
ENUMERATOR'S MANUAL

APRIL 2008 LABOR FORCE SURVEY



National Statistics Office
Republic of the Philippines

CHAPTER I

INTRODUCTION

The Labor Force Survey (LFS) is a nationwide survey of households conducted regularly to gather data on the demographic and socio-economic characteristics of the population. It is primarily geared towards the estimation of the levels of employment and unemployment in the country. It is conducted every first month of the quarter in selected areas in the Philippines.

Starting 1987, the LFS used a new questionnaire design and adopted modifications in the concepts and definitions for measuring labor force and employment characteristics. This design is based on a past week reference period. However, due to increasing demand for data such as salaries and wages, new entrants, other occupations, etc., the LFS questionnaire has undergone revision. Thus, starting on January 2001, a revised LFS questionnaire with these updates was used.

The LFS questionnaire was further revised starting January 2002 with the inclusion of the line number of respondent and a screening question whether the household member has other job or business during the past week. Starting July 2003, the new 2003 Master Sample (MS) Design was adopted.

Starting with the April 2005 LFS, a revised questionnaire was used. The revised instrument incorporated items of inquiry that were deemed necessary to adequately capture the availability criterion and to reflect the reference period for identifying the discouraged workers. These changes were needed to adopt the international standard definition of unemployment. Some questions on the elements of decent work were also included such as reasons for working more than 48 hours, as well as questions for children on their attendance to school.

1.1 Objectives of the Labor Force Survey

The LFS aims to provide a quantitative framework for the preparation of plans and formulation of policies affecting the labor market.

Specifically, the survey is designed to provide statistics on levels and trends of employment, unemployment and underemployment for the country, as a whole, and for each of the administrative regions.

1.2 Importance of the Labor Force Survey

- a. It provides a quantitative framework for the preparation of plans and formulation of policies affecting the labor market towards
 - 1) creation and generation of gainful employment and livelihood opportunities
 - 2) reduction of unemployment and promotion of employment
 - 3) improvement of working conditions

- 4) enhancement of the welfare of a working person

Figure 1. Gainful Employment Opportunities



- b. It provides statistics on levels and trends of employment, unemployment and underemployment for the country and regions;

Table 1. Levels and Trends of Employment, Unemployment and Underemployment

<i>Employment Status of Household Population 15 Years Old and Over, by Quarter: 2006 - 2007</i>					
<i>Year/ Quarter</i>	<i>Total 15 years old and over ('000)</i>	<i>Total in the Labor Force ('000)</i>	<i>Employed ('000)</i>	<i>Unemployed ('000)</i>	<i>Under- employed ('000)</i>
2006					
October	55,638	35,511	32,886	2,625	6,681
2007					
January	56,145	36,395	33,545	2,850	7,214
April	56,411	36,396	33,704	2,692	6,378
July	56,857	36,142	33,318	2,824	7,327
October	56,845	35,918	33,672	2,246	6,109

Note: Figures were estimated using the 2000 Census-based Population Projections.

- c. It is used for the projection of future human resource, which when compared with the future manpower requirements, will help identify employment and training needs;
- d. It helps in the assessment of the potential human resource available for economic development; and
- e. It identifies the differences in employment, unemployment and underemployment according to the different economic, social and ethnic groups existing within the population.

Table 2. Employment, Unemployment and Underemployment Rate by Region: October 2007*

Region	Employment Rate	Unemployment Rate	Underemployment Rate
Philippines	93.7	6.3	18.1
National Capital Region	89.4	10.6	11.6
Cordillera Administrative Region	96.9	3.1	18.0
Ilocos	93.2	6.8	13.8
Cagayan Valley	97.7	2.3	14.0
Central Luzon	91.4	8.6	7.5
CALABARZON	92.0	8.0	15.8
MIMAROPA	96.3	3.7	25.1
Bicol	95.8	4.2	34.8
Western Visayas	94.0	6.0	22.0
Central Visayas	94.2	5.8	11.4
Eastern Visayas	96.8	3.2	27.3
Zamboanga Peninsula	97.2	2.8	19.8
Northern Mindanao	94.9	5.1	34.0
Davao	95.1	4.9	15.5
SOCCKSARGEN	95.2	4.8	19.6
Caraga	95.9	4.1	21.4
Autonomous Region in Muslim Mindanao	96.9	3.1	25.8

Note: Figures were estimated using the 2000 Census-based Population Projections.

* - Final Results

1.3 Scope and Coverage of the Survey

The survey involves the collection of data on the demographic and socio-economic characteristics of the population in general. It covers a nationwide sample of about 51,000 households deemed sufficient to measure the levels of employment and unemployment at the national and regional levels.

The reporting unit is the household, which means that the statistics emanating from this survey will refer to the characteristics of the population residing in private households. Persons who reside in the institutions are not within the scope of the survey.

1.4 Sampling Design

The LFS used the sampling design of the 2003 Master Sample (MS) for household surveys starting in July 2003.

1.4.1 Domain

The 2003 MS considers the country's 17 administrative regions as defined in Executive Orders (EO) 36 and 131 as its sampling domain. A domain is referred to as a subdivision of the country in which estimates with adequate level of precision is generated. It must be noted that while there is demand for data at the provincial level (and to some extent municipal and barangay levels), these were not treated as domain because of its large number (more than 80) and the large resource requirement that goes along with it. 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

1.4.2 Sampling Frame

As in most household surveys, the 2003 MS made use of an area sample design. For this purpose, the Enumeration Area Reference File (EARF) of the 2000 Census of Population and Housing (CPH) was utilized as sampling frame. The EARF contains the number of households by enumeration area (EA) in each barangay.

This frame was used to form the primary sampling units (PSUs). With consideration of the period for which the 2003 MS will be in use, the PSUs were formed/defined as a barangay or a combination of barangays with at least 500 households.

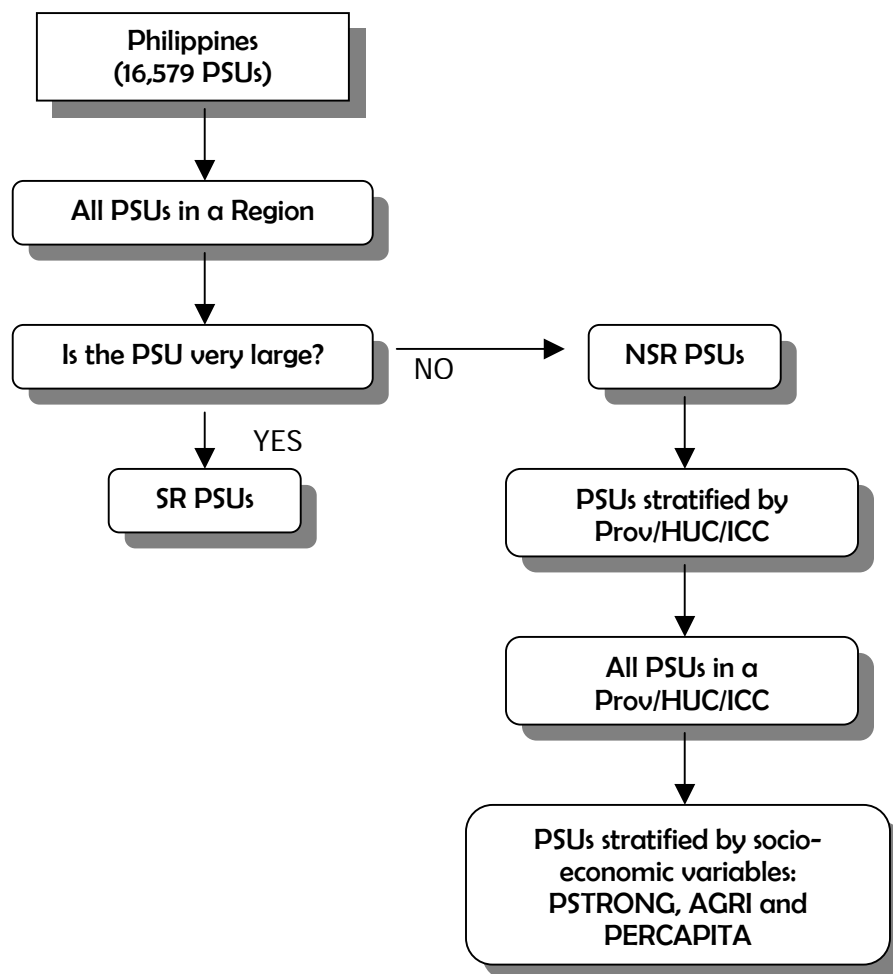
1.4.3 Stratification Scheme

Stratification involves the division of the entire population into non-overlapping subgroups called strata. Prior to sample selection, the PSUs in each domain were stratified as follows:

1. All large PSUs were treated as separate strata and were referred to as certainty selections (Self-representing PSUs). A PSU was considered large if it has a large probability of selection.

2. All other PSUs were then stratified by province, highly urbanized city (HUC) and independent component city (ICC).
3. Within each province/HUC/ICC, the PSUs were further stratified or grouped with respect to some socio-economic variables that were related to poverty incidence. These variables were: (a) the proportion of strongly built houses (PSTRONG); (b) an indication of the proportion of households engaged in agriculture (AGRI); and (c) the per-capita income (PERCAPITA).

The stratification procedure used in the MS is described in the diagram below.



1.4.4 Sample Selection

To have some control over the subsample size, the PSUs were selected with probability proportional to some estimated measure of size. The size measure refers to the total number of households from the 2000 CPH. Because of the wide variation in PSU sizes, PSUs with selection probabilities greater than 1 were identified and were included in the sample as **certainty selections**.

At the second stage, enumeration areas (EAs) were selected within sampled PSUs, and at the third stage, housing units were selected within sampled EAs. Generally, all households in sampled housing units were enumerated, except for few cases when the number of households in a housing unit exceeds three. In which case, a sample of three households in a sampled housing unit was selected at random with equal probability.

An EA is defined as an area with discernable boundaries within barangays, consisting of about 150 contiguous households. These EAs were identified during the 2000 CPH. A housing unit is a structurally separate and independent place of abode which, by the way it has been constructed, converted, or arranged, is intended for habitation by a household.

1.4.5 Sample Size

The 2003 Master Sample consists of a sample of 2,835 PSUs of which 330 were certainty PSUs and 2,505 were non-certainty PSUs. The number of households for the 2000 CPH was used as measure of size. The entire MS was divided into four sub-samples or independent replicates, such as a quarter sample contains one fourth of the PSUs found in one replicate; a half-sample contains one-half of the PSUs in two replicates.

CHAPTER II

DUTIES AND RESPONSIBILITIES OF FIELD PERSONNEL

As emphasized, the role of every personnel is vital to the successful completion of survey operations. Thus, the duties and responsibilities are enumerated to remind each field personnel of his role in the conduct of the survey.

2.1 Regional Director

As in any NSO survey, the Regional Director (RD) coordinates with the Provincial Statistics Officers (PSOs) and provides general supervision to the staff of the provincial offices under the jurisdiction on all administrative matters and field operations relative to the survey.

He supervises the field operations and sees to it that enumeration is finished strictly in accordance with the timetable.

2.2 Provincial Statistics Officer

The PSO is in charge of conducting training/briefing of District Statistical Officers/ Statistical Coordination Officers (DSOs/SCOs) and statistical field researchers (SRs); assigning the workload of each personnel in the field operation and supervising the activities of the personnel to ensure that the enumeration is finished according to schedule; supervising the manual processing of the accomplished questionnaires and other forms so that these forms will be transmitted to the regional office as scheduled.

2.3 Regional and Provincial Statistician

- a. Assist in the conduct of training or briefing of PSOs/Provincial Stats/DSOs/SCOs/SRs.
- b. Supervise in the field and ensure that all items in the questionnaire were asked; supervise the manual and machine processing.
- c. General review of accomplished/edited questionnaires and ensure that all sample households have corresponding questionnaire.

2.4 District Statistical Officer (DSO), Statistical Coordination Officer (SCO) and Statistical Researcher (SR)

The DSO/SCO and the SR to be hired specifically for the household surveys are primarily charged with the task of data collection.

Among their duties and responsibilities are the following:

- a. attend the training and understand the concepts, definitions, and instructions used in the data gathering;
- b. interview all sample households located in the sample barangays assigned to them and accomplish the questionnaire thoroughly according to instructions.
- c. Submit accomplished questionnaires as per target date.
- d. Supervise and edit questionnaires (for supervisors).

CHAPTER III

CONCEPTS AND OPERATIONAL DEFINITIONS

This chapter presents and discusses the important concepts that will be used in the survey. A clear understanding of the concepts is required of everyone involved in the survey, particularly those tasked with data collection. Adherence to the concepts ensures that the data to be collected are uniform and accurate.

3.1 HOUSEHOLD

An aggregate of persons, generally but not necessarily bound by ties of kinship, who sleep in the same dwelling unit and have common arrangements for the preparation and consumption of food.

According to this definition, a person who lives alone is considered a separate household; also a person who rents bed space but makes arrangements for his own food. However, a group of persons who share and take their meals together but live in separate but adjacent living quarters for convenience is considered one household.

3.2 RESPONDENT

Any responsible adult member of the household who can provide reliable answers to questions asked by the survey enumerator about the household and household members.

3.3 HOUSEHOLD HEAD

The adult member of the household who is responsible for the care and organization of the household or the one who is regarded as such by the members of the household.

The following may be considered as household head:

- a. the household member who is responsible for the care and organization of the household; or
- b. the household member who makes the final decision even if he does not contribute to the finances of the household; or
- c. the oldest member of the household and is regarded as the household head; or
- d. the household member, who is now working abroad as an overseas Filipino worker (OFW), and is still regarded as household head.

During survey rounds with the Family Income and Expenditure Survey (FIES) and Annual Poverty Indicators Survey (APIS) as rider, the OCWs/OFWs are not considered as household head.

3.4 HOUSEHOLD MEMBERSHIP

Considered as members of a household are:

- a. Persons who are present at the time of visit whose usual place of residence is the sample household regardless of their length of stay in the household;
- b. Persons who are present at the time of visit whose usual place of residence is outside the sample household but have stayed temporarily with the sample household for at least 30 days;
- c. Persons who are present at the time of visit whose usual place of residence is outside the sample household but have stayed with the sample household even for less than 30 days provided that they have been away from their usual place of residence for 30 days or more;
- d. Persons who are not present at the time of visit but are expected to return within 30 days from date of departure to their usual place of residence, which is the sample household.
- e. The following family members who are away at the time of visit are also considered members of the household:
 1. **Overseas contract workers**
 2. **Overseas workers other than overseas contract workers** who have been away for not more than **five years** from the date of departure and are expected to be back within five years from the date of last departure.
 3. **Employees in Philippine Embassies, consulates and other missions**
 4. **Students abroad/tourists** who have been away for one year or less and are expected to be back within a year from the date of departure. This category also includes those attending training abroad, medical treatment and missionaries. For these overseas Filipinos, columns 12-44 will be filled up.

However, there is no cut-off period for overseas contract workers and employees in Philippine embassies, consulates and other missions.

For overseas Filipinos, excluding students abroad/tourists, only the demographic characteristics should be filled up.

Not considered as members of a household are:

- a. Persons or family members who are inmates of institutions such as penal colonies/farms, detention camps, homes for the aged, orphanages, mental

institutions, tuberculosis sanitaria, leprosaria, etc., and who are not expected to return within 30 days;

- b. Members of the Armed Forces of the Philippines if they have been away from their usual place of residence for more than 30 days;
- c. Filipinos, whose usual place of residence is in a foreign country, who are and will be in the Philippines for less than one year from arrival;
- d. Citizens of foreign countries and members of their families who are in the Philippines as tourists, students, businessmen or for employment provided they expect to stay in the country for one year or less from arrival;
- e. Foreign ambassadors, ministers, consuls, or other diplomatic representatives, and members of their families, regardless of the length of their stay;
- f. Citizens of foreign countries who are Chiefs and officials of international organizations like UN, ILO or USAID and members of their families, regardless of the length of their stay.

3.5 ELIGIBLE SAMPLE HOUSEHOLD

An eligible sample household is a household whose interview status is either code 1 - completed interview, code 2 – refusal, code 3 – temporarily away/not at home/on vacation or code 7 - critical areas or flooded areas.

3.6 NON-ELIGIBLE SAMPLE HOUSEHOLD

Non-eligible sample household is a household whose interview status code is either code 4 – vacant housing unit, code 5 – housing unit demolished, destroyed by fire, typhoon or code 6 – household permanently moved out of the housing unit, merged with another household in the same housing unit, not a permanent resident of the housing unit or housing unit converted into establishment.

3.7 HOUSING UNIT

A **housing unit** is a structurally separate and independent place of abode which, by the way it **has been constructed, converted, or arranged, is intended for habitation** by one or more households.

Structures or parts of structures which are not intended for habitation, such as commercial, industrial, and agricultural buildings, or natural and man-made shelters such as caves, boats, abandoned trucks, culverts, etc., **but which are used as living quarters by households**, are also considered as **housing units**.

The place of abode of an institutional population is not called a housing unit. It is referred to as institutional living quarter.

Institutional living quarters are structurally separate and independent places of abode **intended for habitation by large group of individuals**. Such quarters usually **have** certain **common facilities** such as kitchen and dining rooms, toilet and bath, and lounging areas which are **shared by the occupants**.

The **occupants of institutional living quarters** are usually **subject to a common authority or management** or are bound by either a common public objective or a common personal interest.

Among the common institutional living quarters are the following:

1. Hotels, Motels, Inns, Dormitories, Pension and other Lodging Houses which provide lodging on a fee basis.
2. Hospitals, Sanitaria, Rehabilitation Centers
3. Orphanages, Homes for the Aged
4. Seminaries, Convents, Nunneries, Boarding Schools and other religious training centers
5. Corrective and Penal Institutions
6. Military Camps and Barracks
7. Logging, Mining and Construction/Public Works Camps
8. Ocean-going and Inter-island/Coastal Vessels
9. Refugee Camps
10. Boarding Houses with 10 or more boarders

How to Identify Housing Units in a Building

Normally, a housing unit is intended for habitation by one household, however, in some cases, two or more households share the same building or the same housing unit as their place of habitation. The building may have more than one housing unit but from its physical layout the different housing units may not be obvious.

Discussed below are the guidelines on how to identify and count the housing units in a building.

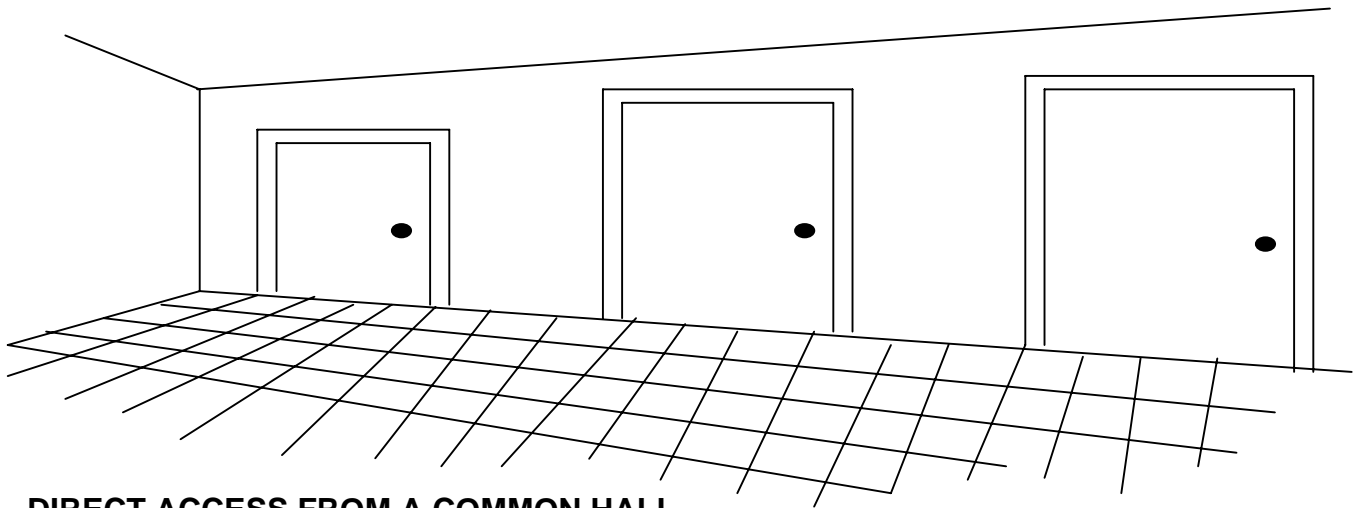
A portion of a building (a room or a group of rooms) **qualifies as a separate housing unit** if it meets both the following **requirements**:

Separateness – the portion of a building must have facilities for sleeping, preparing and taking meals, and its occupants must be isolated from other households in the building by means of walls or permanent partitions; and

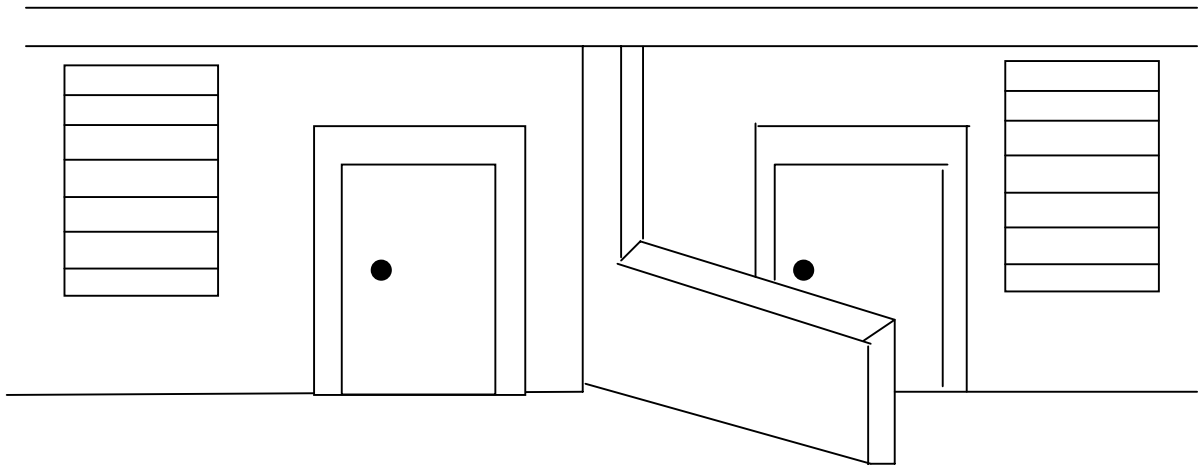
Direct access– the portion of the building can be accessed directly from the outside of the building. That is the occupant can come in or out of the portion of the building without passing through anybody else's premises from the street pathway, alley, callejon, road, yard, catwalk public or communal staircase, passage, gallery, grounds or through a common hall.

The illustration below shows two examples of the direct access criterion.

ILLUSTRATIONS OF DIRECT ACCESS



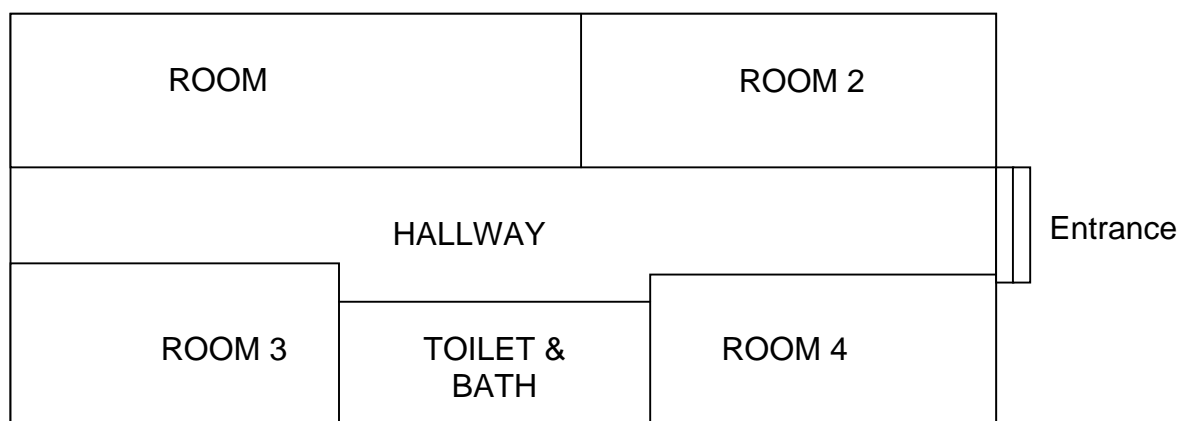
DIRECT ACCESS FROM A COMMON HALL



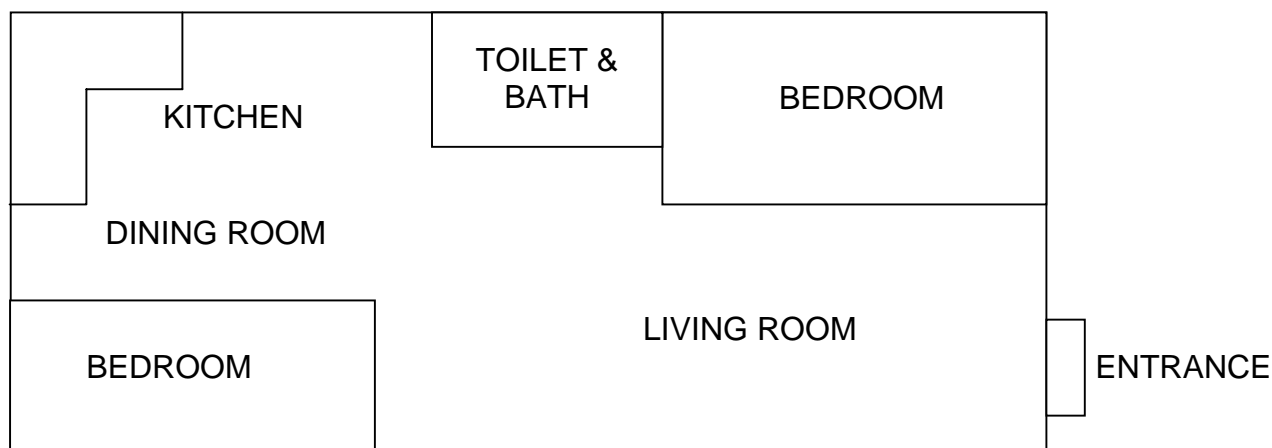
DIRECT ACCESS FROM THE OUTSIDE

Illustrations of housing units are given below for a better understanding of the guidelines on how to identify them in a building.

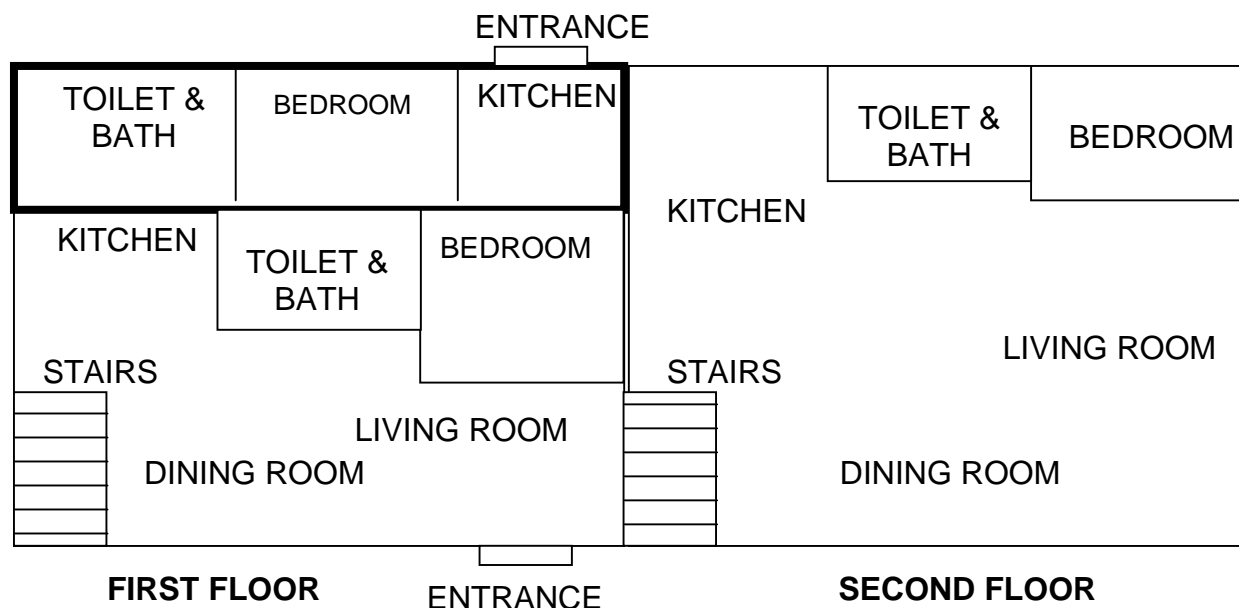
- 1) A single house has been modified, the structure of which is shown below. The modified structure has four rooms, a common hallway, a common toilet and bath and one main entrance from the outside. The individual rooms can be accessed from the common hallway. The occupants take their meals and sleep in their respective rooms. This building has four (4) housing units.



- 2) A house has two rooms. The occupants of the rooms share all other areas in the house including the kitchen and dining area. Since the occupants of either room have no private area for dining and have to pass through the common premises to reach their own room, this structure actually contains only a **single housing unit**.



- 3) A house has two storeys. The first floor of the house is subdivided into two units, each having a separate entrance from the outside. The access to the second floor is the stairs in the living room of one of the units on the first floor. This house has two (2) housing units; one is the unit on the ground floor covering only the area that has a bedroom, a kitchen and a toilet and bath, and the other one is the unit covering the rest of the ground floor and entire second floor. Note that in this case, the second floor cannot be considered as a separate housing unit even though it has facilities for sleeping and preparing/taking meals because its access is only through the premises of the ground floor.



3.8 REFERENCE WEEK

The past seven (7) days preceding the date of visit of the interviewer or enumerator.

3.9 OVERSEAS FILIPINO WORKER (OFW)

An Overseas Filipino Worker (OFW) is a Filipino worker who works abroad with or without any contract.

3.10 OVERSEAS CONTRACT WORKER (OCW)

An overseas contract worker (OCW) is a Filipino worker who is presently and temporarily out of the country to fulfill an overseas work contract for a specific length of time or who is presently at home on vacation but still has an existing overseas work contract.

3.11 WORK

Any economic activity that a person does for pay, in cash or in kind, in any establishment, office, farm, private home or for profit or without pay on family farm or enterprise.

- a. Work for pay – if a person works for an employer, whether in an establishment, office, farm or private residence (other than his own) and receives salary/wage, commission, tips, in cash or in kind, or other forms of compensation such as free meals, and/or free living quarters, support in school, etc.

- b. Work for profit – if a self-employed person works for profit in own business such as sari-sari store, farm, dress shop or for fees in the practice of ones profession or trade. Making a single article for sale is considered a work for profit.

The following activities are considered as work for profit:

- b.1. Gardening in at least 100 sq. meters of solid patches (the plants not scattered all around) whether the produce is mainly for sale or for family consumption;
- b.2. Gardening in less than 100 sq. meters if the produce is mainly for sale;
- b.3. Fishing, occasional gathering of forest or marine products mainly for sale;
- b.4. Cultivation of at least 300 sq. meters of land for temporary, annual or biennial crops or shrubs, or maintenance of an orchard of at least the same area even though the time spent is minimal;
- b.5. Growing of ornamental plants and flowers, seedling, black pepper (pimienta) or betel leaf for sale even if the area is less than 100 sq. meters;
- b.6. Raising of the following number of fowls or animals during the reference period (this may not be done as a regular business):

Fowls of at least 1 month old:

- I. 30 or more chickens or ducks
- II. 10 or more turkeys or geese
- III. 50 or more pigeons
- IV. 100 or more quails (pugo)

or a proportional combination of the above as in the case of raising 40 pigeons and 6 chickens or ducks; or 80 quails and 10 pigeons.

Animals:

- I. 3 or more pigs at least 3 months old
- II. 3 or more goats
- III. 10 or more rabbits
- IV. 1 cattle, carabao or horse

or a proportional combination of the above, i.e., 7 rabbits and 1 pig or goat; or 4 rabbits, 1 pig and 1 goat

Note: For any of the activities mentioned in items b.1 to b.6, if the produce is intended for home consumption, the activity can only be considered as work if there was harvest of crops or disposal of fowls or animals (either through own consumption, barter, given away or sold) during the past week. If the household

member is engaged in fishing mainly for home consumption, the activity is not considered work.

- c. Work without pay on family farm or enterprise - if a person works without pay on a farm or enterprise that is being operated by another family member in the same household.

Examples:

- A daughter who works without pay as salesgirl in a store operated by her mother
 - A wife typing at home without pay for her husband who is an independent practicing lawyer
 - A nephew who works without pay in the clinic of his uncle with whom he lives
- d. Work by farm operator/family member on another's farm on exchange labor - if a farm operator or a member of his family works on a farm being operated by another household on exchange labor arrangements. This is usually practiced by agricultural workers during the height of rice planting and harvesting seasons.

Exchange Labor: The 1978 ISH Manual for field enumerators considers the following:

A farmer who works on the farm of another on exchange labor arrangement, work in the representation of his own farm in the pooling of resources during the height of planting and harvesting operations and hence he will be considered as working on his own farm as an operator. The same rule will apply to a member of his family who works on exchange labor arrangements on the farm of another. This class of worker will be that of unpaid family worker.

The following are examples of activities, which are not considered as work for the purpose of this survey.

- a. Housekeeping in own home
- b. Building, repairing or painting own house
- c. Volunteer work (e.g. packing of relief goods)
- d. Begging or gambling

3.12 OCCUPATION

The specific kind of work a person does. If a person has a job but not at work, it is the kind of work he will be doing when he reports for work, or will be doing if he is waiting for a new job to begin within two weeks from the date of interview.

3.13 INDUSTRY

The nature or character of the business or enterprise or the place wherein a person works.

3.14 CLASS OF WORKER

The relationship of the worker to the establishment where he works. This is sometimes referred to as "Industrial Status" in other countries.

The following categories are the classes of workers:

- 0 Worked for private household - if a person worked in a private household for pay, in cash or in kind. Examples: domestic helper, household cook, gardener, family driver, etc.

Take note of the following:

PSOC	Class of Worker	PSIC
Launderer who works full time in the household (9133)	Code 0 (Worked for Private Household)	9500
Launderer who works for different households (9133)	Code 0 (Worked for Private Household)	9500
Launderer (9133) in an establishment and at the same time accepts laundry job at home.	Code 1 (Worked for private establishment) Consider the activity done at home as her secondary job.	9301
Launderer (9133) who accepts laundry job at home, using her own pail, basin, water	Code 3 (Self-employed)	9301
Tutor (3300)	Code 0	9500
Housekeeper (5121)	Code 0	9500
Cook (5122)	Code 0	9500
Baby Sitter (5131)	Code 0	9500
Home based Nurse (5133)	Code 0	9500
Personal Care & Related Workers, n.e.c. (5139)	Code 0	9500
Bodyguard, Security Guard (not hired by security agency) - 5169	Code 0	9500
Family Driver (8322)	Code 0	9500
Domestic Helpers (9131)	Code 0	9500
Caretaker (9141)	Code 0	9500

Note: These occupations can also be used with other PSIC and Class of Worker. Carpenters who worked for private household should have a class of worker of either code 1 or 3.

- 1 Worked for private establishment - if a person worked in a private establishment for pay, in cash or in kind. This class includes not only persons working for a private industry but also those working for a religious group (priest, acolyte), missionary (nuns, sisters, etc.), unions, and non-profit organizations.

This category includes the following types of workers:

- persons working in public work projects on private contracts
- public transport drivers who do not own the vehicle but drive them on boundary basis
- dock hands or stevedores
- cargo handlers in railroad stations or piers
- palay harvester getting fixed share of harvested palay
- Filipinos working in embassies, legation, chancelleries or consulates of foreign government in the Philippines
- Filipinos working in international organizations of Sovereign States of Governments like the United Nations (UN), World Health Organization (WHO)

- 2 Worked for government/government corporation - if a person worked for the Philippine government or a government corporation or any of its instrumentalities.

Examples for this category of workers are:

- Employees of national government agencies and local government units
- Employees of government owned/controlled corporations and financial institutions, e.g. GSIS, SSS, NPC, BSP
- Civilian and military personnel of the Armed Forces of the Philippines (including chaplains, doctors, nurses and dentists)

- 3 Self-employed without any paid employee - if a person worked for profit or fees in own business, farm, profession or trade without any paid employee. Ex: bookkeeper, CPA, doctors, etc.

- 4 Employer in own family-operated farm or business - if a person, working in his own business, farm, profession or trade had one or more regular paid employees, including paid family members. A farmer who hires laborers during harvesting/planting season and during such other related activities is considered an employer provided the activity falls during the reference week.

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

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

A farmer who works on the farm of another on exchange labor arrangement, work in the representation of his own farm in the pooling of resources during the height

of planting and harvesting operations and hence he will be considered as working on his own farm as an operator (Code 3 or 4).

- 5 Worked with pay on own family-operated farm or business - if a person worked in own family-operated farm or business and receives cash or a fixed share of the produce as payment for his services. He/she must be a member of the sample household.
- 6 Worked without pay on own family-operated farm or business - if a member of the family worked without pay in a farm or business operated by another member living in the same household. The room and board and any cash allowance given, as incentives are not counted as compensation for these family workers.

A family member who works on exchange labor arrangements on the farm of another is included under this category.

3.15 NATURE OF EMPLOYMENT

The status in job or business, which may be any of the following:

- 1 - Permanent job/business/unpaid family work - when employment, for pay or profit or as unpaid family worker, had lasted or expected to last for one year or longer. In general, work is considered permanent if the person engaged in an activity works or expects to work for at least one year. For farm operators or farm workers, however, their job can be considered permanent even if they work or expect to work for only 10 calendar months in a year provided that during the remaining two months, their activities are in relation to farming such as inspection of the fields, pasturing of work animals, taking care of the livestock and poultry or even simply cleaning equipment being used in the farm.

A person who worked under probationary period for 6 months must have a code of "1" if he is expected to work for at least one year. If the work is expected to last for less than one year or less than 10 calendar months, consider the nature of employment as short term or seasonal.

- 2 - Short-term or seasonal or casual job/business/unpaid family work - when employment had lasted or expected to last less than one year since it started or for less than 10 calendar months in a year in the case of farm operators and fishermen and their unpaid family workers.
- 3 - Worked for different employers or customer on day to day or week to week basis - for odd job workers/stevedores not on payroll or not connected with union/market and other cargo handlers receiving pay from individual customers.

3.16 NORMAL WORKING HOURS PER DAY

The usual or prescribed working hours of a person in his primary job/business, which is, considered a full day's work.

If a person did not report for work during the reference week but has a job/business at that time, normal working hours would refer to the usual or prescribed working hours he will spend in his primary job/business per day if he reported for work.

3.17 TOTAL HOURS WORKED

The actual number of hours worked by a person in his primary job that he held during the past week or in his other job(s)/business if there are or if there is any.

It includes the duration or the period the person was occupied in his work, including overtime, but excluding hours paid but not worked. For wage and salary earners, it includes time worked without compensation in connection with their occupations; such as the time a teacher spends at home preparing for the forthcoming lectures. For own account workers, it includes the time spent in the shop, business or office, even if no sale or transaction has taken place.

3.18 IN THE LABOR FORCE OR ECONOMICALLY ACTIVE POPULATION

The population 15 years old and over who are either employed or unemployed.

3.19 EMPLOYED

Persons in the labor force who were reported either as at work (according to the definition of work) or with a job or business although not at work.

Persons at work are those who did some work, even for an hour, during the reference period.

Persons are also considered employed if they are with a job/business even though not at work during the reference period because of temporary illness/injury, vacation or other leave of absence, bad weather or strike/labor dispute or other reasons. Likewise, persons who are expected to report for work or to start operation of a farm or business enterprise within two weeks from the date of the enumerator's visit are considered employed.

3.20 NEW ENTRANTS TO THE LABOR FORCE

These are persons who seek work for the first time or those who work for the first time. Included also are those who are expected to work for the first time within two weeks after the date of interview.

3.21 UNEMPLOYED

The unemployed includes all persons in the labor force who are reported as:

- a) Without work, i.e., had no job or business during the reference period; and
- b) Currently available for work, i.e., were available and willing to take up work in paid employment or self-employment during the reference period, and/or would be

available and willing to take up work in paid employment or self-employment within two weeks after the interview date; and

- c) Seeking work, i.e., had taken specific steps to look for a job or establish a business during the reference period; or **not seeking work** due to the following reasons: (1) tired/believed no work available, i.e., the discouraged workers; 2) awaiting results of previous job application; (3) temporary illness/disability; (4) bad weather, and (5) waiting for rehire/job recall.

3.22 UNDEREMPLOYED

Employed persons who expressed the desire to have additional hours of work in their present job or to have additional job, or to have a new job with longer working hours.

3.23 VISIBLY UNDEREMPLOYED

Employed persons who worked less than 40 hours during the reference week and wanted additional hours of work.

3.24 EXPERIENCED UNEMPLOYED

These are the unemployed who ever worked at anytime since the age of 15 for at least one hour either for pay, for profit or without pay on own family farm or business.

3.25 NOT IN THE LABOR FORCE

Persons 15 years old and over who are neither employed nor unemployed.

Those not in the labor force are those persons who are not working and are not available for work during the reference week. Also included are persons who are not available and are not looking for work because of reasons other than those previously mentioned. Examples are housewives, students, disabled and retired persons.

CHAPTER IV

HOW TO ACCOMPLISH ISH FORM 2 (LABOR FORCE SURVEY QUESTIONNAIRE)

4.1 ISH FORM 2 - QUARTERLY LABOR FORCE SURVEY QUESTIONNAIRE

ISH FORM 2 is a four-page, forty four-column questionnaire that is being used in the quarterly rounds of the Labor Force Survey nationwide. This questionnaire gathers data on the demographic and economic characteristics of the population.

On the first page of the questionnaire, the particulars about the geographic location, design codes and household auxiliary information of the sample household that is being interviewed are to be recorded. Certifications by the enumerator and his supervisor regarding the manner by which the data are collected are likewise to be made on this page.

The inside pages of the questionnaire contain the items to be determined about each member of the sample household. Columns 2 to 11 are for the demographic characteristics; columns 2 to 7A are to be ascertained of all members of the household regardless of age. Columns 8 to 9 are asked for members 5 years old and over, while column 10 is asked for members 5 to 24 years old, column 11, for 15 years old and over, while columns 12 to 16 are asked for members 5 years old and over. Items 18 to 44 on the other hand, are the series of items that will be asked of all the members 15 years old and over to determine their labor force and employment characteristics.

Most of the questions have pre-coded responses. The possible answers with their corresponding codes are printed at the bottom of the page for easy reference. Only the appropriate codes need to be entered in the cells.

Other items, however, require write-in entries such as column 14 (primary occupation) and column 16 (kind of business/industry), etc. For such items, it is required that the enumerator describes the primary occupation or kind of business/industry.

4.1.1 GEOGRAPHIC IDENTIFICATION

The geographic identification of the sample household is one of the most important items in the questionnaire. Incorrect geographic identification will make the information contained in the questionnaire become attributed to a household other than the one it actually refers to. Once a questionnaire with improperly filled up geographic information is submitted to the Regional Office and mixed with the rest of the questionnaires from other geographic areas, it will be very difficult to identify that questionnaire.

You are therefore advised to fill up this portion before going to the sample household. The identification information can be obtained from the Master Sample Form 6 (MS Form 6).

Page: 1
MS Form 6

Republic of the Philippines
NATIONAL STATISTICS OFFICE

Labor Force Survey

List of Sample Households
April 2006

Geographic Identification Code

Region: (01) REGION I - ILOCOS
Province: (28) ILOCOS NORTE
Mun/City: (02) BACARRA
Brgy: (034) San Pedro II
EA: (000)

Design Codes

Replicate.....4
Stratum.....21125
PSU.....00010
Rotation Group.....06

Sequence Number	Split No.	Sheet No.	Line No.	Bldg. Serial No. (BSN)	Housing Unit Serial No. (HUSN)	Household Serial No. (HSN)	Household	Sample	Name of Household Head	Address of Household Head	Nickname	No. of HH Members	Interview Status Code	Update Code	Sample Ind.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)						(14)	(15)	(16)	(17)	(18)
01	0	02	09	0026	001	01										
02	0	03	17	0054	001	01										
03	0	05	06	0081	001	01										

Geographic Identification Codes

Province ILOCOS NORTE

Mun/City BACARRA

Bgy SAN PEDRO II

EA

SHSN

HCN

The geographic identification should be carefully and completely specified from the province name to the Household Control Number (HCN). The codes should be indicated where applicable.

Sample Housing Serial Number (SHSN) – This is a unique four-digit code assigned to every sample housing unit in the enumeration area (EA). Therefore, the last SHSN assigned in an EA represents the total number of sample housing units in the EA.

Household Control Number (HCN) – The HCN is a unique four-digit sequential number assigned to every household listed in the barangay/EA.

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MS Form 6

Republic of the Philippines
NATIONAL STATISTICS OFFICE

Labor Force Survey

List of Sample Households
April 2006

Geographic Identification Code

Region: (01) REGION I - ILOCOS
Province: (28) ILOCOS NORTE
Mun/City: (02) BACARRA
Brgy: (034) San Pedro II
EA: (000)

Design Codes

Replicate.....4
Stratum.....21125
PSU.....00010
Rotation Group.....06

Sequence Number	Split No.	Sheet No.	Line No.	Bldg. Serial No. (BSN)	Housing Unit Serial No. (HUSN)	Household Control No. (HCN)	Sample Housing Serial No. (SHSN)	Name of Household Head	Address of Household Head
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01	0	02	09	0026	001	01	0026	Laureta, Rizalina	#434 San Isidro
02	0	03	17	0054	001	01	0054	Valerio, Rey	#391 San Isidro
03	0	05	06	0081	001	01	0081	Javier, Edna	#365 San Isidro

Geographic Identification Codes

Province ILOCOS NORTE

Mun/City BACARRA

Bgy SAN PEDRO II

EA

SHSN

HCN

In occupied sample housing units, verify if the resident household is the same household listed in Master Sample (MS) Form 6. If the household is the same household listed in MS Form 6, proceed with the interview and copy the HCN from MS Form 6. However, if a different household resides in the housing unit, interview the household and assign an HCN of **800n**. For this round, the first new occupant/additional household in the EA of **replicates 1 and 2** (rotation 10 - new set of samples) should be assigned an HCN of **8001**; the 2nd new occupant/additional household, **8002**, and so on. For **replicates 3 and 4**, the 1st new occupant/additional household should be assigned an HCN of **800n** following the last HCN assigned in the EA. For example, if the last HCN used is **8002**, the HCN to be assigned for the new/additional HH in the EA should be **8003**. The assigned **800n** should be unique

Sequence Number	Split No.	Sheet No.	Line No.	Bldg. Serial No. (BSN)	Housing Unit Serial No. (HUSN)	Household Serial No. (HSN)	Household Control No. (HCN)	Sample Housing Serial No. (SHSN)	Name of Household Head (Last Name, First Name)	Address of Household Head (House No., Name of)	Nickname/ Alias (12)	No. of HH Members (13) (14)		Interview Status Code (15)	Update Code (16)	Sample Ind. (17)	Remarks (18)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)			(12)	Listing/ Last Qtr. (13)	Enumerated (14)	(15)	(16)	(17)	(18)
01	0	02	09	0026	001	01	8002	0001	Semira,	8002 is the last 800n used	Thelma	05	-	6	6	1	Moved out
02	0	03	17	0054	001	01	0073	0002	Rosales						1	0	1
03	0	05	06	0081	001	01	0081	0003	Bater,	8003 is assigned to the first new occupant household				2	0	1	Refusal
04	-	-	09	0026	001	01	8003	0001	Ramos, Ofelia		#207 San Isidro St.	Ofie	-	02	1	5	1

within the EA and rotation group. The household who transferred/moved out should be assigned a questionnaire carrying the same HCN.

In vacant sample housing units, verify if there is (are) new occupant household(s). If there are new occupants, assign an HCN of 800n. If the housing unit is still vacant, assign an HCN of “0000”.

On the other hand, **replacement households** should maintain their HCN as recorded in the listing sheet. The replacement households are the non-sample households in sample housing units that were listed.

DESIGN CODES

Every sample household must have the following design codes:

Replicate – is a one-digit code from 1 to 4 indicating the group to which the PSU belongs. A replicate code of 1 indicates that the PSU belongs to group 1.

For this **APRIL 2008 LFS**, the following are selected as samples:

Replicates 1 and 2 – all housing units in Rotation Group 10 (new set of samples)
Replicates 3 and 4 – all housing units in Rotation Group 9 (updated samples last April 2007)

Stratum – is a five-digit code that is unique at the regional level indicating the stratum to which the sample EA belongs. The first digit indicates whether the PSU is certainty or non-certainty. The last digits indicate the 1st stratum code, 2nd stratum code and final PSU ordering.

PSU No. – is a five-digit number that is unique at the national level assigned to the primary sampling units formed.

Rotation Group – Rotation of sample households is being done in order to minimize if not eliminate respondent fatigue or conditioning bias. A rotation group represents a systematic sample of households from the constructed list in the EA.

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MS Form 6

Republic of the Philippines
NATIONAL STATISTICS OFFICE

Geographic Identification Code

Region: (01) REGION I - ILOCOS
Province: (28) ILOCOS NORTE
Mun/City: (02) BACARRA
Brgy: (034) San Pedro II

Labor Force Survey

List

Design Code

Replicate 4

Stratum 2 1 1 2 5

PSU No. 0 0 0 1 0

Rotation Group 0 7

Number of Households in the housing unit

Design Codes

Replicate.....4
Stratum.....21125
PSU.....00010
Rotation Group.....07

Sequence Number	Split No.	Sheet No.	Head of Household	Nickname/ Alias	No. of HH Members Listing/ Last Qtr.	Enumerated	Interview Status Code	Update Code	Sample Ind.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01	0	02	✓	Riza	02					
02	0	03	✓	Rey	05					
03	0	05	✓	Edna	05					

Number of households in the housing unit – The number of households in the housing unit should be the total number of eligible households including those that were not sampled. Eligible households are those households with interview status code of 1,2,3 or 7. Number “01” is assigned if only one household is residing in the sample housing unit, “02”, if with 2 households, “03”, if with 3 households are residing in it and so on. **This should be filled up for all questionnaires of the sample households in the housing unit including those who transferred or moved out, additional households and new occupants.**

All sample households within the housing unit including those who transferred or moved out should report the same number of households in the housing unit.

Example: The sample housing unit was recorded as having one household in MS Form 6, that is, the household of Thelma Semira. During enumeration, the said household permanently moved out of the housing unit and the household of Ofelia Ramos presently occupies the housing unit.

ISH Form 2 (Questionnaire) for the household of Thelma Semira:

Identification and Other Information

Set 1 of 1 sets

<p>Geographic Identification Codes</p> <p>Province <u>ILOCOS NORTE</u> 2 8</p> <p>Mun/City <u>BACARRA</u> 0 2</p> <p>Bgy <u>SAN PEDRO II</u> 0 3 4</p> <p>EA _____ 0 0 0</p> <p>SHSN _____ 0 0 0 1</p> <p>HCN _____ 8 0 0 3</p> <p>Design Code</p> <p>Replicate _____ 4</p> <p>Stratum _____ 2 1 1 2 5</p> <p>PSU No. _____ 0 0 0 1 0</p> <p>Rotation Group _____ 0 6</p> <p>Number of Households in the housing unit _____ 0 1</p>	<p>Name of Respondent: _____ Line No. </p> <p>Name of Household Head: <u>SEMIRA, THELMA</u></p> <p>Address: <u># 207 SAN ISIDRO ST.</u></p> <hr/> <p>Interview Status (Encircle appropriate code and enter in the box provided)</p> <p>1 Completed Interview</p> <p>2 Refusal</p> <p>3 Temporarily Away/ Not at home/ On vacation</p> <p>4 Vacant housing unit</p> <p>5 Housing unit demolished, destroyed by fire, typhoon, etc.</p> <p>6 Others, specify <u>PERMANENTLY MOVED OUT</u></p> <p>7 Critical area, flooded area</p> <hr/> <p>Household Auxillary Information (Encircle appropriate code and enter in the box provided)</p> <p>1 Household same as in previous quarter, go to question A </p> <p>2 New occupant of old sampled housing unit, proceed with interview</p> <p>3 Rotated household, proceed with interview</p> <p>A. Is/Are there any household member/s who moved out of the household?</p> <p style="text-align: center;">1 Yes 2 No, go to B </p>
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ISH Form 2 (Questionnaire) for the household of Ofelia Ramos:

Identification and Other Information

Set 1 of 1 sets

<p>Geographic Identification Codes</p> <p>Province <u>ILOCOS NORTE</u> 2 8</p> <p>Mun/City <u>BACARRA</u> 0 2</p> <p>Bgy <u>SAN PEDRO II</u> 0 3 4</p> <p>EA _____ 0 0 0</p> <p>SHSN _____ 0 0 0 1</p> <p>HCN _____ 8 0 0 4</p> <p>Design Code</p> <p>Replicate _____ 4</p> <p>Stratum _____ 2 1 1 2 5</p> <p>PSU No. _____ 0 0 0 1 0</p> <p>Rotation Group _____ 0 6</p> <p>Number of Households in the housing unit _____ 0 1</p>	<p>Name of Respondent: _____ Line No. 0 1</p> <p>Name of Household Head: <u>RAMOS, OFELIA</u></p> <p>Address: <u># 207 SAN ISIDRO ST.</u></p> <hr/> <p>Interview Status (Encircle appropriate code and enter in the box provided)</p> <p>1 Completed Interview</p> <p>2 Refusal</p> <p>3 Temporarily Away/ Not at home/ On vacation</p> <p>4 Vacant housing unit</p> <p>5 Housing unit demolished, destroyed by fire, typhoon, etc.</p> <p>6 Others, specify _____</p> <p>7 Critical area, flooded area</p> <hr/> <p>Household Auxillary Information (Encircle appropriate code and enter in the box provided)</p> <p>1 Household same as in previous quarter, go to question A </p> <p>2 New occupant of old sampled housing unit, proceed with interview</p> <p>3 Rotated household, proceed with interview</p> <p>A. Is/Are there any household member/s who moved out of the household?</p> <p style="text-align: center;">1 Yes 2 No, go to B </p>
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Name of Respondent – Ask/transcribe the name of the respondent and write it in the line provided for. In writing the name of the respondent, write the surname or family name first followed by a comma then the first or given name.

Only members with code 01 to 08 in Col. 5 (Relationship) are qualified to act as respondents in the survey. If possible, the age of the respondent should not be less than 15. In cases where there are no qualified respondents, an explanation should be written on the available space found at the bottom of the questionnaire.

The line number of the respondent should be filled up after accomplishing the demographic characteristics.

Name of Household Head – Ask and write the name of the household head in the space provided for. Follow the instruction on how to fill up the name of respondent. The name of household head will be included in the data entry.

Address – Write the complete address of the household head in the space provided.

In most cases, the sample household will require only one questionnaire. However, a few of them will have more than 15 members, in this case, additional set of questionnaire will be needed. To signify whether 1 or 2 or more sets of questionnaire have been used for a household, fill up the phrase “set ____ of ____ sets” located at the upper right hand portion of the questionnaire. Enter set 1 of 1 sets if only one questionnaire was used. If more than one questionnaire was used for the household, enter set 1 of 2 and set 2 of 2 sets for the first and second questionnaires, respectively. For 2 sets of questionnaires, copy from set 1 the GEO ID and Design Codes.

4.1.2 INTERVIEW STATUS

Every sample household must have an interview status code. The following are:

- 1 **Completed Interview.** The sample household was successfully enumerated and interviewed.
- 2 **Refusal.** The sample household refused to be interviewed. A one-man household who is mentally incapacitated or with speech or hearing impairment should have an interview status code of “2”.
- 3 **Temporarily away, on vacation, not at home.** The sample household is temporarily away or on vacation or not at home at the time of visit after at least two callbacks.
- 4 **Vacant housing unit.** An interview status of code “4” should only be assigned to a sample housing unit if it was listed as vacant in MS Form 6 and still not occupied at the time of visit.
- 5 **Housing unit demolished, destroyed by fire, typhoon, etc.** The housing unit where the sample households used to live in had been demolished, destroyed by fire, typhoon, etc. and no temporary shelter has been constructed in the same area.

Demolished housing units refer to houses that are already destroyed and cannot be used as a living quarter.

A housing unit that is undergoing a renovation should not be reported with an interview status code of “5”. Instead, if during the visit the sample household is still residing in the housing unit, assign an interview status code of either “1” or “2” depending on the result of the interview. Otherwise, if the sample household temporarily moved out of the housing unit that is under renovation, assign an interview status code of “3”. But if the sample household permanently moved out of the housing unit, then an interview status code of “6” should be given.

6 Others, specify. This interview status should be assigned if:

- a. The household had permanently moved out of the housing unit;
- b. The household had been merged with another household in the same housing unit;
- c. The household is not a permanent resident of the housing unit;
A household may not be considered a permanent resident of the housing unit if all of its members have identified a different housing unit as their usual place of residence. Some examples are households composed of students and workers who usually go home at least once a week.
- d. The housing unit was converted into establishment;
- e. A one-man household who passed away.

7 Critical areas or flooded areas. An interview status code of “7” will be used to identify household in the following areas:

- a. EAs affected by insurgency and therefore within military restricted areas at the time of visit and considered as “critical areas”; and
- b. EAs which are flooded and not accessible at the time of visit. These EAs may have been affected by natural disaster such as typhoon, lahar, flash flood, etc.

Remember to write in the box located at the right side, the appropriate encircled code for the interview status.

4.1.3 HOUSEHOLD AUXILIARY INFORMATION (HAI)

1 Household same as in previous quarter, go to A

This item was added to link the information of the sample household with the previous quarter when the same sample household was enumerated. Previous quarter refers to the period or quarter when the sample household was last enumerated or interviewed.

Example. The household of Lita Marquez was enumerated last April 2007. It was again sampled this April 2008 round. Hence, HAI code should be “1”.

If the household is the same as in previous quarter, enter code 1 in the box provided then go to question A. ***For this round, all sample households in replicates 3 and 4 should have a code of 1.***

2 New occupant of old sampled housing unit, proceed with interview

If the household is a new occupant/additional household of old sampled housing unit, enter code 2 in the box provided then proceed with the interview. ***All additional households/new occupants in replicates 3 and 4 should have a code of 2.***

Do not ask questions A and B if the answer in HAI is code 2.

3 Rotated household, proceed with interview

If the household is rotated, enter code 3 in the box provided, and then proceed with the interview. ***All sample households/new occupants/additional households in replicates 1 and 2 should have a code of 3.***

Sample Household	Household Auxiliary Information
Replicates 1 & 2	Code 1
New occupants/additional hhs in replicates 1 & 2	Code 2
Replicates 3 & 4	Code 3
New occupants/additional hhs in replicate 3 & 4	Code 3

A. Is/Are there any household member/s who moved out of the household?

This question is asked to monitor the movement of the household members. If the answer is yes, encircle code 1 and enter in the box provided, otherwise, encircle code 2 and go to question B.

If there is/are member(s) of the household who died or moved out due to marriage, job, studies and others, ask if how many. Enter the number in the corresponding box. Prefix "0" for answers less than 10.

B. Is/Are there any new member/s of this household?

Ask if there is/are any new member/s of this household. If yes, encircle code 1 and enter in the box, otherwise, encircle code 2 and then proceed with interview.

Note the following answers for this case:

Question	Answer/Code
The interview status code of the household is code 2 (refusal) or code 3 (temporarily away/not at home/on vacation) or code 7 (critical area or flooded area) during the previous quarter but was interviewed in the current round.	➤ Code "1" in HAI Code "2" in question A Code "1" in question B Code "1" in Col. 3 of the questionnaire for all members of the household.

Illustration:

Identification and Other Information

Set 1 of 1 sets

Geographic Identification Codes Province <u>PAMPANGA</u> 5 4 Mun/City <u>LUBAO</u> 0 8 Bgy <u>SANTA CRUZ</u> 0 3 4 EA 0 0 5 SHSN 0 0 0 7 HCN 0 2 0 1		Name of Respondent: <u>BATOL, THEA</u> Line No. 0 1 Name of Household Head: <u>BATOL, THEA</u> Address: <u># 24 PUROK JUAN LUNA</u>
Design Code Replicate 1 Stratum 2 4 1 2 3 PSU No. 0 3 0 8 2 Rotation Group 0 5 Number of Households in the housing unit 0 1		Interview Status (Encircle appropriate code and enter in the box provided) 1 Completed Interview 1 2 Refusal 3 Temporarily Away/ Not at home/ On vacation 4 Vacant housing unit 5 Housing unit demolished, destroyed by fire, typhoon, etc. 6 Others, specify _____ 7 Critical area, flooded area
		Household Auxillary Information (Encircle appropriate code and enter in the box provided) 1 Household same as in previous quarter, go to question A 1 2 New occupant of old sampled housing unit, proceed with interview 3 Rotated household, proceed with interview A. Is/Are there any household member/s who moved out of the household? 1 Yes 2 No, go to B 2 B. Is/Are there any new member/s of this household? 1 Yes 2 No, go to B 1 Proceed with interview

A. DEMOGRAPHIC CHARACTERISTICS											
All Persons								5 Years Old & Over	5-24 Years Old	15 Years Old & Over	
Line No. En-circle respondent	Household member as of date of visit (Last name, first name)	Is ____ a new member of this household? 1 YES 2 NO Skip to Col. 5	What was ____'s line number in the previous quarter?	Relationship to HH head (Enter code)	Sex 1 M 2 F (Enter code)	Age as of last birthday (Check col. 7A for members 5 years old and over)		Marital (civil) status (Enter code)	Highest grade completed (Enter code/ specify degree)	Is ____ currently attending school? 1 YES 2 NO	Overseas Filipino Indicator (Enter Code) If code is 1, 2 or 3 go to next HH member
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(7A)	(8)	(9)	(10)	(11)
01	Batol, Thea	1		01							
02	____, Tina	1									
03											
04											

4.1.4 CERTIFICATION PORTION

This portion should be filled up upon completion and review of the questionnaire. Print and sign your name as enumerator on the space provided. Your signature certifies that you personally collected the information and that it is complete and accurate to the best of your knowledge and ability. Enter also the date when the interview was conducted.

Do not fill up the portion for your supervisor.

4.1.5 DEMOGRAPHIC CHARACTERISTICS

COLUMN 1 – Line Number

The line number is a 2-digit code that is used to identify each member of the household. The first member is assigned Line No. 01, the second member, Line No. 02 and so on. If there are more than 15 members in the sample household, use an extra questionnaire to accommodate all the members. The line numbers in the second questionnaire should be the continuation of those in the first questionnaire, hence, cross out the pre-printed line numbers such as 01 and change it to 16, 02 to 17, and so on. Cross out also the pre-printed code (01) for the relationship to household head in Column 5.

In filling up the questionnaire, always begin with the first line. Then fill up each line successively for as many as there are members in the household. The first line should always be for the household head. The rest of the household members follow.

Encircle the line number of the respondent.

COLUMN 2 – Household Members as of Date of Visit

The rules on who to consider as members of a household are given in Chapter III of this manual. Be sure to familiarize yourself with these rules thoroughly.

In listing the names of the members of the household, follow the order below:

- a. Head
- b. Wife/spouse
- c. Unmarried children of present marriage from oldest to youngest, regardless of sex
- d. Unmarried children of head by previous marriage from oldest to youngest, regardless of sex
- e. Unmarried children of spouse by previous marriage from oldest to youngest, regardless of sex
- f. Ever-married children and family (son-in-law or son first)
- g. Parents, grandparents, brothers and sisters, parents-in-law, grandparents-in-law and other relatives of the head or wife
- h. Boarders (including relatives who are mere boarders)
- i. Domestic Helpers (including a relative employed as domestic helper)
- j. Non-relatives

In writing the name of a member of the household, write the surname or family name first, a comma and then the first or given name and initial, if given. If the surname of a member is the same as that of the immediately preceding one, simply draw a horizontal line and a comma (-----,) in place of this surname and write his first name. In communities where members do not carry surnames, write the name as given.

The manner and the order of listing the household members is illustrated in the following example:

<u>Line No.</u>	<u>Name</u>	<u>Relationship to Head</u>	<u>Sex</u>	<u>Age</u>
01	Quizon, Alfred	01 Head	1	50
02	_____, Bethy	02 Wife	2	45
03	_____, Thea	03 Daughter	2	17
04	_____, Thelma	03 Daughter	2	15
05	_____, Tom	03 Son	1	12
06	_____, Rohan	03 Son	1	09
07	_____, Cholo	03 Son	1	20
08	_____, Kim	05 Daughter-in-law	2	19
09	_____, Carlo	06 Grandson	1	01
10	Mariano, Martin	08 Father-in-law	1	67
11	Pacia, Kenneth	09 Boarder	1	51

12	_____, Henry	09	Boarder's Son	1	21
13	Santos, Vivian	10	Domestic Helper	2	17
14	Reyes, Hannah	11	Non-relative	2	34

It is easy for the respondent to forget persons who are not present at the time of your visit but who are in fact members of the household according to the rules previously stated.

Make it a habit to probe by asking him the question "Is there anybody else staying here whom we have not listed?"

In the same manner, verify names that have been mentioned because they are temporarily staying with this household but are not really members of the household.

Add the names of those omitted from the list and delete those that are not members.

COLUMN 3 – Is _____ a new member of this household?

This column is asked in order to know whether there is /are new member/s of the household. Enter code 1 if the answer is yes. Otherwise, enter code 2.

This column should have an answer of code 1 for all members, if the Household Auxiliary Information is either code 2 or 3. Likewise, this column has an entry of code "1" for all members of the household if the interview status of the household is "2" (refusal), or "3" (temporarily away, on vacation/not at home) or "7" (critical/flooded area) during the previous quarter but code "1" (completed interview) in the current quarter.

For this round, all sample households in replicates 3 and 4 should have a code of "1" in this column.

Expect also an entry of code 1 in any of the members of the household in replicates 1 and 2 if the answer in question B is yes.

Skip to column 5 if the answer is either code "1 or 2".

COLUMN 4 – What was _____'s line number in the previous quarter?

This column should be filled up during manual processing.

COLUMN 5 – Relationship to Household Head

Remember that the person whose name appears on the first line of the list of members is the head of the household. All other members should be related to him in some way. This relationship should be indicated in column 5 through the use of the appropriate codes shown below:

01	Head	07	Father/mother
02	Wife/spouse	08	Other relative
03	Son/daughter	09	Boarder
04	Brother/sister	10	Domestic helper
05	Son-in-law/daughter-in-law	11	Non-relative
06	Grandson/granddaughter		

Note that a married son who, together with members of his family, is a member of the household of his parents with whom he lives, should not be reported as head of his own family but as “Son”, and his wife and children as “Daughter-in-law” and “Grandson” or “Granddaughter”.

Adopted and stepchildren are to be considered son/daughter and will have a code of “03”.

In some households, relatives of the head or his spouse are hired as domestic help or live with them as boarders. For such relatives, their being a domestic helper or boarder should take precedence and should be listed as such in column 5.

COLUMN 6 – Sex

The sex of a person should be accurately recorded using the appropriate codes, i.e., “1” for male and “2” for female. Do not depend solely on the name of a person for his sex. Such names as Rio, Joey, Rosario, etc. are used as names for both males and females.

COLUMNS 7 AND 7A – Age

For purposes of this survey, the age of a person should be reported in terms of the number of years completed, i.e., his age as of his last birthday.

Enter age as a 2-digit number; if less than 10 years, prefix a “0” to make it a 2-digit code. For infants less than 1 year as of the day of your visit, enter “00”. For persons aged 98 or over, enter “98”.

If the respondent cannot give exact information about the age of any one member of the household, politely ask him to give his best estimate. In the remote case that he cannot or he refuses to give even an estimate, enter “99” in column 7 for that member to indicate that age is unknown.

In column 7A, put a checkmark for all members who are 5 years old and over. This will be your guide as to which members’ items 8 to 43 will apply.

COLUMNS 8 – 9

These columns will be filled up for members 5 years old and over.

COLUMN 8 – Marital or Civil Status

In column 8, enter only the code for marital status. The categories for marital status and their corresponding codes are as follows:

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

A person is single if he has never been married, or whose marriage has been annulled.

Married is the marital status of a person who has been united in matrimony with another person of opposite sex through a religious or civil rites, or who lives together consensually with another as husband or wife. To be considered married, the couple must still be living together; or, if living apart from each other, the separation must only be temporary.

A person whose marriage has been annulled will be considered as single.

Report as widowed a person who has been married before; whether formally or consensually, if his marital partner has died. In case the widowed has remarried, his marital status is married.

A person is considered divorced/separated, if the partner had left permanently, with or without legal sanctions.

In cases when the respondent cannot give information on the marital status of the household member, try probing questions. If he cannot give or refuses to give an answer, enter "5" in column 8 for that member to indicate that the marital status is unknown.

Avoid antagonizing the respondent; do not refute the reported marital status of any member.

COLUMN 9 – Highest Grade Completed

Enter in column 9 only the code corresponding to the highest grade completed of members 5 years old and over as follows:

00	No grade completed	03	High School Undergraduate
01	Elementary Undergraduate	04	High School Graduate
02	Elementary Graduate	05	College Undergraduate

For college graduates, the degree and field of study must be specified.

For a household member who has completed a college or higher degree, specify in words the degree which he has obtained as for example B.S. Agriculture, B.S. Statistics, B.S. Mechanical Engineering, A.B. Economics (Bachelor of Arts in Economics), MDE (Master in Development Economics), among others.

Do not consider vocational or technical courses, which any member has taken. What is asked here is the person's highest attainment in the formal educational system.

For persons who still go to school, be sure to record the highest educational level he has attained and not the level he is currently enrolled in. For example, a person who is currently a freshman high school student should be reported as Elementary Graduate, with code 02 in column 9.

For those who pursued and completed two or more degrees of the same level and duration, report only one degree or whichever is preferred to be reported.

Note that Elementary Teacher's Certificate (ETC) and Associate in Arts (AA) are not Bachelor's degrees. Persons with these as their highest attainment should be coded "05", for college undergraduate.

COLUMN 10 – Is ____ currently attending school? (for 5 – 24 years old only)

Current school attendance means attending a regular educational institution, public or private, for systematic instruction at any level of education. The term "currently" refers to School Year 2007-2008 for elementary and secondary education and the second semester of the current school year for post secondary, college or higher. Enter code 1 ("Yes") if the member is currently attending school and code 2 ("No") if not.

A student who was enrolled in the current school year but has dropped out of school is considered not currently attending school.

Please also note that schooling at home and attendance at other non-regular educational institutions such as music and sport schools are not considered school attendance in the present context. Pre-primary schooling if part of the regular educational system is however considered as schooling.

During school vacation, particularly in April round, a person is considered currently attending school if he/she has attended and completed school in the previous school year. For college students on semestral/term break, they are considered currently attending school if they have attended and completed the previous semester.

COLUMN 11 – Overseas Filipino Indicator (for 15 years old & over)

This column should be filled up for members 15 years old and over. Recall that overseas workers are listed as members of the household only for purposes of estimating the household population of the country. However, for purposes of determining the labor force characteristics, they shall be excluded.

Column 11 is used to identify the overseas contract worker and other overseas Filipino worker among the household members. A code of "1" is to be entered if a person is an OCW, regardless of whether he is out of the country to fulfill an overseas work contract for a specific length of time of visit or on vacation but still has an existing overseas work contract. Code "2" will be entered if a person is an overseas worker other than OCW or Filipinos who worked abroad without any contract.

For purposes of LFS, Filipino workers who usually go out of the country through **"backdoor" means will be considered as overseas worker other than OCW (code 2) not OCWs.** However, careful probing must be done before classifying them as overseas worker other than OCW. He must not have any work within the Philippines to be considered as overseas worker other than OCWs. If he has other work within the Philippines aside from those outside the Philippines, then he must be coded 5 (others).

Code 3 will be entered if the overseas worker is an employee in the Philippine embassy or consulates.

Students abroad and tourists will have a code of 4 while code 5 (Others) refers to members of the household who are not overseas workers. These persons are to be asked of Columns 12 to 44.

For OCWs, overseas workers other than OCWs, employees in Philippine Embassies, Consulates and other missions, only the demographic characteristics should be filled up.

4.1.6 ECONOMIC CHARACTERISTICS

Columns 12 to 17 contain questions that will be used to ascertain the work status of the population 5 years old and over. While, columns 18 to 44 will be asked for members 15 years old and over. **Columns 18 to 44** will not be asked for members 5 to 14 years old.

The questionnaire is designed such that persons who respond in a certain manner to some questions need not be asked of the other questions. The skipping patterns are, of course, clearly indicated by the “Skip to Col. ____ “ or “Go to ____” phrases printed next to the questions. It is important that you follow strictly these skipping patterns in order to get accurate data about each person.

The reference period for columns 12 to 41 is past week while the reference period for columns 42 to 44 is past quarter.

Be precise on the reference period when you ask the questions.

COLUMN 12 – Did _____ do any work for at least one hour during the past week?

This is a screening question to determine the employment status of a household member. It is therefore important to ask probing questions to ascertain the existence of a job or business or unpaid work on family farm or enterprise during the reference week.

“Worked at all” for purposes of this survey, means that a person reported to his place of work and performed his duties/activities for at least one hour during the reference week. Explain to the respondent the meaning of work. Refer to Chapter III of this manual for the definition of work.

One hour is the minimum time a person should be engaged in an economic activity to be considered as employed.

This column refers not only to the work done in the **primary job** but refers also to the work done in **other jobs** (secondary job). Hence, if he did not work in his primary job during the past week but rather worked in his secondary job, he should have an answer of “Yes” in this column. In this case, columns 14 – 26 should be asked relating to the primary job although he did not work in this primary job during the past week.

Skip to column 14 if the answer in column 12 is “Yes”, otherwise, ask the next column.

COLUMN 13 – Although _____ did not work, did _____ have a job or business during the past week?

Some persons may not have worked at all during the past week and therefore would have a code of “2” (NO) in column 12 but may actually have jobs or businesses that they are temporarily not reporting to, as in the following cases:

- An employee on strike for at least 3 months
- A person on vacation or sick leave
- A person temporarily laid off due to non-economic reasons like machine breakdown
- A person with a new job to begin within 2 weeks from the date of the interview
- Regular and temporary teachers, excluding substitutes, during summer vacation who still receive pay and who expect to go back to their jobs in the next school year

These persons are considered employed even though they are not actually at work. They should have an answer of “1” - YES in column 13. If the answer is “No” (code 2), skip to column 31.

If the answer in this column is “No” and age is 5-14 years old, line out the succeeding columns and go to next household member. However, if the answer is “Yes” and age is 5-14, ask columns 14-16 only. Line out the succeeding columns and go to next household member.

**FOR HOUSEHOLD MEMBERS WHO EVER WORKED OR
HAD A JOB/BUSINESS DURING THE PAST WEEK**

COLUMNS 14 - 15 – What was _____’s primary occupation during the past week?

If the entry in column 12 or column 13 is “1”, column 14 must have an entry describing the primary occupation of the member.

Occupation refers to the type of work, trade or profession performed by the individual during the reference week such as palay farmer, typist, physician, beauty parlor operator, etc. If he is not at work, occupation refers to the kind of work he was doing or will be doing if merely waiting for a new job to begin within two weeks from the date of interview.

Primary occupation is any gainful activity of a person which is a permanent and full time job, lasting for one (1) year or longer or had lasted or expected to last for one year or longer, regardless of whether he/she had a job/ business at work or not during the past week.

The following are considered when identifying the primary job:

- 1) If a person has only one occupation, regardless of permanency, full time or part time, consider this as his/her primary occupation.
- 2) If a person has two or more jobs, consider as primary the one that is permanent, whether full time or part time.

- a) If a person has two permanent jobs, consider the one where he/she works more hours as his/her primary job. If, however, these two permanent jobs have equal hours of work, consider as primary the one where he/she derives more income.
- b) If a person has three or more permanent jobs, use the same rule as in (a) above.

Describe the specific job or occupation performed by the person in the establishment, office, farm, etc., like palay farmer, corn farm worker (paid or unpaid), or deep-sea fisherman, finance clerk, etc.

A person operating his own farm should be reported as farmer-owner while the person hired to manage or oversee a farm is farm manager or farm overseer. Paid laborers or unpaid family workers assisting in the farm operation are considered farm workers.

Such answers as employee, engineer, laborer, mechanic, etc. do not describe adequately the work performed. Hence, ask additional questions like:

- a. What is his work as an employee?
- b. What kind of engineer/mechanic is he?
- c. What does he do as laborer?
- d. Is he a president of the corporations, general manager, or what?

If the respondent gives a long description of the actual duties or work of the person, report the occupation that fits the description. If you cannot think of one designation, enter a brief description of the work in Column 14, plus a remark, if necessary.

An entry of owner, partner, businessman, industrialist and similar terms are vague and do not describe the occupation of a person. Some owners do not even work in connection with other businesses. If the person owns the business and he does not do anything but manage it, he should be reported as manager, except in such occupations as wholesale merchant, retailer, farmer, etc. that may imply management.

Note: There must be no entry of student, housekeeper, retired person or other non-gainful activity in this column.

Column 15 is for the **4-digit** code of the primary occupation that will be taken from the new PSOC.

Ex.1: Midwives who passed the board exam should be coded "2232" (Professional midwives) and "3232" (Midwifery associate professionals) for non-board passer.

Ex.2: Scavenging of leftover palay during threshing/harvesting and scavenging of plastics, bottles, etc. should be coded "0930" (Workers reporting occupations unidentifiable or inadequately defined).

Ex. 3: A tricycle owner who drives his own tricycle will have a PSOC code of **1316** (tricycle operator). Likewise, if the owner hires a driver and also drives the tricycle on some other days the PSOC code is also **1316**.

Ex.4: Tire makers and vulcanizers should have a code of “8231” (Rubber Products Machine Operators).

Ex.5: One member of the household is a fisherman and another member sells the fishes. The activity of the household member who sells the fishes is considered as work and the corresponding PSOC code should be “9213” (Fishery Laborers and Helpers).

Ex.6: E-LOAD retailers should have a code of “5230” (Stall and Market Salespersons).

Ex.7. The activity of lessor accepting rental, as well as an apartment lessee who have the other rooms of the apartment rented by others, should be considered as work and should have a code of “1319” (General Managers/Managing-Proprietors Not Elsewhere Classified).

COLUMNS 16-17 – Kind of Business or Industry

This column asks specifically and adequately the nature of the business or industry of the place where the work was performed in connection with the occupation reported, like cocktail lounge, growing of palay (lowland, irrigated) catching fish, commercial bank, retail sale of food, private household, etc.

Politely ask the respondent to give you a description of the nature of work or the kind of business/es or industry/ies and record the response in Column 16.

An answer such as farm or store or retail store or wholesale store or mine or factory plant or shop or school or government or transportation company, etc. is too general and do not give adequate description of the business or industry.

If the answer is vague or is not specific, clarify the answer from the respondent by asking such questions as:

- a. What kind of retail store is this?
- b. Does the shoe factory manufacture leather shoes, rubber shoes or what?
- c. Does the firm sell or repair radios?
- d. Did she wash clothes at a laundry shop or in own home?

Do not be satisfied with answers like firm names such as ASEC Company Inc., Cover and Pages, etc., since they do not necessarily describe the business or activity. Probe and try to elicit from the respondent information about the kind of product (if a manufacturing firm) or the kind of service that the company is engaged in.

Moreover, if work is pursued in a big company that is engaged in several types of activities, report the nature of the particular activity of that company in which the person is working.

If work is for a government office or institution, the name of the office, bureau, public school, etc. may be accepted. If work is for the executive branch of a local government, indicate whether provincial, city or municipal government.

Column 17 is for the **4-digit** code of the kind of business or industry. The new Philippine Standard Industry Classification (1994 PSIC) will be used in filling up this column.

Ex.1: Scavenging of leftover palay during threshing/harvesting should be coded “5220” (Retail sale of food, beverages and tobacco in specialized stores) while scavenging of plastics, bottles, etc. should be coded “5149” (Wholesale of intermediate products, waste and scrap).

Ex.2: Persons hired by recruitment agencies to be employed to different industries should be coded not on the recruitment agency but on the corresponding industries where they worked except for security guards. The kind of business/industry for security guards under security agencies should be “security services” (749).

Ex.3: E-LOAD retailing should be coded “5239” (Other retail sale in specialized stores).

If age is 5 – 14, line out the succeeding columns and go to next household member.

Put a checkmark (✓) after column 17 for all members 15 years old and over. This will guide the interviewer in accomplishing the succeeding columns.

COLUMN 18 – Nature of Employment

As defined in Chapter III, nature of employment refers to the permanence or regularity or seasonality with which a particular work or job/business is being pursued. Only the appropriate code as enumerated in Chapter III needs to be entered in Column 18.

Nature of employment is one of the most difficult employment characteristics to determine on account of the great variety of economic activities and the circumstances under which they are pursued. This is particularly so among own account workers or agricultural workers whose work is characterized to a large extent by irregularity or seasonality.

In general, work is considered permanent if the person engaged in that activity works or expects to work for at least one year. For farm operators or farm workers, however, their job can be considered permanent even if they work or expect to work for only 10 calendar months in a year provided that during the remaining two months, their activities are in relation to farming such as inspection of the fields, pasturing of work animals, taking care of livestock and poultry or even simply cleaning equipment to be used in farming.

A person is considered as a seasonal/occasional worker, when the employment does not last for at least one year or the employment is short term or intermittent. Some examples of these are the following:

- a. bookies and bet collectors in horse races who do not work on regular basis

- b. sugar industry workers during harvest and milling seasons only
- c. drivers not working on a regular basis (i.e. “paextra-extra” basis)
- d. peak season workers in commercial establishments like during Christmas time when extra sales workers are hired
- e. substitute teachers for regular teachers who got sick or on maternity leave
- f. laborers in emergency repairs of damaged bridges or roads

Take the case of a carpenter who is a carpenter all his life, but works for different employer. His work as a carpenter cannot be considered as permanent (code 1) but work for different employer (code 3).

The nature of employment of persons who work under probationary period of 6 months is short term/seasonal (code 2).

Always ask probing questions to ascertain more precisely the nature of employment of each person who is reported to have a job or business. Make notations or remarks on the bottom page of the questionnaire about the activities that seem to provide you with difficulties in classifying.

COLUMN 19 – Normal Working Hours Per Day During the Past Week

Enter in this column the normal working hours per day in **his primary job** for which the person reported for work during the reference week. To determine the normal working hours per day, you may ask the following question:

In a regular or working day, how much time does ____ usually spend working in the job that he/she does?

If the person regularly works overtime, then the number of hours he usually spends in a day doing overtime work must be included in reporting the normal working hours.

If the person did not do any work at all during the past week but had a job or business during that week, normal working hours should be the regular working hours he would spend in that job/business had he reported for work.

If a person did not do any work in his primary job during the past week but rather worked in his other job/s, the entry to be reported here should still be the normal working hours in his primary job.

The entry in this column should be in two digits.

COLUMN 20 – Total Number of Hours Worked During the Past Week

The entry in Column 20 should be the actual total number of hours worked during the past week by a person in the **primary job** that he held during the past week.

Total hours worked at a particular job refers to (1) hours actually worked during normal periods of work; (2) over-time; (3) time spent at the place of work on activities such as the preparation of the workplace, repairs and maintenance, the preparation and cleaning of tools, and the preparation of receipts, time sheets and reports; (4) time spent at the place of work waiting or standing-by for customers or for such reasons as lack of supply of work, breakdown of machinery, or accidents, or time spent at the place of work during which no work is done but for which payment is made under a guaranteed employment contract; and (5) time corresponding to short rest periods at the workplace, including tea and coffee breaks.

Total hours worked exclude (1) hours paid for but not worked, such as paid vacation leave, paid public holidays, or paid sick leave; (2) meal breaks; and (3) time spent on travel from home to work and vice versa.

Total hours worked should in principle be confined to hours spent on economic activities. In practice, however, this distinction may be difficult for certain categories of workers. For example, in family farms agricultural activities are often intermingled with domestic chores, not only because agricultural activities and domestic chores are performed simultaneously, but also because the two types of activities are close in nature.

Similar problems may arise in connection with home-based workers and workers in household enterprises, as well as with apprentices and trainees, whose activities may combine elements of learning with productive work, performed at the same place and during the same reference period.

If a person did not do any work during the past week but had a job/business during the reference week, then the entry in this column should be "000".

COLUMN 21 – Did _____ want more hours of work during the past week?

Ascertain whether or not the household member who was at work, or who had a job/business even though not at work, desired to have more or longer hours of work in the same job or to have additional job or to work in another new job with longer working hours, if such was available.

If the answer is "YES", see to it that the desire for more hours of work should be more or less for all the days of the week and not just for a particular day(s). However, for persons who worked for the first time or who decided to resume working but whose work commenced only during the middle of the week, it is enough that they expressed their desire to work longer hours each day or more days during the week they worked.

If the answer in this column is either code 1 or 2, go to the next column.

COLUMN 22 - Did ____ look for additional work during the past week?

This question must be asked if the answer in column 21 is either code "1" or "2".

The purpose of this question is to determine the number of those who look for additional work during the past week aside from their present job or occupation.

COLUMN 23 – Was this ____'s first time to do any work?

This question determines whether or not a person is a “new entrant” to the labor force. A person is a **new entrant** if it is his first time to do any work. Explain to the respondent the meaning of work; ask probing questions to ascertain the existence of a job or business, or unpaid work on family farm or enterprise.

A person is considered to have worked only for the first time if he started working only during the current survey period. Current survey period refers to January 1 - 31 for the first quarter, April 1 - 30 for the second quarter, July 1 - 31 for the third, and October 1 - 31 for the fourth.

Probe further if the answer in this column is “YES” and the age reported in column 7 is greater than 30. Thirty years old is not an age limit but a way to verify the correctness of the respondent’s answer.

Include those who may not have worked at all during the past week but may have job to begin within two (2) weeks from the date of interview. Take note of the following cases in order to determine who are to be considered as new entrants or not:

1. Future start of work was during current survey round

Consider him as new entrant if he will start his work two weeks within the interview date.

Example:

During the interview on April 14, 2008, one household member is scheduled to begin his first day of work on April 28, 2008. Consider him as a new entrant.

2. Future start of work is not within the current survey round

The interview is on April 21, 2008. If the work will start on May 2, 2008, he is considered as new entrant.

Write in the available space found at the bottom of the questionnaire, the date when the household member started working.

Other examples:

Example 1.

A student worked for the first time in April 7, 2008. The answer in column 23 is "YES". The student is a new entrant.

Example 2.

A clerk was first employed on April 2007. In April 2008, he was still employed as a clerk. The answer in col. 23 is "NO". The clerk is not a new entrant.

Example 3.

A person worked as a secretary for one year but in April 2008, she was hired for the first time as a telephone operator. The answer in this column is "NO".

Ask this question to the employed household member and if the answer is "YES", enter code 1, otherwise, enter code 2.

COLUMN 24 – Class of Worker

Enter in column 24 the code for class of worker of each employed household member. See the definition and explanations given in Chapter III.

Enter code 6 (worked without pay) to a household member if there is an operator (code 3) either from primary or secondary job working in the same activity. Code 5 (worked with pay) is entered if any member of the household has code 4 as class of worker in the same activity and the worker should be living in the same household of the employer.

Ex 1: The household head is a corn farmer with his children working in the farm without pay. He has no other paid employees. The class of worker of the household head is code 3 (self-employed) while that of the children is code 6 (worked without pay). However, if the children are being paid, the class of worker of the children is code 5 (worked with pay) and code 4 (employer) for the household head.

Ex 2: Children who helped their parents employed as wage and salary workers will have a code of 1 as class of worker and code 7 (not salaries) as basis of payment.

Skip to column 27 if the class of worker is code 3, 4 or 6.

COLUMN 25 – Basis of Payment

This column asks for the basis of payment the employed household member is entitled to receive as the price of labor. This should be asked for members with code 0, 1, 2 or 5 in Col. 24 (class of worker).

The codes provided in the questionnaire are as follows:

- | | |
|---|--|
| 0 | In kind, imputed (received as wage/salary) |
| 1 | Per piece - a person receives remuneration proportionate to his output or number of units produced |
| 2 | Per hour - the manner of payment for the services rendered is by hour |
| 3 | Per day - the manner of payment for the services rendered is per day |
| 4 | Monthly - the manner of payment for the services rendered is on monthly basis. The mode of receipt may be weekly or every 15 th day of the month. |
| 5 | Pakyaw - workers are paid by results |
| 6 | Other salaries/wages (specify, e.g. per trip) |
| 7 | Not salaries/wages (specify, e.g. commission basis, honorarium, boundary basis) |

If the answer is code “7”, skip to column 27.

Note: The basis of payment of Jeepney/Bus/Tricycle drivers working on a boundary basis should fall under code “7”, not salaries/wages.

COLUMN 26 – Basic Pay per Day (in Cash)

Basic pay is the pay for normal time, prior to deductions of social security contributions, withholding taxes, etc. It excludes allowances, bonuses, commissions, overtime pay, benefits in kind, etc. Also called basic wage.

Based on the answer in Col. 25, ask the basic pay received by the household member. Only those with codes 0 – 6 in Col. 25 must have entries in this column. This means that only those receiving salaries and wages should have entries in this column. Take note however of cases when a worker receive only in kind salaries and wages as payment for their services (not additional benefits). This should be imputed and entered as basic pay.

For future start of work, probe further the basic pay per day if the respondent does not know the basic pay that he will be receiving.

Entries for this column must be salaries/wages per day.

Per piece: Rate per piece*Number of pieces per day

Per Hour: Rate Per Hour* Normal working Hours (excluding OT)

The Normal Working Hours to be used in the computation of salaries and wages must not include OT services. This should be differentiated from the normal working hours entered in Column 19, which may possibly include working hours for OT services.

Monthly:
$$\frac{\text{Rate per Month}}{\text{No. of Working Days per Month}}$$

COLUMN 27 - Did _____ have other job or business during the past week?

This is a screening question to determine if an employed person has other job or business aside from his primary occupation during the past week. Other job/business is any gainful activity of a person which may be permanent or temporary, full time or not, aside from his primary occupation reported in Column 14. The concept of work indicated on pages 15 – 17 also applies to “other job”.

If the household member did not work in his other job during the past week but actually has other job, the answer in this column is code “1”.

If the answer is “Yes”, enter code 1 and ask the next column. Otherwise, the entry in column 27 should be “2” and skip to column 29.

COLUMN 28 – How many other job/s did ____ have during the past week?

This question should be asked if the answer in column 27 is “Yes”.

If the person had other job/s, enter here the number of jobs that he held during the past week.

COLUMN 29 – Total hours worked for all jobs during the past week

This question is addressed to all employed persons during the reference week, whether they were employees, self-employed (own-account workers), employers or unpaid family workers, and whether they hold **one or more than one job** during the reference week.

The entry in this column is the same as the entry in Column 20 (Total Number of Hours Worked) if the answer in Column 27 (Did ___ have other job or business during the past week?) is NO.

If a person did not do any work in his primary/secondary job during the past week but had a job/business during the reference week, then the entry in this column is “000”.

The entry in this column should be greater than or equal to the total hours worked in the primary job (Column 20).

Please refer to Col. 20 for the definition/explanation of total hours worked.

Skip to column 42 if the total hours worked reported in this column is 48 hours or less.

COLUMN 30 – Reason for working more than 48 hours during the past week

According to the ILO Convention No. 1 (1919), the “working hours of persons employed in any public or private industrial undertakings or in any branch thereof, other than an undertaking in which only members of the same family are employed, shall not exceed eight in the day and forty-eight in the week, with exceptions hereinafter provided for” certain categories of workers.

Excessive hours of work can be detrimental to physical and mental health and they impede balance between work and family life. Excessive hours of work are often a signal of inadequate hourly pay and low earnings in the main job.

The purpose of the question is to distinguish those working long hours for economic reasons from the others. If more than one reason is given, enter the first applicable answer category in the list:

Enter “1” if the person worked more than 48 hours during the week because he or she wanted more earnings.

Enter “2” if long hours of work are the requirement of the job. This may happen during the harvest period in agricultural activities or in the case of medical doctors during hospital shifts.

Enter "3" if the reported long hours of work during the reference week were exceptional, for example, due to a deadline or the simultaneous absence of several workers, or due to an exceptionally high volume of demand.

Enter "4" if the long hours of work during the reference week were voluntary, for example, because the person is ambitious or is passionate of his or her work.

Enter "5" if other reasons, not fitting any of the above 4 categories, are reported. In such cases, it would be greatly helpful if the reason could be explained in a few words. Write the line number of the member with code 5, the column no. and the specific reason for working more than 48 hours in the box found at the bottom of the questionnaire.

FOR HOUSEHOLD MEMBERS WHO HAD NO JOB/BUSINESS

The question in columns 31 to 40 will be asked for persons 15 years old and over who did not work and did not have a job or business during the past week, i.e., if columns 14 to 30 are blank. These are screening questions used to determine who among those who did not have job or business are indeed unemployed and who among them are to be considered not in the labor force.

COLUMN 31 - Did ____ look for work or try to establish a business during the past week?

This question is asked to determine who among those who have no job/business had really done something to look for work during the past week. A person is said to have looked for work if he had taken specific steps to seek paid employment or self-employment. In other words, he must have tried to secure a job or to establish a business or practice of a trade.

If the answer is code "1", proceed asking the next column. Otherwise, enter code "2" and skip to column 35.

COLUMN 32 – Was this _____'s first time to look for work or try to establish a business?

This column seeks to determine who among those who have no jobs/business belong to the "new entrants" in seeking for work. The concept of new entrants as presented in Chapter III applies in this column.

For a person to be considered a "new entrant" to the labor force (unemployed), he must have been looking for work for the first time during the current survey period, i.e., any time in April 1-30, 2008.

Example:

A person is a "new entrant" if at the time of interview in April 2008, he was looking for work or trying to establish a business for the first time.

Enter code 1 for YES, otherwise, enter code 2 for NO.

Probe further if the answer to this column is “YES” and the age reported in column 7 is greater than 30.

COLUMN 33 – What has _____ been doing to find work?

There are various ways that a person seeking work may have done to look for employment. Ascertain which of the following methods that the person used and enter in column 33 the corresponding code for that method:

- 1 Registered in public employment agency (e.g. PESO)
- 2 Registered in private employment agency
- 3 Approached employer directly (e.g. job fair)
- 4 Approached relatives or friends
- 5 Placed or answered advertisements (e.g. emails)
- 6 Others, like
 - writing letters of application
 - securing letters of recommendation
 - participating in competitive examination especially given for a particular job
 - working without pay in order to acquire training and experience and ultimately, employment in the establishment
 - exerting efforts to start business, private practice of a profession or trade
 - posting of resume in the internet

If a person explored two or several of these methods simultaneously in his effort to seek employment, ascertain which of those methods did the person consider as giving him the best chance of success.

If the category falls under “others”, write the line number of the member with code 6 and the specific job search method on the spaces found at the bottom of the questionnaire.

COLUMN 34 – How many weeks has _____ been looking for work?

Enter in column 34 the number of weeks the person had exerted effort to find work. The purpose of this question is to determine the length of time that the person had used in seeking for work. The answer should refer to the continuous time period devoted to job search from the time he started to exert effort to look for a job up to the reference week. If the person started looking for work sometime ago and stopped for a while before resuming his search for employment, report in this column only the length of time (in number of weeks) starting with the time he resumed to look for work.

Consider one week as the number of weeks looking for work for those who are looking for work even for less than a week. The entry should be “001”.

The entry should be in three digits.

COLUMN 35 – Why did _____ not look for work?

This question seeks to determine the main reason why a person did not look for work. Ask this question only if the answer in column 31 is code 2.

Use the code indicated at the bottom of the questionnaire to record the reason for not looking for work. If the reason is other than those provided with codes, specify the said reason.

- 1 **Tired/believed no work available** - if a person did not look for work because he believed that there was lack of opening to suit his skills in his locality so that looking for work is deemed futile. Included also are persons who looked for work before but have given up to look for work because they believe they cannot find it.
- 2 **Awaiting results of previous job application** - if a person did not look for work because he was expecting to be considered for interview in the establishment where he had an application for a job. It includes also persons who have applied for permits and licenses, or submitted requests for bank loans to establish their own business. Include also those whose application had been approved but job will start more than two weeks from interview period.
- 3 **Temporary illness/disability** - if the reason for not looking for work by a person who did not have a job/business was because he was suffering from a temporary illness or temporary disability.
- 4 **Bad weather** - if a person did not look for work because of bad weather conditions like flood, heavy rain, etc.
- 5 **Waiting for rehire/job recall** - if a person was temporarily laid off from his job due to economic reasons like retrenchment, lack of raw materials, transfer of management, etc., and he did not look for work because he was expecting his former employer to hire him again.

Included in this category are seasonal workers who are waiting for the busy season like planting, harvesting, construction, tourism, holiday sales, etc.

- 6 **Too young/old or retired/permanent disability** - if a person felt that he was too young or too old to work or that he had worked long enough that he would want to rest or if the person is suffering from permanent disability.

Included also in this category are pensioners, mentally incapacitated, physically disabled, etc.

- 7 **Household, family duties** - applies to persons who did not look for work because they were doing household chores in their own home most of the time.

Examples: repairing of own house, taking care of sick household member, preparing for wedding

- 8 **Schooling** - applies to a person who did not look for work because he was still attending school or was expected to attend school within the next 3 months. This category includes only formal education.

Example: on school vacation during summer, waiting for enrolment

Note that a person who is quite young to work and studying will be classified under schooling and not “too young.”

- 9 **Others, specify** – other reasons not fitting any of the above 8 categories. In such cases, it would be helpful if the reason could be explained in the box provided at the bottom of the questionnaire. Write the line number of the member with code 9, the col. no. and the specific reason for not looking for work in the box found at the bottom of the questionnaire. Ex: Bar/board review, attending caregiver course

Further probing must be done if the reason for not seeking work is “on vacation”. He might actually have a job but was only on vacation at the time of visit. If such is the case, that person should be considered employed.

Included also under this category are pregnant women and those who had just given birth. However, if after probing, the person was just on maternity leave and had a job, consider her as employed.

Remember to follow strictly the skipping pattern indicated in the table below.

1 – Tired/believe no work available 2 – Awaiting results of previous job application	→	GO TO COL. 36
3 – Temporary illness/disability 4 – Bad Weather 5 – Waiting for rehire/job recall	→	GO TO COL. 37
6 – Too young/old or retired/permanent disability 7 – Household, family duties 8 – Schooling 9 – Others, specify	→	GO TO COL. 39

COLUMN 36 – When was the last time ____ looked for work?

The responses will be used to classify the person as currently unemployed depending on the timing of the last act of job search. Another use of the responses will be for identifying the discouraged workers.

- 1 - if the last step to look for work was undertaken within last month.
- 2 - if the last step to look for work was undertaken one to six months ago.
- 3 - if the last step to look for work was undertaken more than six months ago

COLUMN 37 – Had opportunity for work existed last week/in the next two weeks, would ____ been available?

Current availability for work is one of the three criteria of the definition of unemployment specified by the international statistical standards. The criterion should be interpreted as current availability and readiness to work given a suitable work opportunity. It also means that there are no impediments to start work if a suitable work opportunity existed.

Some people may not be able to take up work immediately because they need some time to make arrangements, as in the case of some women who need to arrange day care of their child while they are away working. For this reason, the term “current” should be interpreted to mean availability for work during the reference week or within a short period after, for example, two weeks.

Enter “1” if the person would be available to work during the reference week or within two weeks if a suitable work opportunity were offered.

Enter “2” if the person would not be available to work during the reference week or within two weeks even if a suitable work opportunity were offered.

Column 38 – Is ____ willing to take up work during the past week or within two weeks?

Some people without a job may not have been actively looking for a job, but may nevertheless want to work if a suitable job were offered to them.

Enter “1” if there is a spontaneous response that the person wants to work now or in the next two weeks.

Enter “2” if the person does not want to work now. Code “2” should also be entered if the person seems to have a general desire to work but does not express it or if the person does not want to work now, but perhaps later.

COLUMN 39 – Did ____ work at anytime before?

This question seeks to determine who among those who are unemployed can be considered as “experienced unemployed”. These are the unemployed who ever worked at anytime since the age of 15, for at least one hour either for pay, for profit or without pay on own-family farm or business.

Enter 1 for "YES" and proceed asking the next column. Otherwise, enter code 2 for "NO", and then go to next household member.

COLUMN 40-41 – What was ____ last occupation?

After it has been ascertained that a person who had no job/business during the past week did have a job/s in the past, ask what occupation did he had or if he had more than one job ask which was the latest one. Refer to instructions on how to ask information on occupation (column 14).

Column 41 is for the 4-digit code of the previous occupation that will be taken from the new PSOC. However, do not fill up this column. This will be filled up during the manual processing.

ACTIVITY DURING THE PAST QUARTER

In order to establish a linkage between the past week and the past quarter employment characteristics of the population, questions based on the past quarter reference period will also be asked.

COLUMN 42 – Did ____ work at all or had a job/business during the past quarter?

“Past quarter” as used here refers to the last three calendar months preceding the interview. The same concept of work as presented in the earlier section of this manual will be used to ascertain the economic activity of a person. If a person worked during the past quarter even for only one hour, then he would be considered at work and would have a code of “1” in column 42.

COLUMN 43-44 – Kind of Business/Industry

Please refer to page 40 for instructions on how to fill up the item on kind of business or industry.