



# 2008 Informal Sector Survey

## *Enumerator's Manual*



NATIONAL STATISTICS OFFICE  
REPUBLIC OF THE PHILIPPINES



# CHAPTER I

## INTRODUCTION

The **2008 Informal Sector Survey (ISS)** is a nationwide data collection operation by the National Statistics Office, in collaboration with United Nations Economic and Social Commission for Asia and the Pacific (UN-ESCAP). It aims at putting in place a system of 2-step surveys related to the evaluation and the follow up of employment, informal jobs and informal sector. Its good realization depends on the quality of the data which will be collected on the field and therefore on your work. This is the 1<sup>st</sup> nationwide survey of informal sector to be conducted by the NSO.

Measurement of the informal sector and informal employment has been guided by the international recommendations, foremost of which are the 15<sup>th</sup> International Conference of Labour Statistics (ICLS) Resolutions concerning statistics of employment in the informal sector and the 17<sup>th</sup> ICLS Guidelines concerning a statistical definition of the informal employment, advocated by the International Labour Organization (ILO) and the United Nations (UN) recommendations on structural and short-term business statistics for the collection and publication of production-related statistics of a range of economic activities.

The 15<sup>th</sup> ICLS resolution addresses the need for a systematic measurement of the contributions of household enterprises in terms of income and employment as it situates informal sector enterprises as a subset of household enterprises, defined as production units that produce some or all products for the market, have a certain size limit and/or meet some registration-based criterion. The 17<sup>th</sup> ICLS Guidelines recognized that the definition and measurement of employment in the informal sector need to be complemented with a definition and measurement of informal employment. “Employment in the informal sector” and “informal employment” are measures that are both useful for analytical and policy-making purposes, as they refer to different aspects of the “informalization” of employment and to different targets for policymaking.

The Enumerator’s Manual is a guide, which presents to you the objectives of this survey and the orientations for the filling of the different sections of the questionnaire. It aims therefore at helping you to accomplish your task efficiently and correctly.

### **1.1 OBJECTIVES OF THE INFORMAL SECTOR SURVEY**

- a. to identify and construct a sampling frame of IS among the enterprise in which employed persons work;
- b. To provide data for estimating employment in IS and informal sector enterprises through the LFS;
- c. To provide data for estimating informal employment; and.
- d. To obtain data for estimating the contribution of informal sector enterprises to total Gross Domestic Product (GDP).

## **1.2 SCOPE AND COVERAGE OF THE SURVEY**

This survey covers all economic activities of the identified Informal Sectors (IS). It covers a nationwide sample of about 7,500 own account workers.

The ISS will have two phases. The first phase is designed to provide data for estimating employment in informal sector enterprises and to provide data for estimating informal employment. The second phase is designed to obtain data for estimating the contribution of informal sector enterprises to total Gross Domestic Product (GDP).

## **1.3 SAMPLING DESIGN**

The IS being a rider to the NSOs LFS, will use a subsample of the NSOs 2003 Master Sample.

## **CHAPTER II**

### **CONCEPTS AND OPERATIONAL DEFINITION**

#### **2.1 INFORMAL SECTOR (IS)**

*NSCB Resolution No. 15, series of 2002 (Adoption of an Official Definition on the Informal Sector) provides an operational definition of the Informal sector for statistical purposes:*

The **Informal sector** shall refer to household unincorporated enterprises which consists of both informal own-account enterprises and enterprises of informal employers. Informal own-account enterprises are household unincorporated enterprises owned and operated by own-account workers, either alone or in partnership with members of the same or other household which may employ unpaid family workers as well as occasionally/seasonally hired workers but do not employ employees on a continuous basis.

Enterprises of informal employers are household unincorporated enterprises owned and operated by own-account workers, either alone or in partnership with members of the same or other household, which may employ one or more employees on a continuous basis.

Particular cases that are excluded in the informal sector are the following:

- 1 Corporations
- 2 Quasi-corporations
- 3 Units with 10 or more employees**
- 4 Corporate farms
- 5 Commercial livestock raising
- 6 Commercial fishing

The **exclusions** in the operational definition of the informal sector are the units that will comprise the **formal sector** and will be qualified as follows. The formal sector will be composed of:

- 1 Corporations and partnership
- 2 Cooperatives and foundations
- 3 Single proprietorships with employment of 10 or more
- 4 Single proprietorship with branches

#### **2.2 HOUSEHOLD UNINCORPORATED ENTERPRISES WITH AT LEAST SOME MARKET PRODUCTION (HUEMs)**

Any business, which is not incorporated in a bigger company. It is usually a small business, often informal, and sometimes it relates to a worker, working alone for his own independent business.

This business can be operated by an employer or own account worker as a main or a secondary activity. This self-employed individual is to be interviewed as owner or operator of the IS.

### WHAT BUSINESSES ARE NOT HUEM?

Government enterprises, corporations and big private companies are not HUEM. For example, industrial and engineering firms, big plantations, budget associations, public (local or governmental) enterprises, business chains (service, commerce, restaurant), among others are not HUEM.

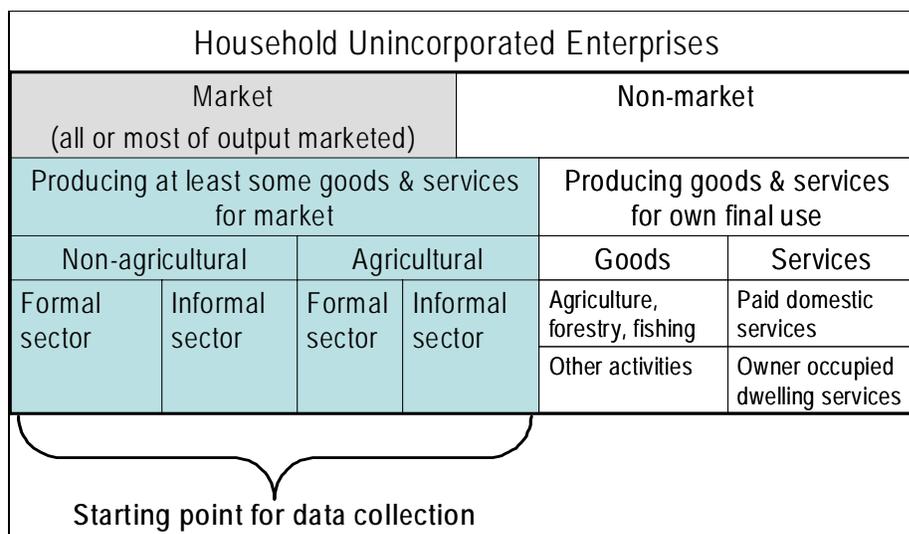
### WHAT BUSINESSES ARE HUEM?

Family businesses, micro enterprises, own-account workers are HUEM. For example, small shops, small garages or small workshops are IS; independent hairdressers, taxi drivers or tailors are IS; improvised call boxes or retailers on the street are IS.

A **business** is either an establishment when there exists arranged premises in which the activity is exercised (store or workshop) or almost an establishment when the activity is not exercised in a suitable site (hawking activities, on the highway or in homes). A business can also cover several production places if those sub-units are managed together by the operator and if they have a similar activity.

Following the 1993 System of National Accounts (SNA), embodied in the definition of HUEMs/IS are three essential criteria that are at the core of the informal sector concept - legal organization, bookkeeping practice, and product destination.

**Figure 1: Relationship between HUEMs, other household unincorporated enterprises and the informal sector**



## **Legal organization**

The production unit is not constituted as a separate legal entity independent of its owner. Thus, the enterprises cannot engage in transactions or enter into contracts with other units, nor incur liabilities on their own behalf; the owners have to raise the necessary finance at their own risk and are personally liable for any debts or obligations incurred in the production process. Regarding ownership of the enterprise, fixed and other capital used does not belong to the enterprise as such, but to the household members who own them.

## **Bookkeeping practice**

As the enterprise is not constituted as a separate entity, it is difficult to distinguish expenditure for production from household expenditure; In addition, capital equipment, such as buildings or vehicles, may be used indistinguishably for business and household purposes. Therefore the production unit does not usually keep a complete set of written accounts.

## **Product destination**

The production unit should sell (or barter) at least part of its production on the market. In other words, those households engaged exclusively in production for own final use, are excluded from the HUEMs and consequently from the informal sector. Domestic workers are not to be included in the informal sector as it is difficult to determine the exact nature of their employment status—i.e., whether they are employees or own-account workers-- and consequently whether their production is to be considered as provision of services for the market or for own final use (of the household employing the domestic worker).

## **2.3 EMPLOYMENT SIZE**

Size of the enterprise is the other key criterion for identifying informal sector units. The assumption often made is that small firms are typically not well organized and usually have limited access, among other things, to markets, credit institutions, modern technology and public services and thus 'belong' to the informal sector. However, some small enterprises, even if unincorporated and without a complete set of written accounts, are endowed with quite advanced technologies, are highly profitable and have great growth potentials.

Moreover, the number of employees which an enterprise is considered "small" is often established by national legislation for industrial policy purposes whereby the size criterion may not necessarily have been applied to differentiate informal sector enterprises. In addition, the thresholds applied for industrial policy purposes are not equally applicable to all industries or may vary over time in the same country.

## 2.4 INFORMAL EMPLOYMENT

*The 17<sup>th</sup> ICLS defined informal employment as comprising the total number of informal jobs, whether carried out in formal sector enterprise, informal sector enterprises, or households, during a given reference period.*

Informal employment comprises:

- *Own-account workers and employers employed in their own informal sector enterprises.*
- *Contributing family workers, irrespective of whether they work in formal or informal sector enterprise.* The informal nature of their jobs is due to the fact that contributing family workers usually do not have explicit, written contracts of employment, and that usually their employment is not subject to labour legislation, social security regulations, collective agreements, etc.
- *Employees holding informal jobs, whether employed by formal sector enterprise, informal sector enterprises, or as paid domestic workers by households.* Employees are considered to have informal jobs if their employment relationship is, in law or in practice, not subject to national labour legislation, income taxation, social protection or entitlement to certain employment benefits (advance notice of dismissal, paid annual or sick leave, etc.) for reasons such as non-declaration of the jobs or the employees; casual jobs or jobs of a limited short duration; jobs with hours of work or wages below a specified threshold; employment by unincorporated enterprises or by persons in households; jobs where the employee's place of work is outside the premises of the employer's enterprise (outworkers without employment contract); or jobs, for which labour regulations are not applied, not enforced, or not complied with for any other reason.
- *Members of informal producer's cooperatives.* The informal nature of their jobs follows directly from the characteristics of the cooperative of which they are member.
- *Own-account workers engaged in the production of goods exclusively for own final use by their household* (such as subsistence farming or do-it-yourself construction of own dwellings), if considered employed according to the 13<sup>th</sup> ICLS definition of employment.

## 2.5 ENTERPRISE

Referring to any unit engaged in the production of goods or services for sale or barter. It covers not only production units, which employ hired labour, but also production units that are owned and operated by single individuals working on own account as self-employed persons, either alone or with the help of unpaid family members. The activities may be undertaken inside or outside the enterprise owner's home, and they may be carried out in identifiable premises, unidentifiable premises or without fixed location. Accordingly, self-employed street vendors, taxi operators, home-based workers, etc. are all considered enterprise. (Based on the 17<sup>th</sup> ICLS)

## CHAPTER III

### FILLING OF ISS FORM 1 QUESTIONNAIRE (LISTING OF EMPLOYED PERSONS)

The ISS Form 1 is a 4-page questionnaire containing 34 columns, asking questions to identify informal operators, jobs in the informal sectors and informal employment.

#### 3.1 IDENTIFICATION AND OTHER INFORMATION

*(Page 1)*

This section contains general information on the survey

***Booklet \_\_\_\_\_ of \_\_\_\_\_ booklets***

In order to properly account for all booklets that have been utilized to record the information about all employed persons, always fill-up this portion.

If you use one booklet for a sample household, fill-up as Booklet 1 of 1 booklets. If you use two booklets, the first Booklet should be read Booklet 1 of 2 booklets and the second booklet, Booklet 2 of 2 booklets.

#### **Geographic Identification Codes**

**Copy** from ISH Form 2 the geographic identification of the sample household into ISS Form 1. Enter in the code boxes provided for the purpose the codes of the province, municipality/city, barangay, enumeration area, sample housing serial number, and household control number.

Also, **copy** from ISH Form 2 the design codes for the replicate number, stratum codes, PSU Number, the code for rotation group and number of households in the housing unit.

Fill up the Geographic Identification portion prior to your visit to the sample household.

#### **Design Codes**

Every sample household must be assigned 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.

**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 1<sup>st</sup> stratum code, 2<sup>nd</sup> 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.

**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.

Name of Household Head: \_\_\_\_\_

Address: \_\_\_\_\_

Number of employed person/s .....

No.	Line Number of Employed Person/s	Respondent Status	Interview Code
1.	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>

**Respondent Status Code**

1 – Completed by the employed person  
 2 – Completed by responsible member  
 3 – Refusal

**Interview Code**

1 - Completed  
 2 - Refusal

**Name of Household Head:** Ask and write the name of the household head in the space provided for. Indicate the surname or family name first, a comma and then the first or given name and initial, if given.

**Address:** Write the complete address of the household in the space provided.

**Number of employed person/s:** Write the total number of employed person/s in the space provided for. This should be based in columns 12 & 13 of ISH Form 2.

**Line number of employed person/s:** Copy the line number of the employed person/s in the box/es provided for.

**Respondent Status Code (To be filled-up after the interview)**

- 1 Completed by the employed person. The employed person was successfully enumerated and interviewed.
- 2 Completed by responsible member. The interview was completed by responsible member. Only members with code 01 to 08 in Col. 5 (Relationship) of ISH Form 2 are qualified to act as respondents in the survey. The age of the respondent should not be less than 15.

Proxy respondent shall only be allowed after determining that the employed person is not available after two callbacks.

- 3 Refusal. The employed person refused to be interviewed.

**Interview Status Code (To be filled-up after the interview)**

- 1 Completed Interview. The employed person was successfully interviewed.
- 2 Refusal. The employed person refused to be interviewed.

**Certification Portion**

In the certification portion, print and sign your name on the line allotted for the purpose to certify that the data written on this form were obtained by you personally and that they are complete to the best of your knowledge and ability. Write also on the space provided the date when the form (ISS FORM 1) was completed.

Do not fill the space for the supervisor.

**3.2 FOR EMPLOYED PERSONS**

**Column 01 -Line Number**

Copy from ISH Form 2.

**Column 02 - Name of employed person**

Copy from ISH Form 2 – column 2

### **Column 03 - Job Number**

The job number is a 1-digit code that is used to identify the number of job/s of an employed person. The first job is assigned Job Number 1 and the second job, Job Number 2.

Verify from ISH Form 2 columns 27 and 28, if the person has other jobs. Take note of this to determine if the person will be interviewed again for the other job.

### **Column 04 – What is your occupation?**

*Occupation refers to the type of work, trade or profession performed by the individual such as palay farmer, typist, physician, beauty parlor operator, etc.*

Copy from ISH Form 2 – column 14.

If the employed person had other job/s, describe the specific job or occupation performed by the person in the establishment, office, farm, etc., like palay farmer, farm worker (paid or unpaid), or deep-sea fisherman, etc.

### **Column 05 – What is your class of worker?**

Enter in column 05 the code for class of worker of each employed person. (*Refer to the definition and explanation given in LFS Manual Chapter III*).

- 0 – Worked for private household
- 1 – Worked for private establishment/corporation
- 2 – Worked for gov't/gov't corporation
- 3 – Self employed without any paid employee
- 4 – Employee in own family-operated farm or business
- 5 – Worked with pay on own family-operated farm or business
- 6 – Worked without pay on own family-operated farm or business

### **Column 06 - What is the nature of your employment?**

*Nature of employment refers to the permanence or regularity or seasonality with which a particular work or job/business is being pursued.*

Write the code corresponding to the nature of employment of the employed person. (*Refer to the definition and explanation given in LFS manual Chapter III*).

- 1 – Permanent job/business/unpaid family work
- 2 – Short term or seasonal or casual unpaid family work
- 3 – Worked for different employer on day-to-day or week-to-week

***If column 06 (class of worker) = 3 (Self-employed without any paid employee, 4 (Employer in own family-operated farm or business), or 6 (Worked without pay on own family-operated farm or business), go to column 14.***

## **COLUMNS 07 – 13**

*For employees only: (to be asked for main job and, if applicable, second job)*

**These column/ s will be filled up only if column 06 (class of workers) = 0 (Worked for private household), 1 (Worked for private establishment), 2 (Worked for gov't/gov't corporation) or 5(Worked with pay on own family operated farm or business)**

*Several aspects pertaining to the informality/formality of jobs are covered by these questions. The objective is to be able to analyze nature of informality as well as degree of informality (according to number of conditions that hold).*

### **Column 07 - Are the terms of your employment covered by a written contract?**

This question is about the terms of employment of the employed person; it helps to determine the degree of employment of the employed person. Write down the code corresponding to his answer by choosing one code in the given list.

A worker is said to have contract, written or oral if there is an agreement between the worker and the employer regarding at least the following four elements: (a) the tasks that the worker should perform; (b) the number of normal hours of work per day; (c) the duration of the agreement of the worker; and (d) the pay that worker will receive.

- 1 – Yes
- 2 – No, verbal only
- 3 - No

### **Column 08 - Does your employer pay for your contributions to the GSIS/SSS?**

*This question is about the employer's contributions to GSIS/SSS. The employee's knowledge maybe based on the deduction made on the employees salary/wage.*

*GSIS is created by Commonwealth Act No. 186 passed on November 14, 1936 is mandated to provide and administer the social security benefits for government employees; compulsory life insurance, optional life insurance, retirement benefits, disability benefits for work-related contingencies and death benefits. GSIS covers all government workers irrespective of their employment status, except employees who have separate retirement schemes under special laws. The principal benefit package of the GSIS consists of compulsory and optional life insurance, retirement, separation and employee's compensation benefits.*

*SSS is mandated by law to develop, promote and perfect a sound and viable tax-exempt social security system suitable to the needs of the people throughout the Philippines which shall promote social justice and provide meaningful protection to member and their families against the hazards of disability, sickness, maternity, old age, death and other contingencies resulting in loss of income or financial burden (section 2, RA 8282).*

Enter 1 for “Yes” if your employer pays corresponding share for your GSIS/SSS. Otherwise enter 2 for “No”

**Column 09 - Do you benefit from paid leave or from compensation instead of leave?**

**Paid vacation leave** refers to the situation where the worker is entitled to a vacation period of a specified minimum length during the year with pay. Public and customary holidays, whether or not they fall during the annual holiday, are not to be counted as part of the minimum annual vacation with pay. Also periods of incapacity for work resulting from sickness or injury should, in principle, not be counted as part of the minimum annual vacation with pay.

*This question asks about the benefits received by the employed person. This may be verified from the employee if there are no deductions from wage/salary if employees incur absences.*

Enter 1 for “Yes”, 2 for “No”

**Column 10 - In case of incapacity to work due to health reasons, would you benefit from paid sick leave?**

**Paid sick leave** refers to the situation where there is an agreement that worker will continue to be paid while absent from work due to sickness. The period of sickness that is compensated may be less than the total duration of sickness. Also, in certain cases, the compensation may be less than full day.

*The payment during a paid sick leave refers to the basic pay of the worker, and not to the medical cost incurred.*

*This question asks about the benefits received by the employed person from paid sick leave.*

Enter 1 for “Yes”, 2 for “No”

**Column 11 - In case of birth of a child, would you be given the opportunity to benefit from maternity/paternity leave?**

**Maternity leave** - enjoyed during childbirth or miscarriage by married and unmarried women.

**Paternity leave** - enjoyed by a male employee during or after the childbirth or miscarriage of legitimate spouse.

*This question asks about the benefits received by the employed person from maternity/paternity leave.*

Enter 1 for “Yes”, 2 for “No”

**Column 12 - If there is due cause, could your employment be terminated by your employer without advance notice?**

*This question is about the rights of the employed person.*

Enter 1 for “Yes”, 2 for “No”

**Column 13 - In case of termination of employment (either initiated by you or your employer), would you receive the benefits and compensation specified in the existing labor laws?**

*This question is about the benefits and compensation received by the employed person in the existing labor laws.*

Enter 1 for “Yes”, 2 for “No”

**Column 14 - All things considered, are you satisfied with your job?**

*This question is about the satisfaction of the employed person with his/her job.*

Asked this column to all employed persons whose class of worker is either 0,1,2,3,4,5 or 6.

This can also be determine using a scale of 1 to 5, with code “1” referring to “very unsatisfied” and “code 5 – very satisfied”

Choose one code in the given list.

- 1 – Very unsatisfied
- 2 – Unsatisfied
- 3 – Moderate
- 4 – Satisfied
- 5 – Very satisfied

*If column 05 (class of worker) = 0 (Worked for private household) or 2 (Worked for gov’t/gov’t corporation) go to column 29.*

**Column 15 - Where do you mainly undertake your work?**

*This question is asked in order to obtain the physical location of the enterprise, which is needed for identifying IS. In addition, it is useful for identifying specific types of workers in the informal sector such as homeworkers and street vendors.*

Write down the code corresponding to the answer given.

**Fixed Premises**

- 01 - At home with no special work space
- 02- At home with work space inside/attached to the home
- 03 - Business premises with fixed location independent from home

- 04 - Farm or individual agricultural /subsidiary plot
- 05 - Home or workplace of the client
- 06 - Construction site
- 07 - Market, bazaar stall, trade fair
- 08 - Street pavement or highway with fixed post
- 09 - Employer's home

**No fixed premises**

- 10 - Transport vehicle
- 11 - No fixed location e.g. mobile, door-to-door; street w/o fixed post)
- 90 Others ( specify) \_\_\_\_\_

**Column 16 - What is the kind of business/industry of this work?**

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

*The industry classifications to be used in this survey are consistent with those defined in the Philippine Standard Industry Classification (PSIC). Examples of industries that may be useful in this survey are aquafarming, poultry raising, quarrying, salt making, food manufacturing such as those in bakeries or balut-making, manufacturing of furniture, wearing apparel (tailoring or dressmaking), shoes, metalcraft, leathercraft, wholesale trading such as in Divisoria or Baclaran stalls, retail trading such as sari-sari stores, vending on sidewalks or markets, selling in one's office, running beauty salons, giving manicures or pedicures, construction activities such as those performed by masons, carpenters, electricians, repair of cars, repair of appliances.*

**Ask the respondent to give the description of the nature of work or the kind of business/es or industry/ies and record the response in the space provided for.**

**For the main job, the industry should be verified in column 16 of ISH Form 2. This will be encoded during the manual processing using PSIC (4 digit code).**

**BEFORE ASKING THE QUESTIONS IN PAGE 3 COLUMNS 17 – 29, MAKE SURE THAT YOU COPIED COLUMN 1 (LINE NO.) AND COLUMN 3 (JOB NUMBER)**

**LEGAL ORGANIZATION (Column 17 & Column 18)**

*Legal organization provides the legal basis for ownership of the establishments. The types of legal organization are corporation (stock or nonstock; nonprofit) partnership, cooperative, single proprietorship/individual business or farm, and others such as private associations, foundations, non-government organizations and NGOs, etc.*

**Column 17 - What is the legal status/organization of the enterprise where you work?**

*This question is intended to separate unincorporated enterprises from corporations, quasi-corporations, non-profit institutions, and government.*

- 1 - Single proprietorship/individual business or farm – this refers to a business establishment organized, owned, and managed by one person, who alone assumes the risk of the business enterprise. The establishment name is that of a person, or it has words such as **Owner, Proprietor** or **Operator**.
- 2 - Partnership – this refers to an association of two or more individuals for the conduct of a business enterprise based upon an agreement or contract between or among them to contribute money, property or industry into a common fund with the intention of dividing profits among themselves. The establishment name includes words such as **Owners, Partners, Limited** or **LTD, Associates** or **ASSOCS**.
- 3 - Corporation (stock or nonstock; nonprofit) – this is a corporation organized for private aim, benefit or purpose either owned and controlled by the government or private persons. The establishment name includes words such as **Corporation** or **CORP, INCORPORATED** or **INC**.
- 4 – Cooperative – the establishment name includes words such as **Cooperative** or **COOP**.
- 5 - Others: (specify) – includes private associations, foundations, NGOs, or other forms of legal organizations not classified in any of the above.
- 6 - Do not know

**Note:** Private household employing domestic staffs are considered as non-market household unincorporated enterprises engaged in producing services for own final use and, thus, are not informal sector.

*If code 2,3 or 4 skip to column 19.*

**Column 18 - In which type of enterprise do you work?**

*The objective of this question is to obtain a response from those who are not able to classify the legal status (column 17) of their enterprises into any of the specified response categories.*

- 1 - Factory or plantation
- 2 – Bank or insurance company
- 3 - Commercial/restaurant/service chain
- 4 - Construction company
- 5 - Private hospital or school
- 6 - Engineering firm
- 7 – Farm, small workshop/garage/shop, carindaria, mobile
- 8 – Others (specify) \_\_\_\_\_

**Note:** Codes 1 to 6 are intended to cover the most common types of enterprises that are not in the household sector.

**EMPLOYMENT SIZE (Columns 19, 20 and 21)**

*This variable applies to all employed individuals regardless of status in employment, unless otherwise specified. This question is asked with reference to the main job and, where applicable, separately also for secondary job.*

**Total employment** includes all paid employees and unpaid workers who worked in or for the establishment.

**Paid employees** are all full-time and part-time employees working in or for the establishment and receiving regular pay, as well as those working away from the establishment and paid by and under the control of the establishment. Also included are the following:

- *Employees on sick or maternity leave*
- *Employees on paid vacation or holiday*
- *Employees on strike*
- *Directors of corporations working for pay*
- *Executives/managers and other officers of the same category*
- *Working owners receiving regular pay*
- *Apprentices and learners receiving regular pay*
- *Workers receiving compensation on sharing basis*
- *Persons hired only during peak seasons like planting, harvesting and the like*
- *Any other employees receiving regular pay*

**Excluded are:**

- *Directors paid solely for their attendance on meetings of board of directors*
- *Consultants*
- *Workers on indefinite leave*
- *Homeworkers*
- *Workers receiving commissions only*

**Unpaid workers** include working owners who do not receive regular pay, apprentices and learners without regular pay, and persons working for at least 1/3 of the working time normal to the establishment without regular pay. Excluded are silent or inactive business partners.

**Reference period for employment is last month or most recent month in which the business operated. Thus, if the business operated in March 2008 then all items refer to this month. On the other hand, if the business did not operate in March 2008, then all items refer to the most recent month the business was in operation.**

**Columns 19 to 21 - How many persons (including yourself) usually work in the place where you work/your business/your product unit?**

*Provides information on the total size of the enterprise.*

Ask for the total number, male and female (paid and unpaid) workers who worked in your business/production unit.

**Column 22 - How many are paid employee/s?**

*Provides information needed for estimating total number of paid employees.*

Enter the total number of paid employee/s on the space provided for. This should be equal or less than the number in column 19 (employment size).

**REGISTRATION (Columns 23 & 24)**

*This variable obtains information on registration status of an enterprise.*

**Column 23 - Is the enterprise in which you work registered in any national/local government agency?**

This question is about the registration of the enterprise in any national/local government agency.

Choose the code in the given list

- 1 – Yes
- 2 – In the process
- 3 – No, skip to column 25

**Column 24 - Under which form is the enterprise registered? (Multiple entries)**

This question asks about the form of registration of the enterprise. Choose the code in the given list.

- 1 - Local government
- 2 - National government
- 3 - Others, specify

**Registration in local government** may include registration in municipal or barangay.

**Registration in national government** may include registration in Department of Trade and Industry (DTI), Bureau of Internal Revenue (BIR), Securities and Exchange Commission (SEC), Department of Health (DOH), Land Transportation Office (LTO), Bangko Central ng Pilipinas (BSP), Department of Tourism (DOT).

*Since an enterprise may be required to register in more than one agency, this is a multiple response question.*

**BOOKKEEPING AND ACCOUNTING PRACTICES (Columns 25, 26 and 27)**

*This set of questions is intended to delineate household unincorporated enterprises from other unincorporated enterprises. As a household unincorporated enterprise is not constituted as a*

*separate legal entity, it is difficult to distinguish expenditure for production from household expenditure. Furthermore, capital equipment may be used precisely for business and household purposes. Therefore, the production unit does not usually keep a complete set of written accounts. To obtain this information, different questions are asked for own-account workers, employers, and contributing family workers (columns 25 & 26) and for employees (column 27).*

**COLUMNS 25 & 26 (For own-account workers, employers, and contributing family workers)**

**Column 25 - How does your enterprise/business maintain its records or account?**

*The categories for bookkeeping and accounting practices should be those prescribed in existing laws and regulations.*

Choose the code in the given list.

- 1 – No written account kept
- 2 – Informal records for personal use
- 3 - Simplified accounting format required for tax payment  
*- where existing laws and legislations require specific types of businesses to submit formal accounts but are different from the requirements for corporations.*
- 4 - Detailed formal account (balance sheet and income statements)  
*- correspond to legal requirements for corporations, as specified in the relevant corporate laws. All businesses that keep such accounts are definitely not unincorporated enterprises.*
- 5 – Others (specify) \_\_\_\_\_

**Column 26 - Does your business have a BIR (Bureau of Internal Revenue) business TIN (Taxpayers Identification Number)**

*Additional question intended to further clarify the nature of the accounts kept by the business and serve as consistency check for the response given in column 24.*

***BIR** is mandated by law to assess and collect all national internal revenue taxes, fees and charges, and to enforce all forfeitures, penalties and fine connected therewith, including the execution of judgements in all cases decided in its favor by the court of Tax appeals and the ordinary courts (Sec. 2 of the National Internal Revenue Code of 1997)*

Enter 1 for “Yes”, 2 for “No”

**Column 27 - Do you get a pay slip? (payroll)**

*During payday, when employees are paid their wage/salary, they are provided with a payslip. In some cases, the employee signs in a payroll where the information on deduction such as withholding tax payments, overtime pay are indicated.*

**Code 1(Yes with complete information)** means that the business keeps a formal set of accounts. Complete information on withholding tax payments, regular and overtime pay, deductions for GSIS, SSS, and Pag-ibig.

- 1 - Yes with complete information
- 2 - Yes simple pay slip
- 3 - No

**Column 28 - Does the enterprise you own or where you work sell or barter its goods/services?**

*This question determines if the IS production is marketed, at least in part.*

*Include products and by products sold to domestic market (goods sold locally), direct exports (goods sold outside the country) and value of products sold to exporters (goods sold locally to other exporters).*

Enter 1 for “Yes”, 2 for “No”

**Column 29 - Do you have other job?**

**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. **Verify from ISH Form 2 column 28.**

If “Yes”, ask how many other job the employed person have. Enter the number and go to page 2, and draw a horizontal line from column 01 to column 02 ( ————— ) referring to the same person. Enter in column 03 (Job No.) referring to the second job of the same person. Ask columns column 04 to 28, this time referring to the employed person second job.

If “No”, enter “0” and go to next employed person/HH

**REMEMBER THAT ISS FORM 1 SHALL BE ASKED FOR THE FIRST (MAIN)  
AND SECOND JOB ONLY**

**COLUMNS 30 to 33 – IDENTIFYING THE IS**

*Columns 30 to 33 presents the conditions under which an employed person maybe considered an IS. .*

Column 30 - If the entry in column (05) is either code 3 or 4, enter “O”, otherwise enter “X”.

Column 31 - If the entry in column (17) is code 1, 5 or 6 or If the entry in column (18) is code 7 or 9 enter “O”, otherwise enter “X”.

Column 32 - If the entry in column (25) is either codes 1,2 or 3, enter “O”, otherwise enter “X”.

Column 33 - If the entry in column (28) is either codes 1 enter “O”, otherwise enter “X”.

See illustration below:

### **CHECKLIST TO IDENTIFY INFORMAL SECTOR OPERATOR**

<b>Col. No.</b>	<b>CHECK ENTRY IN COLUMN</b>	<b>O</b>	<b>X</b>
29	Column 05 (Class of worker)	Code 3 ( Self employed without any paid employee)  Or  Code 4 (Employer in own family operated farm or business)	Code 0 (Worked for private household)  Code 1 (Worked for private establishment)  Code 2 (Worked for gov't/gov't. corporation)  Code 5 (Worked with pay on own family operated farm or business)  Code 6 (Worked without pay on own family operated farm or business)
30	Column 17 (Legal Status)	Code 1 (Single proprietorship/ individual business or farm)  Or  Code 5 (Others, specify)  Or  Code 6 (Do not know)	Code 2 (Partnership)  Code 3 (Corporation)  Code 4 (Cooperative)
	Column 18 (Type of Enterprise)	Code 7 (Farms, small workshop, garage, carenderia, mobile)  Or  Code 8 (Others, specify)	Code 1 (Factory or plantation)  Code 2 (Bank or insurance company)  Code 3 (Commercial/ restaurant/service chain)  Code 4 (Construction company)  Code 5 (Private hospitals or schools)  Code 6 (Engineering firm)
31	Column 25 (Bookkeeping and accounting practices)	Code 1 (No written accounts kept) or  Code 2 (Informal records for personal use)  or  Code 3 (Simplified accounting format)	Code 4 (Detailed formal accounts)
32	Column 27 (Production)	Code I (Yes)	Code 2 (No)

**IDENTIFIED INFORMAL SECTOR OPERATOR  
(WITH ISS FORM 2)**

Column 34 – Put a check mark if the entries in columns 30 to 33 are all “O”

A job is said to be informal if all the entries in columns 30 to 33 are all “O”, corresponds to “informal sector operator”:

Column 35 – Name and address of the enterprise

If place of work is in fixed business premise outside of housing unit, write complete name and address. Otherwise, write “Housing Unit”

Go to next job of employed person/next employed person. If this is the last person or job, proceed with ISS Form 2 interviews for each IS identified and marked in column 34.

## CHAPTER IV

### FILLING OF ISS FORM 2 QUESTIONNAIRE (INFORMAL SECTOR OPERATOR )

Every section of the questionnaire has series of questions, which must be asked in order and systematically. The questionnaire has 8 pages with one page for general information/ identification questions, and 6 sections as follows:

- Section A. Organization of Business
- Section B. Employment and Compensation
- Section C. Production and Sale
- Section D. Expenditures on Raw Materials and Stock
- Section E. Capital Expenditure
- Section F. Credit Information

The questionnaire is essentially pre-coded. In general, the following action shall be made base on the respondent's answers:

- In the case of questions providing a choice of numbered answers, encircle the code (number) corresponding to the respondent's answer and enter the code in the box provided.
- Write down a series of information expressing the answer having several elements (names, quantity, value, measurement unit for a given product for example).

Remember that every time that the answer is "**other**", first of all encircle the corresponding code (number), then write down the respondent's answer in the space provided for it (or, if it is too long, at the margin of the questionnaire and indicate the section or subsection title).

When you have to **write down a number in boxes** (value for example), it is convenient to fit in to the right and to complete (fill) the rest of the boxes with "0". (Example: if you have to write down 10 in three boxes, do as follow

0	1	0
---	---	---

NOTE: In principle, all the questionnaires have to be filled up legibly, with pencil. Always refer to the Enumerator's manual and to your supervisor for any problem. Write briefly any comment on the questionnaire, while indicating first of all the question/item number to which the observation refers. If for a given answer or comment you do not have enough space, you may write the last page of the questionnaire.

## 4.1 IDENTIFICATION AND GENERAL INFORMATION

(Page 1)

### *Geographic Identification Codes and Design Code*

**Copy** from ISH Form 2 the geographic identification of the sample households into ISS Form 2. Enter in the code boxes provided for the purpose the codes of the province, municipality/city, barangay, enumeration area, sample housing serial number, and household control number. Indicate also the number of households in the housing unit.

Refer to pages 7 and 8 of this EN Manual for the description of the Geo-id codes and design code.

Fill up the Geographic Identification portion prior to your visit to the sample household.

### *Line Number of employed person*

Copy the corresponding line number from ISS Form 1 (column 01)

### *Job Number of employed person*

Copy the corresponding job number from ISS Form 1 (column 03)

#### 4.1.1 Certification Portion

In the certification portion, print and sign your name on the line allotted for the purpose to certify that the data written on this form were obtained by you personally and that they are complete to the best of your knowledge and ability. Write also on the space provided the date when the form (ISS FORM 2) was completed.

Do not fill the space for the supervisor.

#### 4.1.2 Name of Business/Operator (Operator as Identified in ISS Form 1)

Name of Business (if applicable): _____
Name of Operator: _____

**Name of business (if applicable):** Write down the name or the acronym of the business.

**Name of operator:** Write in full the name and the surname of the operator.

### 4.1.3 Characteristics of the Informal Sector Operator

<b>Characteristics of the Informal Sector Operator</b>	
<b>(Copy from ISH Form 2)</b>	
Relationship to household head (Column 5)	<input type="checkbox"/>
Sex (Column 6)	<input type="checkbox"/>
Age (Column 7)	<input type="checkbox"/>
<b>(Copy from ISS Form 1)</b>	
Place of work (Column 15)	<input type="checkbox"/>
Industry (Column 16)	<input type="checkbox"/>
Legal organization (Column 17)	<input type="checkbox"/>
Employment size (Column 19)	<input type="checkbox"/>
Registration (Column 23)	<input type="checkbox"/>
Bookkeeping and accounting practices (Column 25)	<input type="checkbox"/>

It is a set of information **to be copied from the ISH Form 2 after the interview.**

**Relationship to household head: Column 5 of the LFS.** It is about the relationship of the operator with the head of the household.

Copy from ISH Form 2 (Column 5)

**Sex: Column 6 of the LFS.**

Copy from ISH Form 2 (Column 6)

**Age: Column 7 of LFS.**

Copy from ISH Form 2 (Column 7)

The following set of information **must be copied from the ISS Form 1 questionnaire of the operator after the interview.**

**Place of work: Column 15 of the ISS Form 1**

Copy from ISS Form 1 column 15

**Industry: Column 16 of ISS Form 1**

It is about the branch of activity to which the operator belongs.

**Legal Organization: *Column 17 of ISS Form 1***

Copy from ISS Form 1 column 17

**Employment Size: *Column 19 of ISS Form 1***

Copy from ISS Form 1 column 19

**Registration: *Column 23 of ISS Form 1***

Copy from ISS Form 1 column 23

**Bookkeeping and accounting practices: *Column 25 of ISS Form 1***

Copy from ISS Form 1 column 25

**3.1.4 Record of Individual Visit**

Write the time of the start and end of the interview in the provided boxes. The questionnaire made a provision for 3 visits. If you make more than one visit for the same IS, note the first time here and the succeeding visits on the next column. At the end, sum the time spent in completing the interview of the IS, convert this time **in minutes** and write the result in the box corresponding to the total duration of the interview. Do not forget to record the final result of interview in the box provided.

**4.1.5 Quality of the Final Interview**

Assess the quality of the interview in general.

<b>Quality of the Interview</b>	
1 – Very Good	4 - Bad
2 – Good	5 - Very Bad
3 – Average	

You must fill this variable at the end of the interview. It is a question of assessment on how the interview was completed.

## SECTION A. ORGANIZATION AND STATUS OF THE BUSINESS

### ❖ General questions about the business and its creation:

Section A. Organization and Status of the Business	
A1. What is the main activity (product made and sold/ service provided for pay) of your business?  _____	PSIC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
A2. In which year was this business established?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### **A1. What is the main activity (product made and sold or service provided for pay) of your business?**

Ask the main activity of the business and write the answer in the space provided. Activity referred here is the same activity in column 16 of ISS Form 1.

**Agricultural activities** refers to growing of plants and raising of animals.

**Trading activities** refers to wholesaling and retailing of goods. Common types of this are dry goods retailing, grocery stores and sari-sari stores, and direct selling of Avon products, products of Mondragon, Sara Lee, Personal Collection, Tupperware, etc.

**Transport services** refers to the transport of passengers or freight through regularly scheduled operations, charter, rental or fee basis and services incidental to transport such as packing and crating, forwarding, arrangement of transport, etc. Included in this activity would be jeepney/tricycle operations, taxicab operations and delivery services.

Activities included in **services** are food sales in restaurants, food stalls, carenderias, catering services, storage, warehousing, financing, real estate, business services, personal services, medical, dental, veterinary and other health services, lodging, repair services, recreational and cultural services.

### **A2. In what year was this business established?**

Enter the year when the business started operation.

❖ **Questions about the place of business:**

<b>A3. In which type of premises do you conduct this business activity?</b>		<input style="width: 30px; height: 20px;" type="text"/>
<u>Fixed premises</u>	<u>No fixed premises</u>	
01 At home with no special work space	10 Transport vehicle	
02 At home with work space inside/attached to the home	11 No fixed location	
03 Business premises with fixed location independent from home	(e.g. mobile, door-to-door, street w/o fixed post)	
04 Farm or individual agriculture/subsidiary plot	90 Others (specify) _____	
05 Home or workplace of the client		
06 Construction site		
07 Market, bazaar stall, trade fair		
08 Street, pavement or highway with fixed post		
09 Employer's home		

**A3. In which type of premises do you conduct this business activity?**

The objective of this question is to evaluate the extent of permanency of the business work place. We make the difference between fixed location (specific place for the business, independent from home and public life) and with no fixed location (no difference between place of life and place of business; improvised or moving business place). Any activity that is made in a specific place/room will be classified in “with fixed location” (examples: shop on the first floor, workshop of tailoring). Otherwise, consider that the activity is not in a fixed location (for example, a hair dresser at home without saloon).

**Note: If code 10 or 11 (No Fixed premises), skip to A5**

❖ **Enterprise/establishments questions:**

Following questions help to know if the operator is an enterprise with one or several establishments (exercising the same activity/different activities).

<b>A4. In addition to the main activity you described, do you carry out other activities in this place of business?</b>	<input style="width: 30px; height: 20px;" type="checkbox"/>
1 Yes _____	2 No
<b>A5. Do you have other places of business where you also conduct your main activity?</b>	<input style="width: 30px; height: 20px;" type="checkbox"/>
1 Yes	2 No, skip to A6
<b>A5.1. If YES to A5, how many other places?</b>	

**A4. In addition to the main activity you described, do you carry out other activities in this place of business?**

Example: If an operator has a store in which he also sells “ulam”, information about the store and the carenderia must be collected in the same questionnaire, as it is managed together and on the same place. However, if the store and the carenderia are managed by two persons independently on the same place or by the same person but with a clear management separation, then the 2 activities as different businesses. Verify in ISS Form 1 if the employed person mentioned this as other job. Administer a separate ISS Form 2, if after accomplishing the corresponding job number question is in ISS Form 1.

Encircle 1 for “Yes” and 2 for “No”, then enter the code in the box provided.

**A5. Do you have other places of business where you also conduct your main activity?**

Determine if the operator is an enterprise with more than one establishment/place of the same activity.

Example: Another store selling almost the same products somewhere else.

Encircle ‘1’ if Yes, and specify, otherwise encircle ‘2’ for NO, skip to A6, then enter the code in the box provided.

**A5.1 If YES in A5, how many other places?**

Write in the boxes the number of places of the business is operated. Knowing the number of places will provide an idea how stable the business is.

❖ **Registration**

By asking several questions about registration, we try here to estimate the level of formality/informality of this small business.

<b>A6. Is your business registered in any local or national government agency?</b>		<input type="checkbox"/>
1 Yes →	<b>Skip to A7</b>	2 No
<b>A6.1. What is the main reason for not registering your business?</b>		<input type="checkbox"/>
1 In the process of being registered	5 Have to pay too much to register	
2 Do not need to register my business	6 Could be bad for my business	
3 Do not know if I have to register	7 Others (specify) _____	
4 Too many requirements to complete registration		

**A6. Is your business registered in any local or national government agency?**

Ask the operator if the business is registered in any local/national government agency.

Encircle 1 for “Yes”, skip to A7 or encircle 2 for “No”, then enter the code in the box provided.

**NOTE: Verify the response in column 23 of ISS Form 1**

**A6.1. What is the main reason for not registering your business?**

If the operator said that his business is not registered, then determine the main reason why.

Encircle only one answer and write in the box the chosen code. The choices are:

**Code 1** “In the process of being registered”

**Code 2** “Do not need to register my business”

**Code 3** “Do not know if I have to register”

**Code 4** “Too many requirements to complete registration”

**Code 5** “Have to pay too much to register”: too high costs/fees for registration (excluding tax rate payment itself)

**Code 6** “Could be bad for my business” is related to any financial consequences of the registration, as it could be bad for the business of the operator because the tax rates is too high.

**Code 7** “Others, specify”

**FORMAL STATUS OF THE BUSINESS**

<b>A7. Do you have a bank account in the name of this business?</b>		<input type="checkbox"/>
1 Yes	2 No	
<b>A8. What type of accounts do you keep for this business?</b>		<input type="checkbox"/>
1 No written records are kept	4 Detailed formal accounts (balance sheets)	
2 Informal records for personal use	5 Others (specify) _____	
3 Simplified accounting format required for tax payment		

**A7. Do you have a bank account in the name of this business?**

The first 2 steps in the process of legal business registration are to give a name to the business and to open a bank account in the name of his business. This question focuses on the second step.

Encircle 1 for “Yes”, 2 for “No”, then enter the code in the box provided.

**A8. What type of bookkeeping and accounting practices do you keep for this business?**

The type of accounts kept by the operator for this business is also a criterion of the formality of the activity. Encircle only one answer.

Code 1 “No written account are kept” refers to the total absence of accounts in the business.

Code 2 “*Informal records for personal use*” refers to the case that the operator does not keep formal accounts, but only records of the amount of sold products or provided services.

Code 3 “*Simplified accounting format required for tax payment*” refers to the standard simplified form asked by the local tax authority from all registered enterprises.

Code 4 “*Detailed formal accounts (balance sheets)*” refers to complete and detailed formal accounts, as corporations may keep.

**Note: Verify from ISS Form 1 (Column 25)**

**A9. Do you run a business in other locations which is different from this main activity?**

If yes to this question, this might be a case of several businesses rather than one business with several establishments. In this case, check ISS Form 1 questionnaire if he has a secondary/third activity also as an operator.

Encircle 1 for “Yes”, 2 for “No”, if the answer is No, skip to Section B, then enter the code in the box provided.

**A9.1 How many other places?**

Write in the boxes the number of places the business is operated.

**SECTION B. EMPLOYMENT AND COMPENSATION**

This section aims at describing the characteristics of all persons working in the business/establishment whatever their status. (employers/Boss, workers for own account, wage-earners, paid and unpaid family workers or partners).

This information is needed to know if the small businesses employ different types of workers compared to corporate enterprises.

**SECTION B. EMPLOYMENT AND COMPENSATION**

**B1. How many persons, including yourself, worked in your business even for just an hour during the last month of operation?**

Total number of employees

--	--

How many wage earners?

--	--

**B1. *How many persons, including yourself, worked in your business even for just an hour during the last month of operation?***

Write the number of persons working in the business (including the operator) in the upper box. Then ask the respondent to give you the distribution of the personnel by wage earners and non wage earners. Write only the number of wage earners in the second lower box.

**B2. *Characteristics of those who worked regularly during the last month your business operated (including yourself)***

This table is made of several rows, one for each worker of the business, including the operator. **The first line of table is reserved for the operator** of the IS, and the next ones to the rest of the workers.

Codes to help fill this table are given at bottom part of this table in the questionnaire.

Ask about the list of workers who have been working at least one hour in the business during the **last month of operation** (not necessarily mean last calendar month, if there was no business activity during the last calendar month).

**Name (Column 1):** Start by making a list of the names of all the workers who have worked at least one hour in the business during the last month of operation. Then fill the tables, one row after another row.

***Note that the number of employees listed in B2 must be less than or equal to the number of employees indicated in B1.***

**Sex (Column 2):** Ask for the sex of (-name-) and write the corresponding code: 1 for “male”, 2 for “female”. Avoid relying on the physical appearance or on the first name to fill this question. It is better to use simple question like “Clara is a girl of which age?” Avoid asking embarrassing question such as “what is your sex, Madam?”.

**Age (Column 3):** Ask for the age as of last birthday of (-name-) and enter in the space provided.

**Status (Column 4):** The status in the employment is the rank of a person in the business. Ask the question in the following manner: “Is (-name-) the boss, worker on own account, salaried,

etc.?” Read out the categories listed in the questionnaire and write the corresponding code in the space provided.

- **Code 1- Boss / employer.** Anybody who conducts his own business with the help of employees.
- **Code 2- own account worker/self employed.** Anybody working on his own account, alone or with family helpers.
- **Code 3- wage-earner.** Any worker receiving a regular remuneration in cash or in kind for the work he is doing.
- **Code 4 - Paid family workers.** Any household member of the operator participating to the works in the enterprise receiving a remuneration.
- **Code 5 - Unpaid family workers.** Any household member of the operator participating to the works in the enterprise without receiving a remuneration.
- **Code 6 –Partner.** Any person co-owner of the business, sharing the profit of the business.

**Contract (Column 5):** This question helps to know the degree of stability of the jobs in the business. It is intended for persons other than the operator of the IS.

**Code 1- Operator.** The operator do not have a contract, hence indicate code 1.

**Code 2- Written contract without fixed duration.** A written contract with no clear deadline.

**Code 3- Written contract with fixed duration.** A written contract with an explicit deadline.

**Code 4- Verbal agreement.** No written informal agreement.

**Code 5- On trial/probation.** The worker is in a probation period in the enterprise.

**Code 6- No contract.** No written or verbal contract.

**Total working hours (Column 6):** The respondent must give the number of hours worked by (name) during the last month of operation. For a better precision, ask the respondent how many days per week and how many hours per day (name) work and make the calculation.

**Codes for Basis of Payment (Column 7):** Ask the question as follow: “What is the nature of payment of (name)?”.

Write down the code corresponding to his answer by choosing one code in the given list.

- 0- In kind, imputed (received as wage/salary)
- 1- Per piece
- 2- Per hour
- 3- Per day

- 4- Monthly
- 5- Pakyaw;
- 6- Other salaries/wages (specify)
- 7- Not salaries/wages (specify)
- 8 – Unpaid family worker
- 9 – Operator/Partner/Employer

**Wage and salaries (Column 8):** Ask the operator of the IS, how much the wage and salaries each person earned during the last month of operation, excluding all the benefits in kind (food, transport, accommodation), social allowances, bonuses or loans.

**NOTE:** For the operator (status=1 (*employer*) or 2 (*own-account*)), for unpaid family workers (status=5), or 6 (*partner*), then no remuneration (wage=0) should be written. Any eventual remuneration paid to the operator will be included in the estimation of the benefits of the business.

**B2.1 TOTAL FOR THE MONTH:**

<b>B2.1 Total for the month</b>	<b>(Pesos)</b>	<input style="width: 20px; height: 20px;" type="text"/>
---------------------------------	----------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

After the interview, make the sum of the wages of all the paid employees and write down the result in the boxes (remember that operator and unpaid workers should have no remuneration).

<b>B3. Allowances and bonuses paid to workers (last month of operation)</b>		
<b>B3.1. Total social insurance paid by employer</b>	<b>(Pesos)</b>	<input style="width: 20px; height: 20px;" type="text"/>
<b>B3.2. Total of all other allowances/bonuses</b>	<b>(Pesos)</b>	<input style="width: 20px; height: 20px;" type="text"/>
<b>B3.3. Total for the month</b>	<b>(Pesos)</b>	<input style="width: 20px; height: 20px;" type="text"/>

**B3.** This items focus on the amount paid for all the allowances and bonuses paid to all employees. The social insurance paid by the operator (B3.1.) and the rest of the allowances/bonuses (end of the year bonuses, paid leaves, etc) (B3.2). Allowances and bonuses must not be included in the previous wage/salaries (B2).

The *Total social insurance paid by employer* (B3.1) includes illness, retirement contributions paid by the employer such as share to Social Security System (SSS).

## SECTION C. PRODUCTION AND SALE (last month of operation with production and sale)

The first objective of this section is to provide accurate estimate of the total gross sale/revenue/produce of the business during the last month of operation preceding the survey. The second objective is to distribute this gross sale/revenue.

### NOTE:

1. The operator of the IS might under estimate the gross sale/revenue of the business because:
  - a. The operator may likely forget some sales. Help him by tracing patiently all his gross sale, and by using the account booklet if it exists.
  - b. The operator may not be willing to revealed the net income of the business
2. Whatever its main activity is, a business can have three different types of returns (3 tables):
  - *Products sold after transformations*. For example, bread made then sold by a baker.
  - *Products sold without transformation*. For example, cakes bought and resold as such.
  - *Services offered*. For example, paid delivery at customers' home of cakes by a baker.

For filling up this section, you might need **the book of account** kept by the operator of the IS. The manager can eventually note his purchases (of raw materials, products for resell, services as well as his sales on a booklet (or any other document). Ask if such document exists, and if it could be used for filling-up of the production table.

For each of the 3 tables, **start by filling completely the first column** corresponding to the names of products and services.

Examples:

- 1) A taxi man might only be concerned with C4 (services) table for example.
- 2) A shopkeeper will fill up only C3 (products without transformation) in general.
- 3) A seller of bread and cigarettes will fill up C2 (products sold after transformation: bread) and C3 (products without transformation: cigarettes).

Example:

If the operator is engaged in selling drinks, it is preferable to regroup the type of drinks (beers, juices, wines or liquors). So you will have here 4 lines to fill up.

**If more than 9 products are enumerated, lump all other products and enter in line 10 and write "ALL OTHERS" under the 'Name of Product' and estimate the total value for this last product.**

**SECTION C. PRODUCTION AND SALE (last month of operation)**

**C1. What was the total amount of your gross sale/revenue for the last month of operation? (Pesos)**

**C1. What was the total amount of your gross sale/revenue for the last month of operation?**

Ask the operator about his estimates of the total gross sale/revenue for the last month of operation of business.

**C2. PRODUCTS SOLD AFTER TRANSFORMATION**

C2. Products sold after transformation									
No.	Kind of product	Qty	Unit	Total value	No.	Kind of product	Qty	Unit	Total value
1					6				
2					7				
3					8				
4					9				
5					10				
SUBTOTAL					SUBTOTAL				
<b>C2.1 Total for the month</b>					<b>(Pesos)</b> <input type="text"/>				

**Example:**

A cup of hot tea should be considered as transformed product for a cafeteria. Dried/smoked fish is also considered as transformed products. In the contrary, a bottle of mineral water sold in a store is not transformed products.

**Name of the product:** This variable helps to trace all the products sold by the operator. Start by filling up the first column corresponding to the names of products. Names of products must be legibly written. For example: Men shoes, children shoes or leather bags. If the space provided is not enough, lumped all others.

**Quantity:** The quantity corresponds to the number of product sold during the last month of operation.

**Unit:** The unit of measurement depends on the type of product (piece, kilogram, bag, bottle, etc.) for each product.

**Total Value:** This is the amount from the sales of the given sold product during the period.

**TOTAL FOR THE MONTH:** It is the sum of values from sales of all the products or services.

**C3. PRODUCTS SOLD WITHOUT TRANSFORMATION**

This table aims to trace the stock sold by the operator during the last month of operation. Refer to the instructions of table (C2.). This table refers to products that are bought and sold without any change or improvement. Retailers are concerned with this table C3.

<b>C3. Products sold without transformation</b>									
No.	Kind of product	Qty	Unit	Total value	No.	Kind of product	Qty	Unit	Total value
1					6				
2					7				
3					8				
4					9				
5					10				
SUBTOTAL					SUBTOTAL				
<b>C3.1 Total for the month</b>					<b>(Pesos)</b> <input type="text"/>				

**C4. SERVICES OFFERED**

This table aims to recall all the services offered by the operator. Refer to the instructions of the preceding table C2 and C3. Construction, communication, personal services (hair dressers for example) and transport enterprises will have entries for this table

<b>C4. Service offered</b>					
No.	Type of product	Total value	No.	Type of product	Total value
1			6		
2			7		
3			8		
4			9		
5			10		
SUBTOTAL			SUBTOTAL		
<b>C4.1 Total for the month</b>			<b>(Pesos)</b> <input type="text"/>		

❖ **Business cycle:**

C5. How did your business activity fluctuate within the past 12 months?												
Variable	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Month												
Activity code												
Activity codes:                      0 – No activity      1 – Minimum                      2 – Average      3 – Maximum												

***C5. How did your business activity fluctuate within the past 12 months?***

This question helps to estimate the economic indicators on an annual basis (annual gross sale/revenue) from the monthly values on previous production tables. It also gives a picture of the cycle of the business within the last 12 months.

Start by writing the 3 first letters of the month on line “Month”, M12 corresponds to the last month of operation, M11 to the month before the last one, and so on. If the last month of operation is February 2008, cell M12 will have “Feb”. for February 2008, M11 will have “Jan”. for January 2008, etc. M1 will have “Mar”, for March 2007.

Enter the activity code for each month of operation in the line for “Activity code” that is, month without any activity (*Code 0 -No activity*), month of slow sale (*Code 1-Minimum*), month of average sale (*Code 2-Average*) and month of highest sale (*Code 3-Maximum*).

Code 0 (No Activity) – includes no production, no sale or stop operation.

**NOTE:** If there are months “minimum”, there are necessarily month, “maximum”: you must identify the two types of extreme levels.

***C6. Maximum monthly gross sale/revenue and minimum monthly gross sale/revenue.***

The aim is to help quantify the gap of activity between the month(s) of maximum and the month(s) of minimum activity.

Ask the IS operator the level of the maximum gross sale/revenue as well as the minimum gross sale/revenue and enter in the boxes provided the amount in whole pesos. You will not write the centavo portion.

***C7. Did you employ temporary workers within the past 12 months.***

Ask the operator if the employed seasonal workers (including unpaid family workers) during the past 12 months.

Encircle the answer 1 for “Yes”; 2 for “No”. **If No, then skip to Section D.**

**C7.1. How many temporary workers were there in the month wherein there was a maximum gross sale?**

Write down the answer in the boxes provided.

**SECTION D. EXPENDITURES ON RAW MATERIAL AND STOCKS**

The first objective of this section is to have an accurate estimate of operating expenses of the business during the last month of operation. The second objective is recording of some characteristics of the inputs and the estimation of all the costs for the activity.

The expenses are evaluated in 3 steps:

- **D1: raw materials costs.** It refers to raw materials that are directly used in the production of the products or component of the finished product and supplies are those that are used in the operation of the business.
- **D2: stocks of products for sale.** All products bought to be resold
- **D3.: Expenses/Cost.** All costs which are not directly linked to the production (**charges**). It is about fixed charges, cost of personnel, taxes and other charges.

**NOTE:**

1. Meals costs are not to be included in this section
2. The operator may likely confuse or forget some expenses. Specify that we are seeking for the charges of the business and not those of the operator or of his household. Transport costs for example must be related to the activity and not to family obligations.

<b>IS activity</b>	<b>Expenses not to be forgotten</b>
Activity outside the home	Transport expenses
Restaurant	Fuel Costs (charcoal, firewood, oil, LPG, etc.)
Market or road business	Market fees, local fees
Activities in a hired place	Office rent costs
Activities using energy	Electricity costs
Activities using phone calls.	Phone calls costs
Transport activities	Insurance costs

**D1. How much did you spend on raw materials used for your business?**

SECTION D. EXPENDITURES ON RAW MATERIALS AND STOCK (last month of operation)									
D1. How much did you spend on raw materials used for your business?									
No.	Name of product	Qty	Unit	Total value	No.	Name of product	Qty	Unit	Total value
1					6				
2					7				
3					8				
4					9				
5					10				
SUBTOTAL					SUBTOTAL				
D1.1 Total for the month					(Pesos) <input type="text"/>				
D2. For products sold without transformation, how much did you spend to buy your stocks?									
No.	Name of product	Qty	Unit	Total value	No.	Name of product	Qty	Unit	Total value
1					6				
2					7				
3					8				
4					9				
5					10				
SUBTOTAL					SUBTOTAL				
D2.1 Total for the month					(Pesos) <input type="text"/>				

For the filling-up of tables D1 and D2 for each raw material or products, please refer to Section C. PRODUCTION AND SALE.

D3. What were your business expenses during the last month of operation?	
Expenses/Cost	Value (In Pesos)
1. Wages and salaries (from B.2.1)	
2. Social insurance (from B.3.1)	
3. Bonuses & allowances (from B.3.2)	
4. Raw materials (from D1.1)	
5. Purchase cost of products sold (from D2.1)	
6. Fuel, gasoline & lubricants	
7. Water	
8. Electricity	

9.	Rental payments (machinery, structures)	
10.	Transport services	
11.	Post, communication, internet	
12.	Other non-industrial services	
13.	Repair & maintenance of facilities & equipment	
14.	Other industrial services	
15.	Paid interests	
16.	Taxes (business license, documentary stamps and other fees)	
17.	Insurance	
18.	Other charges (specify)	
<b>D3.1 Total for the month</b>		<b>(Pesos)</b> <input type="text"/>

**Table D3** summarizes all the sets of expenses during the **last month of operation**. If an account booklet is usually used in the IS, it can be of very great use. Ask the operator of the IS if it exists..

Complete the table by tracing all types of listed business expenses for the IS during the last month of operation. Ask about the *value* of the charges paid for each item during the month of operation.

**The five first rows (from row 01 to row number 05) should not be filled up during the interview.**

Type of expenses	Monthly total value to be reported from question...
Wages and salaries	(from B2.1)
Social insurance	(from B3.1)
Bonuses & allowances	(from B3.2)
Raw materials	(from D1.1)
Purchase cost of products sold	(from D2.1)

The item **Transportation** includes Transport charges on purchase, transport charges on sale, collective transport charges of the personnel, administrative transport charges, insurance for the transport.

The item **“Repair & maintenance of facilities & equipment”** includes the repair on real estate, the repair on personal estate.

The item “*taxes*” include taxes related to profit or patrimony of the business, and other taxes (business license, documentary stamps and other fees).

**NOTE:** Taxes paid by the operator himself for his household are not to be registered in this section.

The item “*other charges*” might concern expenses related to the depreciation of the equipment of the operator

## **SECTION E. CAPITAL EXPENDITURES**

This section aims at evaluating the productive capital of the unit, such as the total value of the equipment that the business uses for its activity, as well as the evaluation of the investment expenses (gross formation of the fixed capital (GFFC) of the business) within the past 12 months of operation.

### **NOTE:**

- 1- It is about the capital and the investment of the business and not what is the property of its operator (his personal lodging and his vehicle) Even if these equipments do not belong to the operator (see ownership code), you must count all those which were used for the activity of the business.

The investment is related to the acquisition of equipments of the last 12 months, while capital is related to older equipments and assets. All the values have to be written down at its actual real price in the market at the replacement cost (it is to say what it will cost to replace the same equipment at the same state).

The business functioning without equipment are rare. Make sure that this table is filled-up and that no equipment is forgotten.

Example: A woman roasting fish must have at least a griller and plates/trays. In a cafeteria, you must find cups, spoons, forks and stoves.

- **Building, structure, land:** premises can be in concrete or not, it can be just a simple site (which can still be bought at a considerable value)
- **Transport equipment** is related to the vehicles which are effectively used for the needs of the business.
- **Transport animals** are related to the animals which are specifically and effectively used to transport of products, raw materials or other inputs for the needs of the IS.
- **Office furniture and equipments** include tables, chairs, cupboards and small non-consumable equipment.
- Always specify the content of item “**other**”.

**NOTE:** Enumerate the capital expenditures by order of importance: letter a) for the most important, letter b for the next letter c) for “others” includes all others. So letter c) can include many types of equipment, in case of more than three articles for a given type of equipment. In some cases where letter c) has many articles, it is possible that they fill only the column “value”.

You may need to specify the names and the characteristics of the equipment (for example *SINGER* Sewing machine, *TOYOTA* delivery van)

SECTION E. CAPITAL EXPENDITURES					
E1. What are the capital assets or fixed expenditures you used for your business activity during the past 12 months?					
Type	Characteristics (Short Description)	Mode of trans- action	Owner- ship	Date of acquisition/ sale/loss (month / year)	Value (replacement cost) (In Pesos)
1. Land	a)				
	b)				
	c)				
2. Building	a)				
	b)				
	c)				

**Mode of transaction: Read all the possible answers.**

Ask the following question: “the equipment (name of the equipment) that has been used for your business within the last 12 months of operation, are you still using it? If yes, did you buy it new (code 1), second hand (code 2), or you produced it yourself (code 4)? Or was it already yours and you made major improvements? (code 3)” .If no, did you sell it (code 5) or loose it (code 6)?

**Ownership:** Ask for example the following question: “Does the equipment (name of the equipment), belong to you personally (code 1) and does it belong to you and other people (share property: code 4)?”

**Date of acquisition/sale or loss:** Ask the month and the year of purchase of the equipment if it is still used, or the date of sale or loss if it is not used.

A machine bought for example in March 1975 will be entered 03/75. If the respondent gives you information only on the year (he has perhaps forgotten the month), help him to remember by putting him as compared to the middle of the year; try to know if he purchased the equipment during the first or the second half of the year. If he declares that he purchased the equipment in the first half of the year for example, ask him if it was right at the beginning of the year or towards the middle of the year. So, gradually, you will have better information on the month of acquisition of the equipment. If in spite of all these efforts, you do not get additional information, fill-up only the year.

**Value:** It is about the value of the equipment at its replacement cost on the market, the value of the equipment at its present costs (“How much can you get for it on the market today?”) and not the purchase price. This value takes into consideration the depreciation. Ask for example the following question “At how much will you buy this equipment in its present state/condition?”

## SECTION F. CREDIT INFORMATION

The objective of this section is to identify the banking and micro-finance institutions known by the operator and their impact on his business.

### ***F1. What is the main reason you choose this business activity?***

For example: A taxi operator, ask the question: “what is the main reason you chose to become a taxi operator?”. Wait for his answer without giving any predefined answers. In case the person hesitates between many reasons, lead the operator to identify the main one.

### ***F2. During the last 12 months of operation, did you avail of any credit to finance your business>***

The interest in asking question is to determine whether or not the operator makes use of any form of credit in financing the family’s entrepreneurial activities.

**Credit** referred here are the loans that we availed of for the last 12 months of operation by the operator in connection with the business, such as farming, fishing, logging and hunting activities and other non-agricultural economic activities regardless of the amount of loan.

Encircle Code “1” if the operator availed of a credit. Otherwise, enter Code “2” and skip to question F4.

### ***F3. What was/were your sources(s) of financing your business?***

The possible sources of loans that can be used by the operator and the corresponding codes are the following:

- |   |                                |   |                   |
|---|--------------------------------|---|-------------------|
| 1 | Relatives/neighbors/friends    | 6 | GSIS/SSS/Pag-ibig |
| 2 | Employer/landlord              | 7 | Cooperatives      |
| 3 | Private money lender, pawnshop | 8 | NGOs              |
| 4 | Private bank                   | 9 | Others, specify   |
| 5 | Government bank                |   |                   |

Enter Code “1” for YES in the box provided for the source of loan that the operator will mention. Otherwise, enter Code “2” for those that will not be mentioned.

### ***F4. Why did you not avail of any loan to finance your business?***

This question will only be asked if the answer in E1 is Code “2” meaning the operator did not avail of any credit to finance their entrepreneurial activity.

Read the categories and enter “1” for YES, otherwise enter “2” for NO in the box provided.