/skating shoes, etc.).

## **DIVISION 04. HOUSING, WATER, ELECTRICITY, GAS AND OTHER FUELS**

**Housing and Repair (at least once during the period June 2007 to May 2008)**

**Fuel, Light and Water (at least once during the period December 2007 to May 2008)**

### **04.1.1 HOUSING INFORMATION**

Specify whether the housing unit occupied is rented or not. Encircle 1 for YES if the housing unit occupied is rented and 2 for NO.

**04.1.12 Housing Unit** - includes single house, duplex, apartment, row house, commercial or industrial or agricultural building, condominium, studio-type, boat house, etc.

If the housing unit is rented specify any of the following:

#### **Type of housing unit**

- 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.
- 2. Duplex** – a structure intended for two households, with complete living facilities for each. It is divided vertically or horizontally into two separate housing units that are usually identical.
- 3. Apartment** – a structure usually of several entrances from internal hall or court.
- 4. Row house** – usually a one or two floor structure divided into three or more housing units, each unit having its own separate entrance from the outside.

A building that was originally constructed as a single house or duplex, but now partitioned into three or more rooms/group of rooms (with separate entrances from a common hall or passage) without changing the outside structure or appearance, will be classified as single house or duplex as the case may be.

- 5. Commercial or Industrial or Agricultural building/house** – these are buildings intended for transacting business for rendering professional services, for processing, assembling, fabricating or manufacturing operations, or for agricultural purposes and not intended for private habitation but used as a living quarter at the time of the survey.

- 6. Condominium, studio-type unit** – a condominium is usually a high-rise building where the housing units are owned individually but the land and other areas and facilities are owned in common.
- 7. Other housing unit (cave, boat, etc.)** – these refer to all other types of buildings/houses and natural structures not intended for private housing and/or human habitation not 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, boats, etc., fall under the category.

Specify the *number of bedrooms* (2 bedrooms), *number of toilet/bath* (1 toilet) and *floor area* (35 sq.m).

## **8. Room**

Specify in the corresponding row the number of persons allowed in the room occupied/rented. Floor area refers to the space enclosed by the exterior wall of the housing unit. In case of several floors, get the area of each floor in sq. meters and add together to get the total floor area of the housing unit. In general, area is length multiplied by width. The floor area is to be reported in square meters.

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. In case the respondent does not know the floor area of the housing unit, you can approximate the floor area using any of the above-mentioned methods. Familiarize yourself with the length of a meter stick so that you can do visual approximation.

### **04.3 MAINTENANCE AND REPAIR OF DWELLING (at least once during the period June 2007 to May 2008)**

#### **04.3.1 MATERIALS FOR THE MAINTENANCE AND MINOR REPAIR OF DWELLING**

**04.3.11 Paint and Varnish** – includes all paints (latex, enamel, gloss, tinting color, etc.) and varnishes.

Example of *brands* for paints (Boysen/Dutchboy/Nation/Rain or Shine/Coat Saver, etc.), *type* (water-based/oil-based/flat, gloss), *packaging* (can/plastic container/bottle), and *quantity and unit of measure* (250 ml/1 l/1 pint/1 gal).

Example of *brand* for varnish (Valspar), *packaging* (can/plastic/container/bottle) and *quantity and unit of measure* (250 ml/1 l/1 pint/1 gal)

**04.3.12 Wallpaper, Wallpaper Paste and Fabric Wall Covering** – includes “ingrain” paper, wallpaper and similar wall coverings with a grained, embossed, colored, design-printed or otherwise decorated layer of plastics, and similar wall coverings with plaiting materials, whether or not bound together in parallel strands or woven, wall paper pastes and plaster.

Example of *types* for wallpaper (paper/rubberized), *quantity and unit of measure* (1 meter/2 rolls)

Example of *types* for wallpaper paste (water-based), *quantity and unit of measure* (1 meter/2 rolls)

**04.3.14 Masonry** – refers to cement, gravel, sand and other masonry products like tiles, hollow blocks, etc.

Example of *brands* for cement (Republic/Union/Apo/Rizal), *types* (Portland/Pozzolan), *quantity and unit of measure* (1 bag/50 kg)

Example of *quantity and unit of measure* for gravel and sand (3 sacks/1 elf)

Example for *brands* of tiles (Eurotiles/Mariwasa/Lepanto, etc.), *types* (ceramic/granite), sizes (2"x4"/4"x4"/4'x8"/6'x6"), *quantity and unit of measure* (100 pcs)

Example of *sizes* for hollow blocks (4"/5"/6"), *quantity and unit of measure* (24 pcs)

**04.3.15 Other Materials for the Maintenance and Repair of Dwelling** – includes thinner, putty, jalousies, etc.

Example of *brands* for thinner (Valspar/Crown), *packaging* (can/bottle) and *quantity and unit of measure* (50 ml/1 l)

Example of *brands* for putty (Dutchboy/Magic Bond Epoxy Putty), *packaging* (can/plastic container) and *quantity and unit of measure* (250 ml/1 l)

**04.3.18 Carpentry, Plumbing and Electrical Materials** – includes bamboo, nails, lumber, G.I. sheets, steel bar, plywood, electrical wires, switches, receptacle, faucet and other carpentry, plumbing and electrical materials such as PVC pipe, nipa/cogon, shingles, electrical outlet, washer, bathroom fittings, etc.

Example for *type* of bamboo (native/chinese), nails (common wire/concrete/roofing), lumber (narra/yakal/apitong/coco lumber), G.I. sheet (plain/corrugated), steel bar (flat/round), plywood (marine/kiln-dried), electrical wire (solid/stranded), switch (1-way with LED/1-way without LED/2-way/3-way), receptacle (universal/flat pin), PVC pipe (electrical/water).



Example of *material* for faucet (brass/stainless steel/hard plate).

**04.3.2 SERVICES FOR THE MAINTENANCE AND REPAIR OF DWELLING** – includes services of plumber, electricians, carpenters, painter and mason. Specify *mode of payment* whether daily basis, weekly, contract basis, etc.

Minor repairs refer to changes done in the housing unit to prevent its normal deterioration or to keep the existing structure in good condition under the following jobs:

- a. replacement of faucets, sinks and tiles
- b. repair of clogged drainage
- c. replacement of broken windows and floor tiles
- d. repainting of house or wall papering
- e. replacing damaged ceiling tiles, wall tiles, or wall paneling
- f. repair of leaking roof
- g. repair of fence
- h. replacement of faulty wires, switches and plugs

Major repairs of the house refer 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.

#### **04.4 WATER SUPPLY AND MISCELLANEOUS SERVICES RELATING TO THE DWELLING (at least once during the period December 2007 to May 2008)**

**04.4.1 WATER SUPPLY** (Water distribution services through Maynilad, Manila Water, LWUA and those operated by private subdivisions)

**04.4.11 Water Consumption** - report the water *consumed in cubic meters* based on the average water consumption during the period December 2007 to May 2008.

#### **04.5 ELECTRICITY, GAS AND OTHER FUELS (at least once a month during the period December 2007 to May 2008)**

**04.5.1 ELECTRICITY** – covers electricity consumed by the family distributed through MERALCO, electric companies and electric cooperatives. The number of kilowatt hours consumed should be reported.

If the family gets its electricity supply during the period from a generator, the type of fuel used to run the generator should be reported under “**Fuel used to run the generator (04.5.251)**”. Indicate the *type* of fuel (gasoline or diesel).

**04.5.2 GAS AND OTHER FUELS** – includes LPG for cooking (Shellane, M-gas, Gasul, Cat-gas), kerosene, firewood/wood, charcoal, fuel used to run the generator and other fuel for cooking. For charcoal, indicate the *type* (coconut/wood) and unit of measure (kg).

Example of *unit of measure* for kerosene (ml/l/gallon).

**DIVISION 05. FURNISHINGS, HOUSEHOLD EQUIPMENT AND ROUTINE MAINTENANCE OF THE HOUSE (at least once during the period June 2007 to May 2008)**

**05.1 FURNITURE AND FURNISHINGS, CARPETS AND OTHER FLOOR COVERINGS**

**05.1.1 FURNITURE AND FURNISHINGS**

**05.1.11 Beds, Sofa, Couch, Table, Chair, Cupboard, Chest of Drawer, Bookshelf, Dining Set and China Cabinet**

Example of *materials* for sofa (leather/fabric/synthetic fiber).

Example of *dimension* for bed (Single bed – 36 X 75/Double bed – 48 X 75/Family bed – 54 X 75/Queen/King/Matrimonial bed – 60 X 75).

Example of *other features* for bed (without mattress/with extra support zone, mattress and removable cover).

Example of *other features* for sofa (2-seater sofa/3-seater sofa); table (round with 4 legs/rectangular); chair (straight back armless/low back with armrest); bookshelves cabinet (4 shelves/5 shelves); and dining set (1 table and 6 chairs/sliding type extendable).

Example of *materials* (solid softwood/solid hardwood).

**05.1.12 Lighting Equipment** – includes chandeliers, lamp shades, bedside lamps, table lamps, kerosene lamps. Specify *wattage* (5 watts/10 watts/20 watts/40 watts/60 watts); *other features* (1 bulb/2 bulbs/6 bulbs). Entries for *other*

*features* can be the materials used like glass (shade) for the chandelier or painted metal (shade) for table lamp.

**05.1.14 Furniture and Fixtures** – includes screens, folding partitions, TV racks, entertainment cabinets, etc.

Example of *material* for TV rack (solid hardwood) and *size* (rack designed for 14" TV).

**05.1.19 Other Household Furniture and Furnishings** – includes flowerpots, vases, decors, figurines, decorative jars, wall clocks, etc.

Example of *brands* for wall clocks (Seiko/Citizen/Nikon), *materials* (ceramic/porcelain/plastic), and *size* (small/medium/large).

**05.1.21 Carpet, Linoleum, Vinyl/Floor Coverings (vinyl tiles, etc.)**

Example of *materials* for carpet (wool/silk), *size* (10 ft. round/54" x 36"/12" tiles) and *brand* (NB).

## **05.2.0 HOUSEHOLD TEXTILES**

**05.2.02 Curtain Material, Double Curtain, Door Curtain, Fabric Blind and Ready-made Curtain** –

Example of *types* for curtain (lined or unlined, plated, panels, sheers and laces, ruffle), *materials* (cotton/polyester/silk), *design* (simple/with lace/embroidered/goblet headed/pencil pleat) and *size* (60"W x 45"L/48"W x 63"L).

**05.2.03 Beddings** – includes pillows, bolsters, comforters, futtons, mattresses.

Example of *types* for pillows and bolsters (ordinary/magic pillow) *filling materials* (cotton/ fiber/foam) and *size* (small/medium/large/74"long x 57"wide).

**05.2.04 Blanket** – includes *brand* for blankets (Canadian). Specify *materials* for blankets (cotton/linen/synthetic fibers/wool), *size* (single/double/kingsize/super kingsize).

**05.2.05 Bed Linen** – includes bedsheets, flat and fitted sheets, pillowcases, mosquito nets and mat (made of any material), etc. Example of *brand* for bed sheet (Canadian), *material* (cotton/plastic/natural or polyethelyne particularly for mosquito net) and *size* (1.6" x 1.8" and 1.5").

**05.2.06 Table Linen and Bathroom Linen** – includes table covers, table napkins, face/hand towels, bath towels, etc.

Example of *brands* for face/hand towel (Bench/Canadian) and *materials* (cotton/cotton polyester/spandex/vinyl).

**05.2.07 Other Household Textiles** – includes shopping bags, laundry bags, shoe bags, rugs, etc.

Example of *materials* for rug (plastic/cotton/leather/bamboo/wool/) and brand (NB).

### **05.3 HOUSEHOLD APPLIANCES**

#### **05.3.1 MAJOR HOUSEHOLD APPLIANCES**

##### **05.3.11 Refrigerator and Freezer**

Examples of brands for refrigerator (GE, Sharp, LG, Winner, White Westinghouse, National, Sanyo), *types* (single door/two-door), *other features* (automatic defrosting/frost free) and *specific capacity* (5 cu.ft./6 cu.ft./7 cu. ft.)

##### **05.3.12 Washing Machine, Dryer, and Dishwasher/Dish Dryer**

Example of *brands* for washing machine (GE/Sharp/National/Sanyo/Whirlpool), *type* (top loader/ front loader), *washing capacity* (3.2 kgs/5.2 kgs/6 kgs) and *other features* (single/double tub).

**05.3.13 Stove, Range, Oven and Other Major Cooking Appliances** - includes turbo broilers, electric stoves, gas stoves and kerosene stoves.

Example of *brands* for electric stove (Sanyo/GE/National), *type* (3 or 4 burners), *wattage* (1500 watt) and *other features* (with or without grill).

##### **05.3.14 Air Conditioner, Water Heater, Ventilator, Exhaust Fan and Extractor Hood**

Example of *brands* for air conditioner (Carrier/Kelvinator/Panasonic/Sharp/LG/Sanyo), *types* (window/split) and *cooling capacity* (1 horsepower).

**05.3.15 Machines for Cleaning, Scrubbing, Waxing and Polishing Floors** – includes vacuum cleaners and floor polishers.

Example of *brand* (Electrolux), *wattage* (1200 watts/1500 watts).

**05.3.16 Other Major Household Appliances** – includes safety boxes and sewing machines.

Example of *brands* for sewing machine (Singer/National/Brother), *types* (mechanical/computerized/electronic) and *other features* (built-in stitches/1 step automatic buttonhole).

### **05.3.2 SMALL ELECTRIC HOUSEHOLD APPLIANCES**

**05.3.21 Rice Cooker, Electric Flat Iron, Electric Fan, Coffee-Maker, Juice Extractor, Blender, Food Mixer, Deep Fryer, Meat Grill, Toaster, Food Processor and Meat Grinder**

Example of *brands* for rice cooker (National/Panasonic), *types* (with or without steamer) and wattage (1700 watts).

### **05.3.3 AVAILMENT OF REPAIR SERVICE OF HOUSEHOLD APPLIANCES**

**05.3.31 Repair Service of Household Appliances**

Example for *types of service* (replacement/repair of parts of refrigerator/washing machine) and *mode of payment* (daily basis/contract basis).

## **05.4 GLASSWARE, TABLEWARE AND HOUSEHOLD UTENSILS**

**05.4.01 Tableware** – includes drinking glasses, cups and saucers, plates, soup bowls, serving bowls/plates, bathroom cups, soap holders, tissue holders, etc.

Example of *brand* for drinking glass (Luminarc), *size* (small), *material* (glass) and *set of pieces* (one set of 6 pieces).

**05.4.02 Cutlery, Flatware and Silverware** – includes kitchen knife, bread knife, butcher knife, spoon, fork, serving spoon and fork, etc.

Example of *brands* for kitchen knife (Global/Sabatier), *material* (stainless steel), *length* (4").

Example of *brand* for spoon (SM), *type* (teaspoon/tablespoon) and *material* (stainless steel).

**05.4.03 Non-electric Kitchen Utensils of All Materials** – includes saucepans, stewpots, pressure cookers, cooking pots/casseroles, frying pans, ladles, turners, mincers, household scales, etc.

Example of *brand* for frying pans (T-fal), *materials* (stainless steel/copper/aluminum), and *other features* (ordinary/non-stick).

**05.4.04 Non-electric Household Articles of all Materials** – includes laundry baskets, ironing boards, feeding bottles, thermo flasks, waste bins, towel rails, charcoal iron, ice box, containers for bread, coffee and spices, etc.

Example of *brands* for feeding bottle (Pigeon/Looney Tunes), *size* (4 oz/8 oz), *material* (glass) and *other features* (none).

## **05.5 TOOLS AND EQUIPMENT FOR HOUSE AND GARDEN**

### **05.5.1 MAJOR TOOLS AND EQUIPMENT**

**05.5.11 Motorized Tools and Equipment** – includes electric drills and saws, sanders, hedge cutters, garden tractors, lawn mowers, cultivators, chain saws, water pumps, etc.

Example of *brands* for electric drill (Black & Decker/Hitachi), *type* (hammer drill), *wattage* (0-12 volts/16-18 volts) and *capacity* (none).

### **05.5.2 SMALL TOOLS AND MISCELLANEOUS ACCESSORIES**

**05.5.21 Hand Tools** – includes saws, hammers, screwdrivers, wrenches, spanners, pliers, trimming knives, etc.

Example of *brand* for screwdrivers (Black & Decker), *type* (slotted or flat head/crosshead or phillips), *length* (8mm x 3”) and *material of handle* (rubber).

**05.5.22 Garden Tools** – includes wheel barrows, watering containers, hoses, spades, shovels, rakes, forks, etc.

Example of *material* for rake (aluminum braces), *size/length* (66 inches handle length), *material of handle* (aluminum) and brand (NB).

**05.5.23 Ladder**

Example of *materials* (wood/aluminum), *number of steps/height* (two steps/three steps) and brand (NB).

**05.5.24 Door Fittings, Other Metal Articles for the House or for the Garden** – includes hinges, handles, locks, curtain rails, hooks, chains, etc.

Example of *type* for hinges (piano type), size (3 x 2 inches) and brand (NB).

**05.5.25 Small Electric Accessories** – includes bulb, fluorescent lamps, power sockets, bells and alarms, torches, flashlights, rechargeable batteries, etc.

Example of *brand* for bulb (Philips), *type* (standard) and *wattage* (60 watts).

## **05.6 GOODS AND SERVICES FOR ROUTINE HOUSEHOLD MAINTENANCE**

### **05.6.1 NON-DURABLE HOUSEHOLD GOODS**

**05.6.11 Cleaning and Maintenance Products** – includes laundry/detergent soap, scouring powder/cleansers, floor waxes, fabric softeners/conditioners, insecticides, dishwashing soap, laundry starches, laundry bleach, etc.

Example of *brands* for laundry/detergent soap (Tide/Breeze/Ariel/Ajax), *types* (powder/bar/liquid), *packaging* (plastic/ box/sachet) and *quantity and unit of measure* (90 gms/500 gms/1 kg).

**05.6.13 Articles of Cleaning** – includes brooms, household sponges, scourers, scrubbing brushes, dusters, dust pans, dust brushes, floor mops, floor rugs, steel wool, coconut husks, etc.

Example of *type* for broom (“tambo”/“walis tingting”), *unit of measure* (pc) and brand (NB).

**05.6.14 Paper Products** – includes aluminum foil, table cloth, table napkins, wax papers, paper plates, paper towels, etc.

Example of *brand* for aluminum foil (Reynolds), *size* (18” by 2000’) and *unit of measure* (1 roll).

**05.6.15 Other Non-durable Household Articles** – includes matches, candles, cloth hangers, cloth pegs, pins/safety pins, glue, adhesive tapes, basins, pails, dippers and gloves used for washing, screws, nuts and bolts, tacks and battery for household use, etc.

Example of *brands* for matches (Guitar/Sunset/ Commando), *size* (standard/extra long) and *unit of measure* (box).

**05.6.16 Shoe-cleaning Articles** – includes shoe polishes, etc.

Example of brand for shoe polish (Kiwi), *type* (liquid/cream) and *unit of measure* (ml/gm).

**05.6.2 DOMESTIC HOUSEHOLD SERVICES**

**05.6.21 Domestic Household Services Availed of** – includes all around household helpers, baby sitters, cooks, drivers, gardeners, tutors, caregivers, etc. Indicate the *mode of payment* (daily/weekly/bi-monthly/monthly/contract basis).

**DIVISION 06. HEALTH**

**Drugs and medicines (at least twice during the period June 2007 to May 2008)**

**Other medical products and health services (at least once during the period June 2007 to May 2008)**

**06.1 MEDICAL PRODUCTS, APPLIANCES AND EQUIPMENT**

**06.1.1 PHARMACEUTICAL PRODUCTS**

**06.1.11 Antibiotic** – includes Amoxycilin, Ampicin, Sumapen, Terramycin, Penicillin, Amoxil etc.

Example of *form* for amoxycilin (capsule), *formulation* (500 mg) and *quantity and unit of measure* (21 pcs).

**06.1.12 Antacid/Antispasmodic** – includes Alka-Seltzer, Bentyl, Kremil-S, Cremalin, etc.

Example of *form* for Kremil-S (tablet), *formulation* (NA) and *quantity and unit of measure* (1 pc).

**06.1.13 Antihistaminic** – includes Benadryl, Celestamine, etc.

Example of *form* for Benadryl (capsule), *formulation* (25 mg), and *quantity and unit of measure* (1 pc).

**06.1.14 Antipyretic/Analgesic** – includes Neo-Aspilet/Aspilet, Biogesic, Medicol, Temptra, Calpol, Naprex, etc.



Example of *form* for Tempra (syrup), *formulation* (120 mg per 5 ml) and *quantity and unit of measure* (1 bottle of 100 ml).

**06.1.15 Common Colds and Cough Medicines** – includes Asmasolon, Bisolvon, Decolgen, Neozep, Tuseran, Ventolin, Ambroxol, Solmux, Vicks Formula 44, Vicks Vaporub, etc.

Example of *form* for Bisolvon (syrup), *formulation* (4 mg per 5 ml) and *quantity and unit of measure* (1 bottle of 100 ml).

**06.1.16 Vitamins** – includes Ascorbic Acid, Enervon C, Revicon, Tiki-Tiki, Ceelin, etc.

Example of *form* for Ascorbic Acid (tablet), *formulation* (500 mg) and *quantity and unit of measure* (100 pcs).

**06.1.17 Iron Preparation** – includes Iberet, Ferrous Sulfate, etc.

Example of *form* for Ferrous Sulfate (tablet), *formulation* (325 mg) and *quantity and unit of measure* (100 pcs).

**06.1.18 Anti-Hypertensive Medicines** – includes Adalat, Betaloc, Calcibloc, Neobloc, Plendil, Therabloc, etc.

Example of *form* for Betaloc (tablet), *formulation* (50 mg) and *quantity and unit of measure* (1 pc).

**06.1.19 Other Drugs and Medicines** – includes Diatabs, Imodium. Lomotil, Polymagma, Bonamine, Dalfon and medicines for diabetes, etc.

Example of *form* for Diatabs (tablet), *formulation* (2 mg) and *quantity and unit of measure* (1 pc).

**06.1.2 OTHER MEDICAL PRODUCTS** – includes clinical thermometer, gauze, bandages, iodine solution, hydrogen peroxide, medicated strips, adhesive plasters, etc.

Example of *brand* for clinical thermometer (Omron) and *quantity and unit of measure* (1 pc).

Example of *brand* for gauze (Johnson's) and *quantity and unit of measure* (1 roll of 10 mm).

Example of *brand* for iodine solution (Betadine) and *quantity and unit of measure* (120 ml).

Example of *brand* for medicated strips (Johnson's) and *quantity and unit of measure* (12 strips).

**06.1.23 Other Instruments and Appliances Used for Medical and Surgical Purposes** – includes syringes, needles, catheters, etc.

Example of *brand* for syringes (Abbott) and *quantity and unit of measure* (10 pcs).

**06.1.24 Other Pharmaceutical Goods, N.E.C.** – includes eye drops, liniment medicated oil like white flower, oil of winter green, efficascent oil, aceite de manzanilla, aceite de alcamporado, etc. including herbal medicines.

Example of *brand* for eye drops (Eye-mo) and *quantity and unit of measure* (5 ml).

**06.1.3 THERAPEUTIC APPLIANCES AND EQUIPMENT**

**06.1.31 Corrective Eyeglasses and Contact Lenses** – includes corrective eyeglasses, contact lenses, spectacle lenses of glass, frames and mountings for spectacles, goggles, etc.

Example of *brands* for eyeglasses (Dior, Gucci), *type* (reading glass) and *materials* (plastic/glass).

**06.1.36 Medical Massage Equipment** – includes ceragem, magnetic reflexes massage apparatus; psychological aptitude-testing apparatus; therapeutic apparatus such as ozone therapy, oxygen therapy, aerosol therapy, artificial respiration, etc.

Example of *brands* for ceragem (Ceragem-RH/CeraMat) and *type* (bed/mat).

**06.1.38 Other Electronic and Other Devices for Monitoring Blood Pressure, Glucose, Etc.** – includes electronic instruments and apparatus for physical or chemical analysis

Example of *brand* for glucose monitoring device (Accu-Chek) and *type* (digital).

**06.2.1 MEDICAL OUT-PATIENT SERVICES**

**06.2.11 General Medical Services Availled of** –includes consultation and physical check-up. Indicate type of service availled of from public/private medical services.

**06.2.12 Specialized Medical Services Availed of** – includes analysis and interpretation of medicinal images like x-ray, electrocardiograms, endoscopies, etc.; consultation services in pediatry, gynecology, obstetry, cardiology, internal medicine, ophthalmology, neurology and psychiatry; and various medical and surgical services such as dialysis, chemotherapy, insulin therapy, respiratory treatment, radiation treatment, etc.

Example for *types of services* availed of in public/private specialized medical services (immunization/pediatric consultation/pap smear/pre-natal consultation for obstetrics).

### **06.2.2 DENTAL SERVICES**

**06.2.21 Services of Dentist, Orthodontist, Oral-hygienist and Other Dental Auxiliaries Availed of**

Example for *types of service* (tooth extraction/filling/oral prophylaxis/cleaning).

### **06.2.3 PARAMEDICAL SERVICES**

**06.2.31 Paramedical Services Availed of** – includes services from medical laboratories and x-ray centers, optometrist, speech/physical therapist, reflexologies, chiropractor, acupuncturist, freelance nurse and midwife, wellness clinics like spa, sauna, steam bath, etc.

Example for *types of service* (urinalysis/chest x-ray/abdomen x-ray/bone x-ray/CT scan/complete blood count/fasting blood sugar/cholesterol count/uric acid/ultrasound of specific organs).

## **06.3 HOSPITAL SERVICES (IN-PATIENT SERVICES)**

**06.3.0 HOSPITAL SERVICES** – includes basic services such as administration, accommodation, food and drink, etc. and medical services of physicians, medical analysts. This also includes services of faith healer and hilot.

Example for *type of room accommodation* in public/private hospital (private room/pay ward/charity ward).


## DIVISION 07. TRANSPORT

### 07.1 PURCHASE OF VEHICLES (at least once during the period June 2007 to May 2008)

#### 07.1.1 CARS/VEHICLES

**07.1.11 Motor Car/Vehicle** – includes automobiles, jeep/jeepneys, vans, etc.

Example of *brands* for car (Honda, Toyota, Nissan), *model* (CRV 2007), *transmission* (automatic) and *engine displacement* (2.0 liters, gasoline).

 **NOTE:** Exclude vehicles that are being amortized during the reference period but were purchased before June 2007.

**07.1.12 Other Motor Vehicle** – includes motorcycle, scooter, motorized tricycle, etc. A motorcycle is a two-wheeled automotive vehicle having one (1) or two (2) saddles and sometimes with a sidecar with a third supporting wheel.

Examples of *brands* for motorcycle (Yamaha/Honda/Kawasaki/Suzuki), *types* (Hydramatic/Manual), *engine displacement* (100 cc/175 cc) and *model* (XRM/Wave/Sniper/Raider/Smash).

Examples of *brands* for scooter (Honda Dio/Yamaha/Zinski), *engine displacement* (100 cc/150 cc) and *model* (2005 Mio).

**07.1.13 Other Vehicle, N.E.C.** – includes bicycle, bangka, pump boat, yacht, etc. Bicycle is a two-wheeled vehicle having one (1) or two (2) saddles and sometimes with a sidecar, with a third supporting wheel but not motorized.

Example of *brand* for bicycles (Shimano) and *types* (basic bike/mountain bike, racer bike).

### 07.2 OPERATION OF PERSONAL TRANSPORT EQUIPMENT

#### 07.2.1 SPARE PARTS AND ACCESSORIES FOR PERSONAL TRANSPORT EQUIPMENT - includes tires, spark plugs, car batteries, etc.

Example of *brand* for tire (Goodyear), *type* (steel belt), and *dimension* (165 cm width and 13 inches radius). Indicate in the “Remarks” portion whether tire is brand new or rethreaded/recapped.

Example of *brand* for spark plug (Bosch), *type* (regular), and *size of tip* (short).

Example of *brand* for car battery (Motolite), *type* (platinum) and *capacity* (83 minutes)

**07.2.17 Products Specifically for Cleaning and Maintenance of Transport Equipment** – includes paints, varnishes including enamel, lacquer, polishes, waxes, etc.

Example of *brand* for wax (Turtle Wax), *form* (liquid), *packaging* (plastic container) and *unit of measure* (250 ml).

**07.2.18 Other Furnishing Articles, N.E.C.** – includes covers for motor car, motorcycle, etc; tint, etc. Also includes seat covers for car.

Example of *materials* for car cover (leather/polyester/ cotton) and brand (NB).

**07.2.19 Other Parts and Accessories of Motor Vehicles, N.E.C.** – includes brakes, suspensions, shock absorbers, remote control, burglar alarms, etc.

Example of *type* for brakes (shoe), *brand* (NB).

**07.2.2 FUELS AND LUBRICANTS FOR PERSONAL TRANSPORT EQUIPMENT** (at least once a month during the period December 2007 to May 2008) – includes diesel, gasoline, engine oils, lubricating oils and other fuels (LPG for motor vehicle use, fuel additive, engine additive, etc.)

Example of *brands* for engine oil (Mobil/Castrol), *viscosity* (diesel synthetic/diesel mineral/gasoline synthetic/gasoline mineral) and *unit of measure* (1 l).

Example of *brand* for lubricating oil (Caltex) and *unit of measure* (500 ml).

Examples of *brand* for fuel additive (Petron) and *unit of measure* (250 ml).

**07.2.3 MAINTENANCE AND REPAIR OF PERSONAL TRANSPORT EQUIPMENT** (at least once during the period June 2007 to May 2008)

**07.2.31 Maintenance and Repair of Motor Vehicles** – includes wheel alignment, tune up, change oil, greasing, washing, etc. Specify *type of service* (per contract basis/per replacement of parts).

### 07.3 TRANSPORT SERVICES

Avail of transport services are generally classified by mode of transport such as by rail, by road, by air and by sea and inland waterway.

**07.3.1 PASSENGER TRANSPORT BY RAILWAY** (Report the number of times (frequency) these transport services were availed of by the members of the family in **May 2008**) – includes transport services availed of from MRT, LRT and railway transport services (PNR).

**07.3.2 PASSENGER TRANSPORT BY ROAD** (Report the number of times (frequency) these transport services were availed of by the members of the family in **May 2008**) - includes transport services availed of from jeepney, bus, taxi, FX/Mega Taxi/Van, tricycle, pedicab, etc.

Example of *class* for bus (aircon/ordinary) and *type* for pedicab (motorized/padyak).

**07.3.3 PASSENGER TRANSPORT BY AIR** (at least once during the period **June 2007 to May 2008**)

Indicate *class* (economy/first class/ business class) and *place of origin-destination* (Manila-Davao/Manila-Iloilo).

**07.3.4 PASSENGER TRANSPORT BY SEA AND INLAND WATERWAY** – includes transport services availed of from ship and boat.

For ship, avail of transport services should be **at least once during the period June 2007 to May 2008**.

For boat, avail of transport services should be **at least once a month during the period June 2007 to May 2008**.

Indicate *class* (first class/cabin/second class/third class/economy) and *place of origin-destination* (Manila-Cebu/Zamboanga-Cebu).

**DIVISION 08. COMMUNICATION** (at least once during the period **June 2007 to May 2008** except for subscription of landlines/mobile/cellular phones and prepaid cards)

### 08.1 POSTAL SERVICES

**08.1.01 Postal Service Related to Letters** – includes postage stamps.

Example of *types* for stamp (ordinary/registered) and *place of origin-destination* (Manila-Bacolod City/Manila-Japan).

**08.1.02 Postal Service Related to Parcels** – includes services related to parcels such as sending box of clothing, pack of chocolates, box of magazines, etc.

Example for *types for delivery* (ordinary/registered/priority), *weight* (10 kg) and *place of origin-destination* (Manila-Davao).

**08.1.05 Courier Services Availed of** – includes LBC, JRS, Fast Pack, DHL, Libcap, Fedex, Air 21, etc. Specify *weight* (grams/kilograms) and *place of origin-destination* (Manila-Cebu).

## **08.2 TELEPHONE AND TELEFAX EQUIPMENT**

**08.2.01 Electrical Apparatus for Line Telephony** – includes landline telephone set, facsimile machines, mobile/cellular phones and telephone answering machines.

Example of *brand* for landline telephone set (Panasonic), *type* (ordinary/wireless) and *other features* (with caller ID).

Example of *brand* for fax machine (Panasonic), *type of paper feed* (thermal paper).

Example of *brand* for mobile/cellular phone (Nokia) and *model* (6230).

**08.2.03 Repair Services of Telecommunication Equipment and Apparatus** – includes repair of telephone, telefax, mobile/cellular phone, etc. Specify *type of service* availed of for the repair of mobile/cellular phones (replacement of battery/LCD).

**08.3 TELEPHONE AND TELEFAX SERVICES** - includes telephone call center service, internet access service and telephone/FAX service.

Example of *service provider* for telephone/FAX service (PLDT/Bayantel/Globe) and *duration of call* (30 minutes.)

**08.3.04 Regular Subscription of Landline and Mobile/Cellular Phones (Subscription should be at least once a month during the period December 2007 to May 2008)** - includes subscription of landline telephone and mobile/cellular phone services.

Example of *type of subscription* for landline telephone (regular/Telepuede) and for cellular phone (prepaid/post paid).

**08.3.05 Prepaid Cards (Purchases of prepaid cards should be at least once a month during the period December 2007 to May 2008)** – includes prepaid landline telephone cards, prepaid internet cards, mobile/cellular phone prepaid cards and E-Load/AutoLoad. Indicate *amount* (P100/P300) and note that it should be the total value stored in the prepaid card and not the amount paid to purchase the card.

## **DIVISION 09. RECREATION AND CULTURE (at least once during the period June 2007 to May 2008)**

### **09.1 AUDIO-VISUAL, PHOTOGRAPHIC AND INFORMATION PROCESSING EQUIPMENT**

**09.1.1 EQUIPMENT FOR THE RECEPTION, RECORDING AND REPRODUCTION OF SOUND AND PICTURES** – includes radio sets, car radio/stereos, television set, MP3, MP4, IPOD, videocassette player and recorder, CD/DVD player/recorder, cassette player/recorder, microphone, earphone and headphone, sing-along system and other equipment for reproduction of sound and pictures.

Example of *brand* for television set (Sony), *type* (21 inches), *other features* (flat screen).

### **09.1.2 PHOTOGRAPHIC AND CINEMATOGRAPHIC EQUIPMENT AND OPTICAL INSTRUMENTS**

**09.1.21 Photographic and Cinematographic Equipment** – includes video cameras, digital camcorders, still cameras, digital cameras, etc.

Example of *brands* for camera (Sony/Olympus/Canon/Kodak) and *model* (Powershot A430).

**09.1.22 Optical Instruments** – includes binoculars, microscopes, telescopes, compasses and other optical instruments.

Example of *brand* for microscope (Thomas Scientific) and *model* (Standard Compound Microscope).

### **09.1.3 INFORMATION PROCESSING EQUIPMENT**



**09.1.31 Personal Computer and Visual Display Unit, Printer, Software and Miscellaneous Accessories Including Calculator** – includes personal computers, printers, scanners, software, calculators, PDA (personal digital assistant), computer monitors, typewriters and miscellaneous accessories such as mouse, mouse pads, flash drives, hard discs, enclosures, computer headsets, speakers, webcam, etc.

Example of *brands* for personal computer (Sony/HP/Acer/Toshiba), *types* (desktop/laptop/notebook), *processor* (Pentium) and *memory* of processor and hard disk (128 MB and 80 GB).

Example of *brands* for printer (HP/Epson/Lexmark/Brother), *types* (Laser/Inkjet/Line Printer/Dot-printer), *model* (Epson LQ 680), *speed* (10 ppm) and *other features* (None).

Example of *brands* for scanner (Epson/Lexus/HP/Microtek), *type* (flatbed), *model* (EP 660, Scan maker 5800), *optical resolution* (4800 X 2400 DPI CCD) and *scanning size* (A4, letter, legal).

Example of *brands* for software (Webster), *type* (reference software), *kind* (dictionary/encyclopedia/thesaurus), *edition* (2000 edition) and *operating system* (Windows).

Example of *brands* for calculator (Casio/Sharp/Panasonic), *type* (scientific/standard) and *power* (solar/battery).

Example of *brands* for mouse (A4 Tech/Genius/CD-R King), *type* (optical/ball), *capacity* (N/A) and *other features* (None).

Example of *brands* for flash drives (CD-R King/Kingston), *type* (NA), *capacity* (1 GB) and *other features* (None).

**09.1.4 RECORDING MEDIA**

**09.1.42 Pre-recorded Media** – includes cassettes tapes, CD, DVD, etc.

Example of *type* for DVD (original, pirated) and *brand* (NB).

**09.1.43 Unrecorded (blank) Cassette Tape, Diskette, CD, DVD, etc.**

Example of *brand* for CD (Omega/Sony/Imation), *type* (CD rewritable) and *capacity* (700 MB).

**09.1.44 Unexposed Film, Cartridge and Disc for Photographic and Cinematographic Use** – includes unexposed films for still cameras and cartridges/disks for digital cameras.

Example of *brands* for still camera (Fuji/ Kodak/Mitsubishi) and *number of shots* (12 shots/24 shots/36 shots).

**09.1.45 Rental of Pre-recorded Media (VCD, DVD)**

Example of *type* (movie/music/karaoke) and *other features* (none).

**09.1.51 Repair Services of Audio-visual Photographic and Information Processing Equipment** – includes repair of camera, repair of personal computers, etc.

Example of *type* of service for repair of camera (replacement of lens).

**09.2.2 MUSICAL INSTRUMENTS**

**09.2.21 Musical Instruments of All Sizes, Including Electronic Musical Instruments** – includes guitars, pianos, organs, violins, drums, trumpets, flutes, tambourines, etc.

Example of *brands* for guitar (Lumanog/Yamaha/Ybanez), *type* (acoustic/electronic), *material* (narra/yakal) and *type* of strings (synthetic strings).

**09.3 OTHER RECREATIONAL ITEMS AND EQUIPMENT, GARDEN PLANTS AND FLOWERS, PETS AND RELATED PRODUCTS**

**09.3.1 GAMES AND TOYS**

**09.3.11 Card Game, Chess Set, Mahjong Set, Board Game** – includes millionaires games, scrabbles, snake and ladder, dominos, chinese checker and other games, n.e.c.

Example of *material* for domino (wood) and *brand* (NB).

**09.3.12 Toys of All Kinds Including Doll, Soft Toy, Toy Vehicle** – includes toy cars, toy construction sets, puzzles, masks, fireworks and rockets and Christmas tree decorations, etc.

Example of *brand* for toy vehicles (Lego), *type* (battery-operated) and *materials* (rubber/plastic).

**09.3.14 Video Game Software, Video Game Compiler that Plug into TV Set (playstation), PSP, Gameboy, etc.**

Example of *brand* for gameboy (Nintendo) and *game console* (Nintendo Entertainment System- NES ).

**09.3.2 EQUIPMENT FOR SPORT AND OPEN-AIR RECREATION**

**09.3.21 Gymnastic, Physical Education and Sport Equipment** – includes basketballs, shuttlecocks, nets, tennis balls, badminton rackets and other similar rackets, bats, golf clubs, weights and dumb bells, chest-expanders and other body-building equipment.

Example of *brands* for basketball (Mikasa/Spalding/Bolt), *types* (junior/professional), *size* (36" circumference) and *material* (rubber).

**09.3.25 Equipment for Beach and Open-Air Games** – includes volleyballs, inflatable boats, inflatable swimming pools and other equipment for beach and open-air games n.e.c.

Example of *brand* for volleyball (Mikasa), *size* (32" circumference) and *material* (leather).

**09.3.26 Camping Equipment** – includes tents and accessories, sleeping bags, back-packs, air mattresses, inflating pumps, camping stoves, etc.

Example of *brand* for back-pack (Jansport), *size* (medium) and *material* (leather).

**09.3.3 GARDEN PLANTS AND FLOWERS** – includes Christmas trees, plants, flowers, seeds, fertilizers, compost and garden soil, flower pots, plant stands, foliage, shrubs, bulbs and tubers.

Example of *types* for flower (natural/artificial) and *unit of measure* (pc).

**09.3.4 PETS AND RELATED PRODUCTS** – includes pets including aquarium fish, pet foods, veterinary and pet grooming products.

Example for *kind of pet food* (dog food), *brands* (Alpo/Pedigree), *type* (vegetable/meat cereals) and *unit of measure* (500 gms).

Example for *kind* of veterinary and pet grooming products (shampoo), *brand* (Shellguard), *type* (NA) and *unit of measure* (ml)

**09.3.45 Other Accessories Used for Pets** – includes collars, leashes, kennels, bird cage, fish tank, etc.

**09.3.5 VETERINARY AND OTHER SERVICES FOR PETS** – includes vaccination, grooming services, boarding services, training services, etc.

Example for *kind* of pet (dog).

## **09.4 RECREATIONAL AND CULTURAL SERVICES**

### **09.4.1 RECREATIONAL AND SPORTING SERVICE**

**09.4.11 Services Availed From Sports Stadia** – includes services availed from horse-racing courses, motor-racing circuits, cockfight coliseum, skating rinks, swimming pools, golf courses, gymnasium, fitness centers, tennis courts, bowling alleys, amusement parks, arcade, etc.

Example of *type* of admission for sports in gymnasium (upper box/ring side) and *number of hours* (3 hrs).

**09.4.17 Out of School Individual or Group Lessons** – includes aerobics, dancing, music, skating, swimming, etc.

Example of *type* for dancing lessons (folk dance/ballet//ballroom) and *number of sessions* (10 sessions).

### **09.4.2 CULTURAL SERVICES**

**09.4.21 Services Availed from Cinema, Theater, Opera House, Concert Hall, Music Hall, Circus, Sound and Light Show, Etc. (includes rental of videoke machine).**

Example of *type of admission* for cinema (Orchestra/Balcony/Loge).

**09.4.25 Television Broadcasting Services** – includes cable subscriptions and other television broadcasting services. Indicate the *mode of subscription* whether it is monthly, quarterly, semi-annually and annually.

**09.4.26 Photography Services Availed of** – includes film developing, print processing and enlarging, portrait photography, wedding photography, video coverage, rush ID and passport ID.

Example of *brands* for film developing and print processing (Fuji/Kodak), *size* (3R/4R) and *number of copies* (12 copies/24 copies).

### **09.4.3 GAMES OF CHANCE**

**09.4.31 Games of Chance Availed of** – includes lotto, bingo, sweepstakes, scratch cards, gaming machines, etc.

Example for *number of tickets/cards/tokens* (2 tickets/5 cards/30 tokens).

### **09.5 NEWSPAPERS, BOOKS AND STATIONERY**

**09.5.1 BOOKS** – includes dictionaries, encyclopedia and atlas.

Example of *types* for dictionary (English/Tagalog-English) and *materials* (paper bound/hard bound).

**09.5.14 Textbooks** – includes school textbooks like Algebra, Filipino, Mathematics, Philippine History, Science, etc.

Example of *type* of textbook for Algebra (newsprint) and *grade/level* (2<sup>nd</sup> year).

**09.5.19 Other Books, N.E.C.** – includes pocket books, thesaurus, guidebooks, musical scores, scrapbooks and albums for children, etc.

Example of *type* for pocket book (fiction) and *material* (paperback).

### **09.5.2 NEWSPAPERS, MAGAZINES, COMICS, ETC.**

Example of *name* for newspaper (Inquirer/Star/Tempo/Journal), for magazine (Mod/FHM/Time/Readers Digest) and for comics (Kislap).

### **09.5.3 MISCELLANEOUS PRINTER MATTER**

**09.5.31 Miscellaneous Printed Matters** – includes posters, postcards, greeting cards, maps, globes, etc.

Example of *brand* for greeting card (Hallmark), *type* (birthday card) and *size* (small).

#### **09.5.4 STATIONERY AND DRAWING MATERIALS**

##### **09.5.41 Writing Pad, Notebook, Bond Paper, Envelope, Account Book, Diary, Etc.**

Example of *brand* for notebook (Corona/Merit), *type* (spiral), *size* (50 leaves/100 leaves) and *unit of measure* (1 pc/1 dozen).

##### **09.5.42 Writing Instruments and Accessories** – includes pencils, ballpens, pentel pens, technical pens/pencils, fountain pen inks, erasers, pencil sharpeners, markers, compasses, protractors, etc.

Example of *brand* for pencil (Mongol), *type* (Mongol 1), *other features* (with or without eraser) and *unit of measure* (1 pc).

Example of *brand* for ballpen (Pilot/Panda), *type* (fine/medium), *other features* (none) and *unit of measure* (1 pc).

##### **09.5.43 Carbon Paper, Typewriter Ribbon, Inking Pad, Correction Fluid, Printer Ink, Printer Ribbon, Toner, Etc.**

Example of *brand* for correction fluid (Magic Touch), *type* (water-based), *size* (NA) and *unit of measure* (15 ml).

##### **09.5.44 Paper Puncher, Paper Cutter, Paper Scissors, Stapler, Staple Wire, Paper Clip, Drawing Pin, Etc.**

Example of *brands* for staple wire (Max's/Prince/Swingline), *size* (No. 35) and *unit of measure* (box of 5000 pcs).

##### **09.5.45 Drawing and Painting Materials** – includes art papers, colored papers, construction papers, oslo papers, tracing papers, illustration boards, cartolina, styropor, paints, crayons, pastels, paint brushes, water color, etc.

Example of *brands* for crayons (Crayola/Kings), *size* (by 8/by 16) and *unit of measure* (1 box).

#### **09.6 PACKAGE HOLIDAYS**

##### **09.6.0 PACKAGE HOLIDAYS** – includes half day and one day excursion tours, pilgrimages or tours which include either food, accommodation, guides, etc.

Example of *type* for accommodation (fully air conditioned), *mode of transportation* (bus/airplane/ship), *location* (city proper/outside the city), *number of persons* (1 person/2 persons), *duration* (1 day/3 days and 2 nights) and *other inclusions* (free breakfast).

## **DIVISION 10. EDUCATION (at least once during the period June 2007 to May 2008)**

### **10.1 PRE-PRIMARY AND PRIMARY EDUCATION**

**10.1.1 PRE-PRIMARY EDUCATION** – includes public and private pre-primary education (general program). Indicate the *level* of pre-primary education either in public or private schools (nursery/kindergarten/preparatory).

**10.1.2 PRIMARY EDUCATION (Elementary Education)** – includes public and private primary education. These programs are designed to provide the children with a school basic education in reading, writing and arithmetic along with an elementary understanding of other subject areas. This usually corresponds to six or seven grades. Indicate the *grade* of primary education either in public or private schools (grade 1/grade 2/grade 3).

**10.2.1 SECONDARY EDUCATION (High School)** – includes public and private secondary education. These are mainly designed to lead participants to a deeper understanding of a subject or a group of subjects, especially, but not necessarily, with a view to preparing participants for further education at the same or a higher level. Successful completion of these programs may or may not provide the participants with a labor-market relevant qualification at this level. Specify *year* of secondary education either in public or private schools (first year/second year).

**10.2.3 VOCATIONAL OR TECHNICAL SECONDARY EDUCATION** – includes public and private vocational or technical secondary education. These are mainly designed to lead the participants to acquire the protocol skills, know-how and understanding necessary for employment in a particular occupation or trade or class of occupations or trades either in public or private schools. Indicate the *duration* (3 months/6 months/1 year).

**10.4.1 TERTIARY EDUCATION** – includes educational services leading to a university/college degree either in public or private colleges or universities. Specify *course* (BS Statistics) and the *total number of units* enrolled during the reference period (21 units).

**10.4.2 POST GRADUATE** – includes educational services leading to a post graduate degree either in public or private colleges or universities. Specify *course* (Master in Applied Statistics) and the *total number of units* enrolled during the reference period (12 units).

**10.5.1 EDUCATION NOT DEFINABLE BY LEVEL** – includes all other educational services availed of for all members of the family which are not definable by level. Examples are review courses, seaman's trainings, caregiver courses, and other education services for adults who are not in the regular school and university

system. Such educational services may be provided in day or evening classes by schools or special institutions for adult education. Specify *duration* (3 months/6 months).

This group excludes recreational training courses such as sports lessons given by independent teachers that are included under 09.4.1 (Recreational and Sporting Service).

## **DIVISION 11. RESTAURANTS AND HOTELS**

**11.1 CATERING SERVICES/MEALS EATEN OUTSIDE/MEALS BOUGHT OUTSIDE AND EATEN AT HOME (at least once a month during the period December 2007 to May 2008)** - includes meals eaten in restaurants, fastfood chains, coffee shops, bars, refreshment parlors, coffee and tea room, canteens, etc. Also include food products and beverages purchased in kiosks, street vendors, and automatic vending machines.

Specify in Column 2 of the questionnaire the type of meals eaten whether it is a snack, refreshment, breakfast, lunch or dinner.

Example of *food* for snack (chicken sandwich) and *drinks/beverages* (softdrinks).

**11.2 ACCOMMODATION SERVICES (at least once during the period June 2007 to May 2008)**

**11.2.1 ACCOMMODATION IN HOTELS/RESORTS/MOTELS/APARTELLES**

Specify the *type of room* (single/double/twin/de luxe/suite), *hotel category* (5-star/4-star/3-star), *duration* (overnight/3 days and 2 nights/short time) and *other services included* (free breakfast).

## **DIVISION 12. MISCELLANEOUS GOODS AND SERVICES**

**12.1 PERSONAL CARE**

**12.1.1 HAIRDRESSING SALONS AND PERSONAL GROOMING**

**12.1.11 Hairdressing Salon and Barber Services (at least once a month during the period December 2007 to May 2008)** – includes hair cut/trim and hot oil. Specify *other service included* (with shampoo/with blow-dry).

**12.1.119 Other hairdressing salon and barber services (at least once during the period June 2007 to May 2008)** – includes highlight, hair coloring,



rebonding, hair straightening, hair perming, etc. Specify the *length of hair* (shoulder length/waist length).

- 12.1.12 Services of Beauty Shops (at least once a month during the period December 2007 to May 2008)** – includes manicure, pedicure, facial, non-medical massage, leg waxing, foot spa, hair spa, etc.

Example of *type* for non-medical massage (whole body massage/upper body massage).

### **12.1.2 ELECTRIC APPLIANCES FOR PERSONAL CARE**

- 12.1.21 Electric Appliances for Personal Care (at least once during the period June 2007 to May 2008)** – includes electric razors, hair trimmers, hair dryers, styling combs, massage vibrators, hair iron, hair permer, etc.

Example of *brands* for electric razor (Gillete/ Braun).

### **12.1.3 OTHER APPLIANCES, ARTICLES AND PRODUCTS FOR PERSONAL CARE (at least once during the period June 2007 to May 2008)**

- 12.1.31 Non-electric Appliances** – includes hair scissors, hair combs, hair brushes, razors, blades, hair pins, nail files, curlers, etc.

Example of *brand* for hair scissor (Solingen), *type* (pinking/ordinary) and *size* (6 inches).

- 12.1.32 Articles for Personal Hygiene** – includes toilet/bath soaps, mouthwash, hair shampoos, hair conditioners, rubbing alcohol, toothbrush, feminine wash and wipes, etc.

Example of *brands* for toilet/bath soap (Dove/Palmolive/Ivory), *type* (whitening/herbal) and *quantity and unit of measure* (135 gms).

Example of *brands* for toothpaste (Colgate/Close-up) and *quantity and unit of measure* (150 ml).

Example of *brand* for rubbing alcohol (Green Cross), *alcohol content* (40%) and *quantity and unit of measure* (500 ml).

- 12.1.33 Beauty Products** – includes lipstick, nail polish, make-up and make-up removal products including powder compacts, make-up brushes and powder puffs, hair gel and lotion, pre-shave and aftershave products, deodorant,

perfumes and colognes, body lotion, baby oil, talcum powder and other beauty products such as astringent, facial cleanser/wash, facial toner.

Example of *brands* for hair gel and lotion (Bench, Gatsby), *type* (light hold/strong hold) and *quantity and unit of measure* (15 ml/100 ml/45 gms).

**12.1.34 Other Products for Personal Care (at least once a month during the period December 2007 to May 2008)** – includes toilet papers, facial tissues, sanitary napkins, absorbent cotton such as cotton balls/wools/rolls/buds, infant disposable diapers, adult disposable diapers, tampon, toilet sponge, shower caps, etc.

Example of *brand* for toilet paper (Joy), *type* (2 ply) and *quantity and unit of measure* (1 pack of 4 rolls).

### **12.3 PERSONAL EFFECTS, N.E.C. (at least once during the period June 2007 to May 2008)**

**12.3.1 JEWELRY AND WATCH** – includes precious stones, semi-precious stones, fashion jewelries, costume jewelries, pearls, wristwatches, synthetic or reconstructed precious or semi-precious stones, etc.

Example of *brands* for wristwatch (Swatch/Timex/Rolex), *type* (automatic/water resistant) and *material/composition* (silver/gold/platinum).

#### **12.3.13 Repair of Jewelry, Clock and Watch Including Replacement of Battery**

Example of *type of service* for the repair of watch (cleaning/replacement of battery).

### **12.3.2 OTHER PERSONAL EFFECTS**

**12.3.21 Travel Goods and Other Carriers of Personal Effects** – includes suitcases, travel bags, attache cases, shoulder bags, handbags, school bags, wallets, purses, etc.

Example of *brand* for travel bag (Samsonite), *type* (backpack/trolley), *size* (carry-on sized) and *materials* (nylon/polyester).

**12.3.22 Articles for Babies** – includes infant/baby carriages/strollers, walker, car seats, baby carriers, cribs, play pen, etc.

Example of *brand* for baby stroller (BabyPlanet), *material* (aluminum frame) and *other features* (simple safety strap/rear wheel brake).

**12.3.23 Articles for Smokers** – includes pipes, lighters, cigarette cases, cigar cutters, etc.

Example of *brand* for cigarette lighters (Zippo), *types* (one sided/double sided) and *materials* (silver/plastic).

**12.3.24 Miscellaneous Personal Articles** – includes umbrellas, sunglasses, walking sticks and canes, parasols, fans, key holders/key chains and other miscellaneous personal articles, n.e.c.

Example of *brands* for umbrella (Peacock/Waterfront), *type* (2 folds/3 folds) and *material* (polyester).

## **12.5 INSURANCE/PRE-NEED PLANS (at least once during the period June 2007 to May 2008)**

**12.5.1 INSURANCE AND PRE-NEED PLAN PURCHASED** – includes life insurance, pension plans, educational plans, health/medical insurance, fire insurance, accident insurance, car insurance, luggage insurance, travel insurance, etc. Specify the *mode of payment* (monthly/quarterly/semi-annually/annually).

## **12.7 OTHER SERVICES, N.E.C. (at least once during the period June 2007 to May 2008)**

**12.7.0 OTHER SERVICES** – includes payment for photocopying, photo printing, legal services, employment agency services, funeral services, internment services, cremation services, fees for the issuance of birth, marriage and death certificates and other administrative documents, etc.

Example of *size* for documents photocopied (long/short) and *quantity and unit of measure* (1 pc/12 pcs).

Example of *type* for legal services (special power of attorney) and *mode of payment* (per case of hearing).

Example of *type* for employment agency services (household helper service) and *mode of payment* (monthly).

## **Chapter 5**

### **Manual Editing Instructions**

#### **5.1 Manual Editing Instructions**

Manual editing and verification of all the accomplished questionnaires will be done by the concerned PO. The provincial statistician/DSO/processor should be responsible for the manual editing, coding and verification of these questionnaires following the instructions below:

1. Use only blue ball pen in making corrections to the accomplished COS questionnaire.
2. Use Appendix 4 (Local Names of Agricultural Crops and Fish Species) in verifying the local names of agricultural crops and fish species.
3. Review all the pages of the questionnaire for possible omissions of entries or for inconsistencies of responses.
4. Look for any accomplished additional pre-printed blank sheet. Verify if the household identification is the same with the household identification of the main questionnaire. Staple this sheet at the back of the main questionnaire.
5. Look for virgule mark (/) written before the commodity/service code for commodity/service not purchased/consumed/availed of by the household. If there is no virgule mark, verify immediately from the concerned enumerator whether this item is inadvertently skipped.
6. Check consistency of commodities as to the composition of the family members. Example, if there is an infant in the family, entries most likely would include milk, infant diapers, etc. If there is inconsistent entry, verify from the enumerator for justification.
7. Check if entries in the “Remarks” portion of the questionnaire are properly identified to the commodity/service they describe. The commodity/service code in the write-in name of commodity/service should be written before the additional spaces in the Remarks portion of the questionnaire.
8. Review the certification portion of the questionnaire if signatures and dates were properly filled-up. Verify also if the indicated interview status is correct.
9. Ensure that all commodities/services, specifications and outlets have appropriate codes. If there is no code assigned, write the appropriate code using the COS Coding Guide. If there is no code assigned for a particular

commodity/service in the COS Coding Guide, leave the Commodity Code/Specs Code/Outlet Code blank. The CO will do the coding.

10. Make sure that the names of the editor and verifier are written on the spaces provided and that they affix their signatures on the last page of the questionnaire. Specify the date when the questionnaire was edited and verified.

## Appendix 1 EXCERPT OF COICOP

### COICOP DETAILED CLASSIFICATION

Group	Class	Sub-Class	Item	Description
				<b>DIVISION 01. FOOD AND NON-ALCOHOLIC BEVERAGES</b>
<b>01.1</b>				<b>FOOD</b>
				The food products classified here are those purchased for consumption at home. The group excludes: food products sold for immediate consumption away from the home by hotels, restaurants, cafes, bars, kiosks, street vendors, automatic vending machines, etc. (11.11); cooked dishes prepared by restaurants for consumption off their premises (11.11); cooked dishes prepared by catering contractors whether collected by the customer or delivered to the customer's home (11.11); and products sold specifically as pet foods (09.3.4).
	<b>01.1.1</b>			<b>Bread and cereals (ND)</b>
				<i>This class includes : farinaceous-based products prepared with meat, fish, seafood, cheese, vegetables and fruits</i>
				<i>This class excludes: meat pies (01.1.2); fish pies (01.1.3); sweet corn (01.1.7)</i>
		01.1.11		Rice
			01.1.111	Rice, brown
			01.1.112	Rice, Special 1st class (Wagwag, Sinandomeng, Dinorado, Milagrosa, etc.)
			01.1.113	Rice, ordinary, commercial
			01.1.114	Rice, NFA
			01.1.119	Other rice, n.e.c. (glutinous rice and other variety of rice)

## Appendix 2 Timetable of Activities

Project/Program/Activity	Timetable		Expected Output/ Deliverables	Responsible Unit
	Beginning	Ending		
I. PLANNING AND PREPARATORY ACTIVITIES				
Preparation of budget estimate for each activity.	11/15/2007	11/30/2007	Budget report	EIID
Design of questionnaire	8/2/2007	3/31/2008	COS questionnaire	EIID
Identification of sample households	1/14/2008	3/15/2008	Sample households	EIID/ITSRD/H SD-IESD
Pilot survey to selected ITSD Staff	1/21/2008	1/25/2008	Accomplished quest.	EIID
Pilot survey of sample households in Rizal	3/3/2008	3/7/2008	Accomplished quest.	EIID
Revision of budget estimates based on the results of the pilot surveys	3/11/2008	3/26/2008	Revised budget report	EIID
Preparation of Field Operations Manual	8/2/2007	3/15/2008	Field Operations Manual	EIID
Preparation of system for data entry and frequency tabulation	2/1/2008	3/31/2008	COS data entry and tabulation system	EIID/ITSRD
Preparation of Machine Processing Manual	4/1/2008	4/30/2008	Machine processing manual	ITSRD/EIID
Printing of questionnaires and manuals	5/1/2008	5/11/2008	Printed questionnaires and manuals	EIID
Shipment of materials to the field offices	5/12/2008	5/16/2008	Shipped materials	EIID
II. TRAINING				
Preparation of training plan	2/1/2008	2/15/2008	Training plan, training guides and exercises	ITSD
Preparation of travel order, itinerary of travel of trainers	5/5/2008	5/16/2008	Travel order, itineraries	ITSD
Task Force Training	4/23/2008	4/25/2008	Summary report	Central Office Staff

Project/Program/Activity	Timetable		Expected Output/ Deliverables	Responsible Unit
	Beginning	Ending		
Machine Processing Training	5/7/2008	5/8/2008	Summary report	Central Office Staff
Second Level Training	5/19/2008	5/23/2008	Summary report	Regional Staff/Provincial Staff
Third Level Training	5/26/2008	5/30/2008	Trained field staff	Provincial Staff
<b>III. SURVEY OPERATIONS</b>				
Enumeration	6/2/2008	6/30/2008		Field Offices/PSOs
Supervision	6/9/2008	6/30/2008		PSOs/RDs
<b>IV. FIELD PROCESSING/VERIFICATIONS</b>				
Manual editing of questionnaires	6/9/2008	7/18/2008	Edited questionnaires	Field Offices
<b>V. TRANSMITTAL OF PROCESSED QUESTIONNAIRES TO THE CENTRAL OFFICE</b>	6/13/2008	7/25/2008		Field Offices
<b>VI. CENTRAL OFFICE PROCESSING/VERIFICATIONS</b>				
Verification and Machine processing of questionnaires	6/18/2008	10/15/2008	Encoded questionnaires	Central Office
Merging of data files	9/15/2008	9/26/2008	merged files	EIID
Verification of merged file	9/22/2008	10/10/2008	Verified merged files	EIID
Generation of Frequency Tables by Income Group	10/13/2008	10/30/2008	frequency tables	EIID
Selection of Market basket by Income Group; Standardization of commodity descriptions based on the selected market basket	10/27/2008	11/7/2008	new market basket	EIID
Review, validation and Confirmation of Market basket by Field Offices	11/10/2008	11/21/2008	Standardized commodity descriptions	EIID
Issuance of national commodity codes	11/25/2008	12/5/2008	National commodity codes	ITSRD/EIID



## Appendix 3 Control List

RC-COS2007-2008-CL39.TXT

National Statistics Office  
Industry and Trade Statistics Department

CONTROL LIST OF SAMPLE HOUSEHOLDS FOR THE 2007-2008 COMMODITY AND OUTLET SURVEY

Region: REGION I - ILOCOS  
Province: 28-ILOCOS NORTE  
Municipality/City: 03-BADOC  
Barangay: 035-Santa Cruz Sur  
EA: 000

PR	MUN	BGY	SHSN	HCN	NAME OF HOUSEHOLD HEAD\ ADDRESS OF HOUSEHOLD HEAD	NO. OF HH MEMBERS	INTERVIEW STATUS	DATE COMPLETED INTERVIEW	Total No. of Visits	Sample Status	Income Group	Remarks
28	03	035	0007	0058	GUZMAN; FRANCISCO SITIO 5					1	30	
28	03	035	0012	0097	CAINGLIT; MAGDALENA SITIO 2					1	30	
28	03	035	0016	0129	CAJIMAT; EUGENIO SITIO 7B					1	30	
28	03	035	0003	0026	ALTIZO; MANUEL SITIO 6					1	70	
28	03	035	0011	0089	CAINGLIT; ANACLETO SITIO 2					1	70	
28	03	035	0017	0136	ORDINARIO; RAMIL SITIO 7					1	70	
28	03	035	0004	0034	APOSTOL; DANTE SITIO 6					1	70	
28	03	035	0005	0042	LAENO; VALENTIN JR. SITIO 5					1	70	
28	03	035	0006	0050	GUZMAN; CATALINA SITIO 7B					1	70	
28	03	035	0010	0081	ROSETE; BENNY SITIO 1					1	70	

Region: REGION I - ILOCOS  
 Province: 28-ILOCOS NORTE  
 Municipality/City: 03-BADOC  
 Barangay: 035-Santa Cruz Sur  
 EA: 000

PR	MUN	BGY	SHSN	HCN	NAME OF HOUSEHOLD HEAD\ ADDRESS OF HOUSEHOLD HEAD	NO. OF HH MEMBERS	INTERVIEW STATUS	DATE COMPLETED INTERVIEW	Total No. of Visits	Sample Status*	Income Group	Remarks
28	03	035	0009	0073	REYNON; RENE SITIO 7					2	30	
28	03	035	0008	0066	BALDOVI; FERDINAND SR SITIO 7B					2	70	
28	03	035	0013	0105	PAGALING; JIMMY SITIO 3					2	70	
28	03	035	0014	0113	CAJIGAL; CLARITA SITIO 3					2	70	
28	03	035	0002	0018	DAGDAGAN; ALFREDO SITIO 7					2	70	

\* Sample Status  
 1 - Original  
 2 - Replacement

## Appendix 4

### Local Names of Agricultural Crops and Fish Species

#### I. FISHERY PRODUCTS

##### A. FISH

Common Name	Local Name
Anchovy	Dilis, Bolinao, Anakbat, Mamata, Monamon, Diris, Talisok, Matalos
Barracuda	Torcillo, Asugon, Babayo, Balyos, Pinsioga, Teako, Titso, Rompe, Kandado, Lambanak, Tunong-tunong, Laging
Big-eyed Scad	Matangbaka, Bunutan, Atulay, Tingin, Labiao, Lumahan, Bigsawaan, Mataan
Caesio	Dalagang-bukid, Sulid, Bilason, Alimoking, Sinaw-an
Cavalla	Talakitok, Tarakitok, Mamsa, Landiwok, Lambiyan
Crevelle	Salay-salay, Ambulangay-ikol, Sale-sale, Gela-gela
Croaker	Abo, Ibot, Bahaba, Tuel, Gulama, Alakak
Eel	Palos, Pindanga, Baliga, Batad, Kiwit, Igat
Flatfish	Darapa, Palad, Kandarapa, Kalangkaw, Tambiki, Dapang, Sinilas, Dapang bilog
Flying Fish	Bolador, Iliw, Isdang Lawin, Tarig-tarig, Bingki, Borador, Antulihau, Bangsi
Gizzard Shad	Kabasi, Tatik, Mararapad
Glass Fish	Langaray, Bagsang, Bakayan, Mungo
Goatfish	Saramulyete, Agingoy, Amarilis, Ubakan, Tangbod, Timbungan, Talibukno, Baybao, Tiso
Grouper	Lapu-lapu, Kaltang, Kolapu, Baraka, Kugtong, Tapog, Budyunga, Bato-bato, Takulit, Bantol, Iner
Grunt	Gong-gong, Bakoko, Baraongan, Abo, Malipili, Langat, Sisiaw, Ayungin, Pigok
Hairtail/Cutless	Bolila, Espada, Sikwan, Sambukot, Liwit, Laying, Langkoy, Pingka, Bolungnas
Herring	Malapni, Tambang bato, Haul-haul, Tawilis
Leather Jacket	Dorado, Lapis, Talang-talang, Kulangit, Saleng-saleng, Lari, Salindato, Yapis
Lizard Fish	Kalaso, Ngiringirit, Kamang, Daldalag, Basasong, Balanghutan, Tiki-tiki
Mackerel, Chub	Anduhau, Abobongon amang, Guma-a, Haguma-a
Mackerel, frigate	Mangko, Tulinagan
Mackerel, sp.	Maladyong, Tangingi, Tanique
Macolor	Omi
Milkfish	Bangos, Bangus, Sabalo
Mojerra	Malakapas, Bagangan, Latab, Botoan, Bansa, Batuhanan
Moonfish	Chabita, Bilong-bilong, Bate-bate, Zapatero, Habs
Mullet	Banak, Aligasin, Purong, Araran, Tabudyos, Balanak, Lumitog, Agwas, Kapak
Nemimterid	Tagisi, Salmunete, Bisugo, Bitsugo, Bakay, Silay, Balaki
Oceanic Bonito	Katsoreta, Tulingang puti, Turingan, Sobad

<b>Common Name</b>	<b>Local Name</b>
Pampano/Promfret	Bitiya, Ganitn, Babakulan, Duhay
Parrot Fish	Loro, Mulmol, Bontog, Ogos, Aliyakyak
Porgy	Sampok, Bitilya, Abo, Anupin, Gáud-gaud, Bihilya, Bikoko, Bakoko, Kuwa, Kilawan
Round Scad	Galunggong, Bilis, Sibubog, Lambiao, Tumarong, Tabilos, Yawi-an
Runner	Salmon, Lapis, Salmonon, Tangtang, Saleng-saleng, Bansikol
Sardine	Karis-karis, Laolao, Tamban, Tunsoy, Tulay, Aber, Haol-haol
Sea Catfish	Kanduli, Arahan, Laudon, Tabongko, Gaggot, Kurilau, Tabangongo
Silver Bar	Balila, Balbaliga, Birau-birau
Silver Side	Guno, Guno'k, Ti-l
Sinagid	Alama, Samaral, Dangit, Turos, Baliwis, Barangin, Bu'ung, Padas, Malaga, Tabago
Skipjack	Gulyasan, Pundahan, Bankulis
Slipmouth	Sapsap, Eim, Bakagan, Barurog, Lawayakan, Gumabek, Badyang, Laway-laway, Lawayan
Snapper	Maya-maya, Alsis, Anungan, Baggong, Kanulo, Paswan, Labongan
Spade Fish	Kitang, Kikiro, Bayang, Pingo, Kikilo
Surgeon Fish	Labahita, Indangan, Kalditan, Darong, Kabkabalan, Mungit, Bakwak, Komang
Tarpon	Buan-buan, Mulanbulan, Bulan-bulan, Abulong, Buyan-buyan
Tilapia	Tilapia
Tuna (Yellow fin)	Tambakol, Albacora, Buyo, Malagono, Malalag, Oriles
Whiting	Asohos, Osoos

## B. CRUSTACEANS

<b>Common Name</b>	<b>Local Name</b>
Blue Crab	Alimasag, Kasag, Masag
Giant Shrimp	Sugpo, Lukon
Lobster	Banagan, Ulang Dagat
Mud Crab	Alimango, Kinis
Shrimp/Prawn	Hipon, Pasayan

## C. MOLLUSKS

<b>Common Name</b>	<b>Local Name</b>
Anchor Shell	
Capiz Shell	Pi-us, Kapis
Clam	Taklobo, Tuway
Cuttlefish	Bagsat, Kana-os
Mussels	Tahong
Octopus	Pugita, Kugita, Kurita
Oysters	Talaba, Tirem
Snail	Kuhol, Bisukol, Kuol

Common Name	Local Name
Squid	Pusit, Lokos, Laki
Wing Shell	

#### D. SEAWEEDS

Common Name	Local Name
Eucheuma	Gozo
Gracillaria	Gulaman Dagat
Green Seaweeds (eaten raw)	Lato, Labalaba, Ar-arosip

#### E. OTHERS

Common Name	Local Name
Ray	Pagi
Shark	Pating, Kaitan, Iyo
Sea Cucumber	
Sea snakes	
Sea Urchin	Toyom

### II. AGRICULTURAL CROPS

#### A. LEGUMINOUS PLANT

Common Name	Local Name
Batao	Baglau, Batau, Bulai, Sebach, Itab, Parda, Parda-atap
Beans, Dry	Biringi, Butingi, Mula
Common Beans	Habichuelas
Garbanzos, Dry	
Pigeon Pea, Dry	Gablos, Kagyos, Kalios, Kadios, Kardis, Kidis, Tabios
Mongo, Dry	Balatong, Bating, Kidjac, Mungus
Patane, Dry	Patane, Bawan, Calinding, Puida, Kopani, Kilkilang, Kulakut, Sana-a, Bialan, Bulai, Buting, Buringi, Buki, Haba, Zabache, Hacula, Palpalay
Peas, Dry	Guisantes or Chicharo
Sweet Peas, Harvested Green	Chicharo
Saguidillas, Harvested Green or Asparagus Bean	Amale, Batung-Baimbing, Cigarillas, Bulangan, Beyed, Kalmismis, Kamaluson, Segadilla, Serella, Pallang, Palam, Paru-Pagulang, Balagay
String Beans, Harvested Green	Sitao
Soybeans	Soybean, Utao

## B. TUBERS, ROOTS AND BULBS

Common Name	Local Name
Arrowroot	Araru, Aroru, Aruaru, Galamaka, Sago
Sweet Potato	Lapni, Panggi-Bagun, Tigsi, Tugi, Camote, Caong, Lupai, Pangibagon, Tigai
Carrot	Zanahoria
Cassava	Camoteng kahoy, Kamote moro, Balanghoy, Padpadi, Yuca
Gabi Tubers	Gabi, Aba, Taro, Bungakokan, Gandus
Garlic	Ahos, Bawang
Garlic shoots, Harvested Green	Ajos, Bawang
Ginger	Luya, Laya, Basong
Onion Bulbs	Bermuda, Onion, Lasona, Sibuyas, Bombay, Cebollas
Onion Shoots, Harvested Green	
Potato	Patatas
Radish	Rambanus, Labanus
Turnips	Sinkamas, Kamah, Lakamas
Tugi	Tugui, Tugue, Tam-is
Ubi	Ubi, Ipol, Luktu

## C. LEAFY VEGETABLES, STEMS AND FLOWERS

Common Name	Local Name
Alogbati	Alug
Asparagus	Esparago
Cabbage	Repollo
Camote Tops	Talbos ng Camote
Cauliflowers	Califlor
Celery or Kinchai	Apio, Kinintasan, Kinchai
Chili Leaves	Pasitas, Siling-Labuyo, Siling Palsi, Kasira, Katumbal, Lada, Lara, Paktiw, Pamp-Rimo, Sili, Silit-Diablo
Kangkong	Balangag, Galatgait, Tangkung, Tangkong
Lettuce	Lechugas
Mushroom	Setas, Kabute, Dakalakan, Liong, Ulapain, Uung, Tarulu
Mustard	Mustasa
Pechay	Messay, Selgas
Spinach	Espinaca, Kulitis

## D. FRUIT-BEARING VEGETABLES

Common Name	Local Name
Ampalaya Fruit	Amargoso, Apalia, Apape, Paria, Saligun
Chayote Fruit	Sayote
Cucumber	Kabul, Kalabaga, Kasimum, Maras, Pipino

<b>Common Name</b>	<b>Local Name</b>
Eggplant	Talong, Tarong, Balasenas, Beringenas
Green Corn	Mais, Panglasa, Vigi, Kahilan, Tigi, Kamais
Wax Gourd	Kondol, Tibiayon, Tabuyok, Kodal, Tambulak
Okra	Quimbombo
Patola	Patola, Sikus, Timon-ambaw, Kabatiti, Kabatitit-aso, Patulang Uwak, Salagsag, Taban, Tabulon
Pepper, Small Green	
Pepper, Sweet	Kalubengan, Kalubsengan, Siling-bilog
Chili, Fruit	Labuyo, Pasitis
Squash Fruit	Calabasa, Kabasi, Karabasa, Kumbasa
Tomato	Kamatis, Kamatis-bundok, Tomate, Umli
Common Gourd	Buliangin, Kalubay, Sikai, Labu, Upo, Tabungaw

#### E. MELONS

<b>Common Name</b>	<b>Local Name</b>
Cantaloupes, Honeydew and Other Melon Varieties	
Water Melon	Sandia, Timun, Pakwan

#### F. INDUSTRIAL TEMPORARY CROPS

<b>Common Name</b>	<b>Local Name</b>
Peanuts	Batung china, Mani, Dokdokdok, Lugasin, Cacahuete
Sugarcane	Unas, Cana dulce, Tubo
Castor Beans	Tangantangan, Taowataowa

#### G. FRUITS

##### G.1 Citrus

<b>Common Name</b>	<b>Local Name</b>
Kalamansi	Calamonding, Suwa, Agre, Lemonsito
Lemon and Lime	Dayap, Dalayap
Mandarin	Dalanhita, Kahel, Sunbest
Orange	Dalandan, Ladu, Sintones, Sincom, Grapefruit, Ransas
Pomelos	Gunal, Lukban, Panubang, Taboyog, Suha, Sua, Kabugaw

##### G.2 Other Cultivated Fruits

<b>Common Name</b>	<b>Local Name</b>
Custard Apple	Anonas, Sarikaya
Sugar Apple	Atis, Yates
Avocado	Abokado

<b>Common Name</b>	<b>Local Name</b>
Balimbing	Carambola, Balimbing, Balimbin, Goluran, Lapitus,
Biniran, Garnatis, Galangan	
Banana Fruit	Saging
Banana, Blossom	Puso ng Saging
Camansi	Kamongsi, Ugob, Pakak
Chico	
Duhat	Lomboi
Durian	Dulian, Durio, Duyan
Grapes	Ubas
Guavas	Bayabas, Bayawas, Bayabo, Biabas, Guiyabat, Lalim, Bahim, Tayabas, Guyabas
Guayabano	Guayabano, Babana, Labana
Kamias	Iba, Kalamias, Kalanuas, Kalanonas, Kalingon, Kiling-iba, Iba, Pias, Puis
Lanzones	Babowa
Mango	Mangga, Piko, Manggang Kalabaw
Mangosteen	Manggis, Mangosteen
Marang	Marang Loloi, Madang
Papaya	Kapayas, Lapaya
Pineapple	Pina, Pangdan
Rambutan	Usaro, Usan
Rimas	
Santol	
Siniguelas	Siriguelas, Sarguelas
Star Apple	Caimito
Strawberry	Fresa, Atakbang, Dodating
Tamarind, Fruit Sampaloc	Asam, Salamagi, Sambag, Sambalagi
Tamarind, Flowers	Bulaklak ng Sampaloc
Jackfruit	Nangka, Langka



## Appendix 5 Appointment Slip

COS FORM 2



Republic of the Philippines  
NATIONAL STATISTICS OFFICE  
Philippines

### 2007- 2008 Commodity and Outlet Survey APPOINTMENT SLIP TO HOUSEHOLD/RESPONDENT

\_\_\_\_\_  
Date

Sir/Madam:

The National Statistics Office is currently conducting the 2007-2008 Commodity and Outlet Survey to gather data on commodities that a family consumed most of the time and the type of outlets where these commodities were purchased in June 2007 to May 2008. The result of the survey will provide the basis for the identification of the market basket at different income levels for the computation of the 2006-based Consumer Price Index for various income groups.

I am the Enumerator assigned to cover this area. Since you were out when I dropped by this address today, please allow me to meet with YOU or with any responsible member of your household to serve as respondent on:

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

Rest assured that all data gathered from you will be held strictly confidential as provided for by Section 4 of Commonwealth Act No. 591.

Thank you for your cooperation.

\_\_\_\_\_  
Enumerator  
(Signature over printed name)

For more information:  
Visit the nearest NSO Provincial Office and/or contact:

\_\_\_\_\_  
Position

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

## Appendix 6 Transmittal Form

COS FORM 3  
(GENERAL TRANSMITTAL FORM)

Box \_\_\_\_ of \_\_\_\_ Boxes

NATIONAL STATISTICS OFFICE  
(Province/Region)

TO : \_\_\_\_\_

DATE : \_\_\_\_\_ TRANSMITTAL NO: \_\_\_\_\_

BARANGAY	SHSN NO.	QUANTITY SENT	QUANTITY RECEIVED	REMARKS

TRANSMITTING OFFICER	RECEIVING OFFICER
Signature:	Signature:
Full Name:	Full Name:
Designation:	Designation:
Date:	Date:

**Instructions:**

*For CO use, accomplish in 5 copies. (1 for EIID, 1 for Shipping Unit, 3 for PO)  
For PO use, accomplish 4 copies (1 for PO, 1 for RO, 2 for EIID)*

## **Appendix 7 Narrative Report**

ITSD-ADM FORM 3  
(NARRATIVE REPORT)

### **NARRATIVE REPORT FOR 2007-2008 COS**

#### OUTLINE

##### *1. Training*

- ☒ Date and place
- ☒ Number and Name of Participants
- ☒ Issues relating to Concepts, Conduct of Training, Performance of Trainers, Financial Concerns
- ☒ Recommendations

##### *2. Enumeration*

- ☒ Number of samples (workload)
- ☒ Number of personnel involved
- ☒ Number of days utilized for enumeration
- ☒ Recommendations and suggestions

##### *3. Replacement*

- ☒ Number of replacement samples
- ☒ Number of days utilized for collection

##### *4. Editing*

- ☒ Number of questionnaires edited
- ☒ Problem encountered in field editing
- ☒ Recommendations and suggestions

##### *5. Progress Report Generation*

- ☒ Number of report generated
- ☒ Recommendations and suggestions

##### *6. Other Matters*

- ☒ Other problems encountered in connection with the operation
- ☒ Observations, suggestions and recommendations
- ☒ Other issues

Submitted by : \_\_\_\_\_

## Appendix 8 Financial Report

ITSD-ADM FORM3a  
(PSO FINANCIAL REPORT)

2007- 2008 Commodity and Outlet Survey

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

Submitted by : \_\_\_\_\_

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

[illegible]

TOTAL COST: \_\_\_\_\_ DEFICIT/SAVINGS: \_\_\_\_\_

APPROPRIATED BUDGET: \_\_\_\_\_

**Appendix 9**  
**Folio Control Form**

*COS FORM 4*

**Republic of the Philippines**  
**NATIONAL STATISTICS OFFICE**  
**2007-2008 COS**

**PPFN**

**Province Name:** \_\_\_\_\_

**Folio Number :** \_\_\_\_\_

**Number of Questionnaires . . . . .**

--	--

Machine Processing	Date Started	Date Finished	Signature
Data Entry			
Reject Listing			
Modification			

*Note: PP is the 2-digit province code*  
*FN is Folio Number*

## Appendix 10

### Pre-printed Blank Sheet

COS FORM 1a

Sheet \_\_\_\_ of \_\_\_\_ Sheets

Province

Municipality/City

## Barangay

EA

SHSN

## HCN

## Sample Indicator

DIVISION	CODE	COMMODITY NAME	COMMODITY SPECIFICATIONS		SPECS CODE	TYPE OF OUTLET	OUTLET CODE
	1	2	3	4	5	6	7

## Appendix 11

### 2007 – 2008 COS Second Level Training Schedule

(May 19 – 23, 2008)

	First Day	Second Day	Third Day	Fourth Day	Fifth Day
<b>Morning</b> 8:30 – 10:00 am	Registration Distribution of Training Materials Welcome Remarks Chapter I – Introduction Chapter II – 2007- 2008 COS Questionnaire	Recap (15 minutes only) Division 01 ( <i>continued</i> )	Recap (15 minutes only) Division 06 – Health Division 07 - Transport Division 08 – Communication Division 09 – Recreation and Culture	COS E-Receipt and Control System	COS E-Receipt and Control System ( <i>continued</i> )
10:00 – 10:15 am	<b>B R E A K</b>				
10:00 – 12:00 nn	Chapter III – Field Operation Instructions Chapter IV – Instructions in Accomplishing the Questionnaire General Instruction	Division 01 ( <i>continued</i> )	Division 10 – Education Division 11 – Restaurants and Hotels Division 12 – Miscellaneous Goods and Services	COS E-Receipt and Control System ( <i>continued</i> )	CPI Window based Hands-on
12:00 nn – 1:00 pm	<b>L U N C H</b>				
<b>Afternoon</b> 1:30 – 3:00 pm	Chapter IV Specific Instruction Items Included by Commodity Group Division 01 – Food and Non-Alcoholic Beverages	Division 02 –Alcoholic Beverages and Tobacco Division 03 – Clothing and Footwear	Chapter V – Manual Editing Instructions	Introduction to CPI Window-Based System	CPI Window based Hands-on ( <i>continued</i> )
3:00 – 3:15 pm	<b>B R E A K</b>				
3:15 – 5:00 pm	Division 01 ( <i>continued</i> )	Division 04 – Housing, Water, Electricity, Gas And Other Fuels Division 05 – Furnishings, Household Equipment and Routine Maintenance of the House	Other Forms Synthesis	Introduction to CPI Window-Based System ( <i>continued</i> )	Other Matters

## 2007 – 2008 COS Third Level Training Schedule


(May 26 – 28, 2008)

	First Day	Second Day	Third Day
<b>Morning</b> 8:30 – 10:00 am	Registration Distribution of Training Materials Welcome Remarks Chapter I – Introduction Chapter II – 2007- 2008 COS Questionnaire	Recap (15 minutes only) Division 01 ( <i>continued</i> )	Recap (15 minutes only) Division 06 – Health Division 07 - Transport Division 08 – Communication Division 09 – Recreation and Culture
10:00 – 10:15 am	<b>B R E A K</b>		
10:00 – 12:00 nn	Chapter III – Field Operation Instructions Chapter IV – Instructions in Accomplishing the Questionnaire General Instruction	Division 01 ( <i>continued</i> )	Division 10 – Education Division 11 – Restaurants and Hotels Division 12 – Miscellaneous Goods and Services Chapter V – Manual Editing Instructions
12:00 nn – 1:00 pm	<b>L U N C H</b>		
<b>Afternoon</b> 1:30 – 3:00 pm	Chapter IV Specific Instruction Items Included by Commodity Group Division 01 – Food and Non-Alcoholic Beverages	Division 02 –Alcoholic Beverages and Tobacco Division 03 – Clothing and Footwear	Mock Interview
3:00 – 3:15 pm	<b>B R E A K</b>		
3:15 – 5:00 pm	Division 01 ( <i>continued</i> )	Division 04 – Housing, Water, Electricity, Gas and Other Fuels Division 05 – Furnishings, Household Equipment and Routine Maintenance of the House	Chapter V - Other Forms



# Appendix 12

## Cover Page of the 2007-2008 COS Questionnaire

COS FORM 1 NSCB Approval No: <b>NSO-0810-01</b> Expires: <b>30 April 2009</b>	<b>CONFIDENTIALITY</b> This survey is authorized by Commonwealth Act 591 and Executive Order 121. All information is strictly confidential. The data cannot be used for taxation, investigation or enforcement purposes.																																				
 <div style="display: inline-block; vertical-align: middle; text-align: center;"> <b>Republic of the Philippines</b>  <b>National Statistics Office</b>  <b>Manila</b> </div>																																					
<b>2007 – 2008 COMMODITY AND OUTLET SURVEY</b>																																					
<b>GEOGRAPHIC IDENTIFICATION</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">           Province _____            Mun/City _____            Barangay _____            EA . . . . .            SHSN . . . . .            HCN . . . . .            Sample Indicator . . . . .         </div> <div style="width: 35%; text-align: center;"> <b>CODES</b>  <table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> </div> </div>																	<b>Total Number of Family Members</b>  <table style="width: 100%;"> <tr><td style="width: 80%;">No. of Male Adults (18 yrs old and above) . . . . .</td><td style="width: 20%; text-align: center;"> <table border="1" style="width: 40px; height: 20px; margin: auto;"> <tr><td style="width: 20px; height: 10px;"></td><td style="width: 20px; height: 10px;"></td></tr> </table> </td></tr> <tr><td>No. of Female Adults (18 yrs old and above) . . . . .</td><td style="text-align: center;"> <table border="1" style="width: 40px; height: 20px; margin: auto;"> <tr><td style="width: 20px; height: 10px;"></td><td style="width: 20px; height: 10px;"></td></tr> </table> </td></tr> <tr><td>No. of Boys (1 – 17 yrs old). . . . .</td><td style="text-align: center;"> <table border="1" style="width: 40px; height: 20px; margin: auto;"> <tr><td style="width: 20px; height: 10px;"></td><td style="width: 20px; height: 10px;"></td></tr> </table> </td></tr> <tr><td>No. of Girls (1 – 17 yrs old) . . . . .</td><td style="text-align: center;"> <table border="1" style="width: 40px; height: 20px; margin: auto;"> <tr><td style="width: 20px; height: 10px;"></td><td style="width: 20px; height: 10px;"></td></tr> </table> </td></tr> <tr><td>No. of Infants/Babies (less than 1 year old). . . . .</td><td style="text-align: center;"> <table border="1" style="width: 40px; height: 20px; margin: auto;"> <tr><td style="width: 20px; height: 10px;"></td><td style="width: 20px; height: 10px;"></td></tr> </table> </td></tr> </table>	No. of Male Adults (18 yrs old and above) . . . . .	<table border="1" style="width: 40px; height: 20px; margin: auto;"> <tr><td style="width: 20px; height: 10px;"></td><td style="width: 20px; height: 10px;"></td></tr> </table>			No. of Female Adults (18 yrs old and above) . . . . .	<table border="1" style="width: 40px; height: 20px; margin: auto;"> <tr><td style="width: 20px; height: 10px;"></td><td style="width: 20px; height: 10px;"></td></tr> </table>			No. of Boys (1 – 17 yrs old). . . . .	<table border="1" style="width: 40px; height: 20px; margin: auto;"> <tr><td style="width: 20px; height: 10px;"></td><td style="width: 20px; height: 10px;"></td></tr> </table>			No. of Girls (1 – 17 yrs old) . . . . .	<table border="1" style="width: 40px; height: 20px; margin: auto;"> <tr><td style="width: 20px; height: 10px;"></td><td style="width: 20px; height: 10px;"></td></tr> </table>			No. of Infants/Babies (less than 1 year old). . . . .	<table border="1" style="width: 40px; height: 20px; margin: auto;"> <tr><td style="width: 20px; height: 10px;"></td><td style="width: 20px; height: 10px;"></td></tr> </table>		
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<b>INSTRUCTIONS TO INTERVIEWERS</b>  <ol style="list-style-type: none"> <li>1. Interview the family head or any member of the family who is responsible in the management of the family finances.</li> <li>2. Ask the respondent for commodities/services that a family purchased/consumed/availed of most of the time for a given reference period in the order they are presented in the questionnaire.</li> <li>3. Write the required specifications for each commodity/service.</li> <li>4. Specify the type of outlets where these commodities/services were commonly purchased/availed of.</li> <li>5. Write entries in printed letters or encircle appropriate codes.</li> <li>6. Use loose pre-printed blank sheet to include additional commodities where spaces are not enough in the questionnaire.</li> </ol>																																					