

1.

Introduction

The July 2007 Labor Force Survey (LFS) and the Annual Poverty Indicators Survey (APIS) will be undertaken by our office simultaneously this July 2007. Conducted every quarter, the LFS is geared principally towards the estimation of the level of employment, unemployment and underemployment of the country. The 2007 APIS, on the other hand, aims to provide social and economic data that have been established to be correlated with poverty; and socio-economic profile of Filipino families and other information relating to their living conditions.

Compared to previous rounds of the APIS, there are changes in the content of the present APIS questionnaire. A few questions in the 2007 APIS were either deleted or modified in order to generate data that will be more useful in assessing the poverty situation in the country. Moreover, for the 2007 APIS survey round, the abridged version of the questionnaire will be utilized resulting to a shorter questionnaire than the previous one making it cost efficient and easily to manage during the field work.

2

Timetable of Operations

A national timetable of activities for the LFS and APIS is shown in **Appendix A**. It is the responsibility of all concerned NSO Staff to see to it that the deadlines set in the timetable are met.

For LFS, the provincial timetable for enumeration and processing will be prepared by respective regional offices and shall be sent to the provincial offices.

The Regional Offices should provide the IESD a copy of their prepared Provincial Timetable on or before **June 12, 2007**.



3. Sample Barangays/EAs and Households

The LFS and the APIS rider will cover about 52,000 households nationwide. For this round, there will be rotation of sample households. Replicates 1, 2 and 3 will use rotation group 3 and Replicate 4 will use rotation group 2.

4. Recruitment of Statistical Researchers/Data Processors



Statistical Researchers (SRs) or interviewers will be hired for the July 2007 LFS and APIS to supplement the District Statistics Officers (DSOs) and Statistical Coordination Officers (SCOs) who are permanent data collectors of NSO. Priority in hiring should be given to those who have been involved in previous LFS, APIS or FIES. Their performance as interviewers in previous APIS or related surveys should be commendable.

Hired SR's must possess the following qualifications:

- a. Must be a college graduate;
- b. Must be willing to undergo training for five days and work continuously including Saturdays for about 3 weeks;
- c. Must have a pleasing personality, in particular, must be friendly and courteous, and has the ability to easily develop good rapport with respondents;
- d. Must be physically fit to walk long distances. Female interviewers must not be pregnant as fieldwork may put their pregnancy to risk;
- e. Must speak the main dialect in the province;
- f. Must understand English since training materials are written in English; and
- g. As much as possible, must be residents in any of the municipalities where the sample barangays/enumeration areas (EAs) are located.

Recruitment of SRs should start at least two weeks prior to the third-level training. An examination especially prepared for

this survey should be administered to all applicants to insure that they can cope with the requirements of the job. An interview is also necessary to assess the personality, voice and ability of applicant to express himself/herself and to provide the PSO the opportunity to explain the conditions of employment as SR. This assessment of the SRs commitment to do fieldwork is a very important factor in the successful completion of the survey operation.

The hired SR's shall be issued contract of service by the PSO for the duration of the field operation of the July 2007 LFS and APIS or until the SRs completed their interviews in their assigned areas.

The basis in determining the numbers of SRs for every province are: (1) the total workload, (2) the expected number of completed interviews per manday for the survey, and (3) the travel time in going to and returning from the enumeration area based on the latest travel information provided by the field offices.

A summary of workload, mandays and suggested number of SRs to be hired per region shall be sent to all Regional Directors (RDs). A copy of the cost estimate will likewise be provided to all RDs.

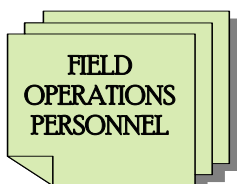
Data Processors will be hired for the 2007 APIS. Priority of hiring should be given to those who have acted as interviewers in the 2007 APIS. In addition, they must possess the following qualifications:

1. Must be college graduates
2. With experience in the use of microcomputers and knowledge of Windows



3. Physically fit and able; and
4. With good moral character

5.**Training**



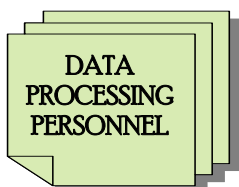
There will be three (3) levels of training to be conducted. The Task Force (TF) being the first level will be held in Manila for four (4) days on June 18 to 21, 2007, with selected Statisticians from the Central Office and Regional Statisticians or their alternates as participants. Participants in the TF training will serve as trainers in the second-level training. The second-level training will be held at the regional offices for five (5) days on June 25 to 29, 2007, with RDs, PSOs and provincial Statisticians or their designated alternates as participants. Participants who attended the second-level training will act as trainers in the third-level training. The third-level training, on July 2 to July 6, 2007, will be attended by the hired SRs, who will serve as interviewers and selected DSOs and SCOs who will act as field supervisors for the whole duration of enumeration.. Selected CO Statisticians will assist in the conduct of the second- and third-level trainings.

The day-to-day schedules for the trainings in the second and third levels are shown in the Interviewer's Manual. The trainings for three levels consist of classroom lectures, exercises, mock interviews and field practice interviews.

The five-day training aims to familiarize the interviewers and supervisors on the objectives, concepts and definitions, and procedures on the conduct of the July 2007 LFS and 2007 APIS.

Trainer's performance and quality of training will be evaluated. For this purpose, a Trainer's Evaluation Form, HSD Evaluation Form 1 (**Appendix B**) and a training evaluation form

(Appendix C) will be administered during the second and third level trainings.



There will be two levels of training for machine processing for the 2007 APIS. Lectures and hands-on exercises will be administered in these two levels of training. The first-level training will be conducted at the Central Office (CO) Manila on **August 2 to 3, 2007**. This will be attended by the Regional Statisticians or their designated alternates and selected CO Statisticians and Programmers.

The second-level training will be conducted on **August 6 to 7, 2007** at the regional offices wherein the regional statisticians who participated in the first-level training will act as trainers of the hired processors who will be responsible for data encoding, key verification, ID validation, consistency check and matching of APIS files with the LFS files.

The training will be devoted to lectures and hands-on exercises. Part of the hands-on exercises will make use of the actual 2007 APIS questionnaires submitted by the provincial office.

6. Manuals, Questionnaires/Forms to be Used

The following forms and materials will be used.

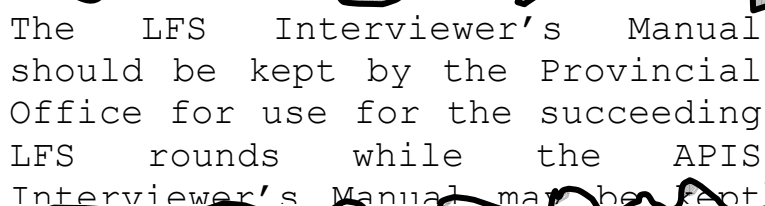
1. APIS Form I - APIS Household Schedule
2. APIS Interviewer's Manual
3. ISH Form 2 - LFS Questionnaire
4. ISH Form 1A - EN's Daily Accomplishment Report
5. ISH Form 1B - Supervisor's Report Form
6. APIS Form 2 - Supervisor's Record of Observation/
Reinterview/Spotcheck
7. LFS Interviewer's Manual
8. Field Operations Guidelines
9. Data Processing Manual
10. HSD Evaluation - Trainer's Evaluation Form
Form I
11. Financial Report - By Province
Form
12. APIS Form 1B - Folio Cover

The Interviewer's Daily Accomplishment Report or ISH Form 1A (**Appendix D**) shall be accomplished daily by interviewers and used by the supervisors in monitoring the daily accomplishment of their interviewers. The supervisors can modify or devise the form depending on the extent of the need. The SR shall show the form for each of the barangay/EA completed by him/her to the supervisor, who may be the DSO/SCO designated to supervise the 2007 APIS. After completing the enumeration of all the sample barangays/EAs

assigned to him/her, the SR shall submit the accomplished ISH Form 1A to the Supervisor.

The Supervisor's Report Form or ISH Form 1B (**Appendix E**) and the Supervisor's Record of Observation/Re-interview/Spotcheck (**Appendix F**) should be filled up by the RDs/PSOs/Statisticians and DSOs/SCOs during supervision. This form is designed to gather more information on the conduct of supervision of field personnel. The filled-up forms should be submitted to the regional office for their reference. CO supervisors will also accomplish the same forms during supervision.

The LFS Interviewer's Manual used during the April 2007 LFS shall be used for this round. Thus, it is advised that these manuals be brought during the second and third level trainings.



The LFS Interviewer's Manual should be kept by the Provincial Office for use for the succeeding LFS rounds while the APIS Interviewer's Manual may be kept

7. Distribution of Survey Materials

All training materials for APIS for the 2nd level training will be sent to the Regional offices. The Demographic and Social Statistics Division (DSSD) will send all the 3rd level training and survey materials to the Provincial Offices. Assigned personnel in the Regional and Provincial Offices should acknowledge receipt of these materials and take charge in its distribution.

In case of inadequate survey materials, the PSO shall get in touch with the IESD on requests for additional LFS forms and DSSD on request for additional APIS forms. The two divisions will coordinate for the immediate shipment or delivery of the necessary additional materials.

8.

Enumeration

The hired SRs will act as interviewers in the July 2007 LFS and APIS. The enumeration, will start on July 9, 2007 and is expected to be completed from 12 to 20 days, inclusive of Saturdays, depending on the number of sample households in the province and the travel time between sample EAs. Thus, by July 31, 2007 it is expected that the survey has been completed in all provinces. The output rate is at least three households with successful LFS and APIS interviews, per day.

The interviewers are expected to have verified the completeness of the questionnaires, correctness and consistency of the entries in the different related items, and the correctness of the codes that are encircled and/or entered in the boxes before the questionnaires are submitted to the provincial office. Use the list of sample barangays or SBRF for coding the region, provinces, municipalities and barangays.

Interviewers assigned at the provincial capitals should submit the accomplished questionnaires to the Provincial Office as soon as a sample barangay is completely enumerated and questionnaires have been reviewed. This will enable the provincial staff to start the manual processing of the questionnaires even at a time when the enumeration is still going on. The processing procedures are discussed in the processing manual.



Field Supervision

The DSOs/SCOs will act as field supervisor during the entire duration of enumeration in his assigned area. The RDs/PSOs, Regional/Provincial Statisticians or their designated alternates who acted as trainers in the second or third level trainings for the July 2007 LFS and 2007 APIS are provided with **five mandays** each for supervision. Provincial statisticians or designated alternates who will also be in-charge of the manual processing of APIS questionnaires should complete their supervision before the week of July 31 since training on APIS data processing at Regional Offices is in August 6 to 7, 2007. It is suggested that RDs, PSOs, Regional and Provincial Statisticians or designated alternates will not supervise in the same areas. They are expected to observe interviews, scrutinize accomplished questionnaires and interview sample households at random. The Supervisor's Record of Observation/Re-interview/Spot-check form to be used by those who will supervise in the 2007 APIS operation is shown in **Appendix G**. They should accomplish at least two of the forms for each SR under his supervision.

During supervision, the following should be done:

1. Observe how the interview is being conducted. Errors noted should be pointed out to the SRs to avoid the same mistakes in succeeding interviews.
2. Scrutinize the accomplished questionnaires for correctness, completeness and consistency of entries and return the problem questionnaires to the SR's for verification of the incorrect entries.
3. Conduct a random re-interview of households/respondents to ensure that the SRs really visited and interviewed the sample households and eligible respondents.
4. Help solve problems encountered by SRs such as refusals, callbacks and others.



5. Ensure that all the sample households are interviewed/visited.
6. Ensure that the expected outputs of the SRs are met.
7. Ensure that the SRs who were trained are the ones conducting the interview.
8. Collect the SRs' accomplishment reports.
9. Be available if the SRs need assistance in relation to the conduct of the surveys.
10. Fill up the Supervisor's report (**Appendix H**) form that shall be submitted to the Regional Office for their use and reference.

Selected CO Statisticians, likewise, will conduct field supervision. They will visit sample barangays, scrutinize the accomplished questionnaires and conduct a random re-interview of sample families. The hired SRs and DSOs/SCOs are advised to provide the provincial office their itinerary of travel, tentative or final, so that CO personnel who will visit the sample barangays/EAs could easily locate them when needed. The field supervision by the Central Office supervisors will be conducted on July 9-13, 2007.

10 Dealing with Enumeration and Related Problems

NON-RESPONSE

One of the problems of any survey undertaking is the failure to obtain complete information from some respondents. This may be due to the interviewer's inability to find an eligible respondent at home for the interview; respondent's refusal to be interviewed or insufficient effort and concern shown by the field interviewers. Revisiting the household that was not interviewed is one way of getting less incidence of non-response. As a general rule, the interviewer should make three callbacks or a total of four visits to the household.

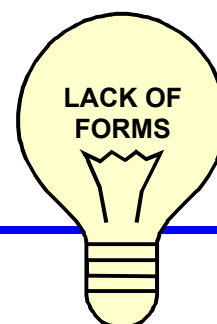
If for any reason the respondent refuses to be interviewed, the interviewer should be tactful and patient in persuading the eligible respondent to be interviewed. The degree of the respondent's understanding of the purpose of the survey and the assurance that the information provided shall be held confidential may convince the eligible respondent to be interviewed. In case the interviewer finds that no member of the household is at home and is informed by the neighbor that the household is not expected to be back within the enumeration period, he/she should make one last visit at the end of his enumeration to confirm the information. In the above mentioned cases where the household has been located but for some reasons cannot be interviewed, consider the household as non-response and do not take any replacement. Always indicate the specific reason for the non-response in MS Form 6. The Supervisor should be immediately informed of such cases so they can be aware of the case and may act on it judiciously.



It is also possible that even if the respondent is at home, he/she will refuse to be interviewed at that particular moment. The interviewer should make an appointment with the respondent at his/her most convenient time. If the postponement of the interview is requested after completing ISH Form 2, the interviewer should revisit the household to administer the APIS questionnaires.

Appropriate dealing with the field problems lies heavily not only on the interviewers but also on the field supervisors. The supervisors should be responsive to the problems and difficulties presented by the interviewers during the survey period. The SRs must be closely supervised by the Regional and Provincial Statisticians.

Reserve forms have been provided to the provincial and regional offices. If the forms that



have been given are not enough, request for additional forms should be addressed first to the DSO, PSO, RD and Central Office **ATTN: DSSD** for APIS forms in that order.

Problems regarding workload, mandays, SRs to be hired, and budget should be directed through the Regional Director for appropriate action. All requests for additional funding should be supported by a detailed workload distribution, itinerary of travel, interviewer's rate, etc. to warrant action on his part. All budget related problems for this survey round should be directed to the Central office. **ATTN: DSSD**.

Some barangays may not be penetrated due to peace and order problem, calamities and other valid reasons. Such situations should be reported the soonest possible time to the PSO and RD for appropriate action. The PSO and RD concerned should exhaust all means to cover the sample barangay this survey round. The RD should inform the central office **ATTN: HSD**, of any postponement or non-enumeration of any of the sample area.

Cases of accidents, injury or disability should be reported immediately to the designated provincial supervisor, then to the PSO and finally to the RD for their appropriate action.

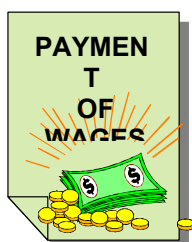
In some areas, transportation is available only after 2 or 3 days. Special hire of vehicles should be avoided. The visit to these areas should be scheduled properly so as to avail of the regular means of transportation. If the PSO thinks that a delay in the enumeration of the said area will not unduly affect the national timetable, then the interviewer should be advised to take the regular means of transportation. The implications of different alternatives should be properly evaluated. If additional funding is required, then sufficient justification should be sent to the RDs for evaluation and action.

11 Submission of Questionnaires and Data Files

After enumeration all LFS/APIS forms whether used or unused should be submitted by the interviewers to the Provincial Office. All accomplished questionnaires will be bundled/folioed and will be submitted to the provincial office for manual processing. An employee in each provincial office shall be assigned to record the receipt of survey documents from the DSOs/SCOs/SRs. The list of sample household in sample barangays will serve as the masterlist to check the completeness of transmittal.

After enumeration, all LFS/APIS forms whether used or unused shall be submitted by the interviewers to the Provincial Office.

12 Financial Matters



Cost allocation by province for each region will be sent to the respective RDs for reference. They should examine the allocated funds for any item or activity that should have been funded but was not. The cash advance for the July 2007 LFS and APIS will be sent to the Disbursing Officer of the NSO regional offices to cover operational expenses. The RD/PSO shall be responsible for the judicious disbursements of funds.

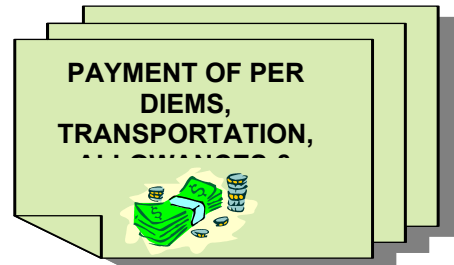
Cash advance for the expenditures of the NSO regional/provincial office is comprised of the following:

- a. Per diem, transportation allowance and travelling expenses of RDs, PSOs, Statisticians, DSOs/SCOs and SRs (in some cases) during the survey operations.

- b. Wages of SRs during the training and survey operations.
- c. Selected supplies and utilities.

SRs shall be paid their wages for the training period as soon as the first release of enumeration budget is received by the PO in order for them to have some cash during the enumeration. They shall receive a daily wage of P200 plus per diem if their official station (sample area assignment) is not the same as the location of the training venue. Their actual transportation expenses in going to the training venue and returning to their official station shall be provided/reimbursed.

The wages of SRs for enumeration shall be paid after the duration of the field operations and that the SRs have been given clearance as to their accountabilities of forms, completeness of work assignments, satisfactory performance and financial accountability by the PSOs.



All regular employees of the NSO involved in the training and field operations will be provided with per diem and transportation expenses in connection with the performance of their duties for the July 2007 LFS and APIS outside of their official station. However, when they are working in their official station, they are entitled to the reimbursement of actual transportation expenses incurred when travelling from a sample barangay/EA to another.

13

Manual and Machine Processing

For LFS

1. Manual Processing



The Provincial Statistician or his/her designated alternate and the hired provincial manual processor, upon receipt of the questionnaires shall review/edit the accomplished questionnaires following the guidelines for manual processing. Manual processing includes the folioing of the questionnaires, completeness and consistency checking of the responses, editing and coding.

The accomplished LFS questionnaires shall be folioed following the folio number for the previous round.

The questionnaires in every folio must be arranged consecutively according to the sample housing serial number (SHSN) that is from lowest to highest. Use long folders in covering a folio and a shoelace in binding it. Paste the Control Form on the cover page of the folio.

Manual editing, coding and verification should be done when the questionnaires are already folioed.

2. Machine Processing

Data entry of LFS questionnaires shall continue to be done in the provincial offices. Based on an encoding rate of 250 LFS questionnaires per day and duration of 15 days, no provision of hiring of encoders was made.

After data entry, completeness and machine edit, only data file shall be sent to the regional office for certification pass. LFS questionnaires shall remain in the provincial offices.



The updated and encoded data file of MS Form 6 will be submitted by the Provincial Office to the Regional Office a month after the enumeration period. The Regional Office, on the other hand, shall submit in diskette or through e-mail the MS Form 6 updated data to HSD, ATTN: IESD.

For the LFS data files, the Provincial Office shall submit the clean data files to the Regional Office. The Regional Office will run the certification pass and shall submit the clean data files to HSD, ATTN: IESD on or before September 17, 2007.

For APIS

1. Manual Processing

Like the LFS, manual processing of APIS questionnaires will be done at the provincial office by the provincial staff who attended the training of APIS processing. The expected daily output for the APIS manual processing is at least 20 questionnaires per processor per day. The procedures in data processing are contained in the Processing Manual.

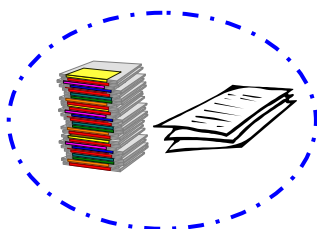
2. Folioing

To facilitate handling during manual and machine processing, APIS questionnaires shall be folioed in the Provincial Office before the start of manual processing.

One folio will contain all the questionnaires for the same EA. Accomplish the geographic identification portion of the folio cover (APIS Form 1B). Make sure that boxes for the geographic identification are completely filled out and the codes for the region, province, city/municipality, barangay and EA are correct because these will form the folio number, which is a 12-digit number.

The APIS questionnaires for one sample barangay/EA contained in the folio must be arranged consecutively according to the sample housing serial number (SHSN) from lowest to highest. A long folder should be used in covering the folio and shoelace should be used for binding it.

3. Machine Processing



The APIS questionnaires will be encoded in the regional offices, and then subjected to 100 percent key verification. Copies of raw data files should be submitted to DSSD as soon as these are subjected to 100% key verification.

After key verification, the APIS files will be matched with LFS files, and then subjected to completeness check and machine editing. Matching involves checking the consistency of responses in APIS with those in LFS for selected variables. Machine editing involves checking for correctness of codes and skipping patterns. After all data files had undergone consistency editing, the Regional Offices will merge the 'cleaned' provincial data files. The Regional Offices will send these files to the Household Statistics Department (HSD), **ATTN: Demographic and Social Statistics Division (DSSD)**. Submission of these files is on September 10 to 17, 2007 through e-mails or express

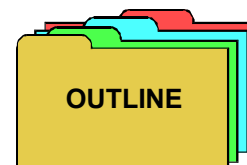
carriers. Likewise, questionnaires will be submitted to on these dates to DSSD. Funds will be provided to cover freight expenses.

14

Narrative Report

To document the two surveys, July 2007 LFS and 2007 APIS field operation activities, RDs and PSOs shall submit narrative and financial reports on the operations. The Provincial and Regional Statisticians who acted as trainers and/or did supervision during field operation will prepare the report. The report will be submitted to the CO, **ATTN: IESD for LFS and ATTN: DSSD for APIS**. The report should follow the outline given on this section. It includes their observations, issues raised or problems that were encountered during the training and enumeration, recommendations and any action taken. It is expected that narrative reports are submitted to IESD (on LFS) and DSSD (on APIS) within fifteen (15) days after the last day of field operation in the province for Provincial Report, and in the region, for Regional Report.

Utilize the following guide questions in preparing the report (separate for LFS and APIS):



1. Pre-enumeration

Venue for Training

Where did you conduct the training?

How would you assess the Training site? Is it conducive for learning?

Were the training materials adequate?

Training of DSOs/SCOs/Hired SRs (Third Level)
Training of PSOs/Provincial Statisticians (Second Level)

How many DSOs/SCOs/Hired SRs did you train?
How many classes did you hold? (for Provincial Narrative Report)

Did you administer the classroom exercises? Did you have mock interview and field practice interview?

Include in the report a summary of grades of the trainees (2nd and 3rd level).

2. Enumeration/Supervision

1. Name of Supervisor 1: _____
Designation: _____

A. Areas Supervised/ Date of Supervision



Name of Municipality and Barangay	Start Date of Supervision	End Date of Supervision
.	.	.
.	.	.
.	.	.

B. Problems Encountered and Actions Taken, Observations, Recommendations

2. Name of Supervisor 2: _____
Designation: _____

A. Areas Supervised/ Date of Supervision

Name of Municipality and Barangay	Start Date of Supervision	End Date of Supervision
.	.	.
.	.	.
.	.	.

B. Problems Encountered and Actions Taken, Observations, Recommendations

3. Additional Guide Questions

- a). How many sample households out of the total samples were successfully interviewed?
- b) Where there several cases of callbacks?
- c). Were you able to transmit forms and materials to the Regional Office on time?

3. Post-Enumeration



Did you encounter any problem in the submission of materials from your SRs. Was it within the prescribed period? What were these problems?

Were you able to transmit forms and materials to the Regional Office on time? To the Central Office? Were there problems regarding the submission?

4. Overall assessment of Operation

Give your assessment of the operation in terms of the training, pre-enumeration activities, enumeration activities, and post-enumeration activities. Be specific as possible.

5. Suggestions/recommendations to improve future surveys

2007 ANNUAL POVERTY INDICATORS SURVEY (APIS)



OBSERVATION FORM

SHEET ___ OF ___ SHEETS

GEOGRAPHIC IDENTIFICATION

REGION: _____
PROVINCE: _____
CITY/MUN: _____
BARANGAY: _____
EA: _____

REPLICATE: _____
STRATUM: _____
PSU NO.: _____

SUPERVISOR'S NAME: _____

DATE OF OBSERVATION: _____

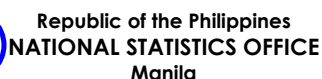
INSTRUCTION: Accomplish one column for every interview observed. Put a check (✓) mark on the appropriate box.

Questions	Name of Eligible Respondent(s)					
	YES	NO	YES	NO	YES	NO
1. Did the interviewer introduce himself/herself and explain the importance and objectives of the survey?						
2. Did the interviewer explain that all answers of the respondent will be treated confidential?						
3. Did the interviewer ask the questions according to the sequence in the questionnaire?						
4. Did the interviewer follow the correct skipping pattern?						
5. Did the interviewer probe when given an unsatisfactory answer or when the responses need to be clarified?						
6. Did the interviewer skip delicate questions? Ex. Have you experienced not having any meal?"						
7. When accomplishing a filter question, did the interviewer check the item being referred to in the filter question and put an "X" in the appropriate box?						
8. Were there questions that embarrassed the respondent? If yes, what are these questions? (Indicate the item no.)	_____		_____		_____	
9. Did the interviewer ask questions about child's vaccination card for all children 0-23 months old?						
10. After asking the name of the child, did the interviewer write it on the space provided?						
After the interview						
11. Did the interviewer thank the respondent?						

Remarks:

Submitted by:

Signature of Supervisor



RE-INTERVIEW/SPOTCHECK RECORD

Name of Supervisor: _____

(Date)



REPUBLIC OF THE PHILIPPINES
NATIONAL STATISTICS OFFICE
MANILA

2007 ANNUAL POVERTY INDICATORS SURVEY (APIS)

ISH FORM 1B – SUPERVISOR'S REPORT FORM

TITLE OF THE SURVEY: _____
REGION/PROVINCE: _____

Date of Supervision	Type of Supervision	GEO-ID		PERSON SUPERVISED	TYPE OF FORMS REVIEWED	FINDINGS/OBSERVATION	ACTION TAKEN	REMARKS
		Mun/Bgy/EA	HCN					
(1)	(2)	(3)	(4)	Name/Position	(Enter Code)	(7)	(8)	(9)

Codes for Col. 2
by:

- 1 – Assist in the conduct of training
2 – Observe conduct of interview
Printed Name)
3 – Review of questionnaire in the enumeration area
4 – Re-interview of household
5 – Verify non-responding HHs that cannot be located
6 – Verification of questionnaire at the Provincial Office
7 – Verification of complaints/fabricated data
8 – Spotchecking of field personnel
9 – Others _____
Specify

Codes for Col. 6

- 1 – ISH Form 12
2 – ISH Form 2

3 – APIS Form 1
4 – Others

Accomplished

(Signature over

Designation

Date

Appendices

Appendix A

2007 ANNUAL POVERTY INDICATORS SURVEY (APIS)

REVISED TIMETABLE OF ACTIVITIES

[illegible]

[illegible]

Appendix B



REPUBLIC OF THE PHILIPPINES
NATIONAL STATISTICS OFFICE
MANILA

TRAINER'S EVALUATION FORM

TRAINER'S EVALUATION FORM

Trainer: _____

Date: _____

Training: _____

A. Please check the appropriate rating opposite each item using 10-point rating scale indicated below

Strongly Disagree 1 2 3 4 5 6 7 8 9 10 Strongly Agree

AREAS FOR EVALUATION

1. The trainer observed punctuality and has the ability to manage time very well.
2. The concept and definitions relevant to the subject matter were made clear in the discussion.
3. The topics were presented in a clear and organized manner.
4. The trainer made use of appropriate instructional materials.
5. Questions raised by the participants were answered convincingly.
6. The trainer generally asked for and responded to trainees' opinions.
7. The trainer seemed to know when the participants did not understand the topic.
8. The trainer was able to make the session interesting and enjoyable.
9. The trainer displayed a thorough knowledge of the subject matter.
10. The trainer was an effective speaker.

SCALE

1	2	3	4	5	6	7	8	9	10

B. Please answer the following questions as honestly as you can.

1. What were the trainer's strong points?

2. What were the trainer's weak points?

3. Please suggest ways in which the trainer can improve the delivery of his/her topic.

4. Other comments/Recommendations/Observations.

Rater: _____

Appendix C



REPUBLIC OF THE PHILIPPINES
NATIONAL STATISTICS OFFICE
MANILA

TRAINING EVALUATION FORM

TRAINING EVALUATION FORM

Name of Participants: _____

Title of Training: _____

Place: _____

Training Level: _____

Date: _____

A. Please encircle the appropriate rating opposite each item using the 10-point rating scale indicated below:

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
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1. The objectives of the survey were properly discussed.

1 2 3 4 5 6 7 8 9 10

2. The sequence of the topics is well arranged, clearly introduced and discussed accordingly.

1 2 3 4 5 6 7 8 9 10

3. The presentation technique is effective and conducive to learning.

1 2 3 4 5 6 7 8 9 10

4. The training schedule is well-organized and strictly followed.

1 2 3 4 5 6 7 8 9 10

5. The length of time spent for the training is sufficient, that is not too long nor too shorts.

1 2 3 4 5 6 7 8 9 10

6. There are enough training materials (manuals, hand-out, etc.) for all official participants.

1 2 3 4 5 6 7 8 9 10

7. Visual aids, illustrations, etc. are utilized to help the trainees understand the topics more clearly.

1 2 3 4 5 6 7 8 9 10

8. The exercises given are relevant to the topics discussed and comprehensive.

1 2 3 4 5 6 7 8 9 10

9. There is enough time for issues to be tackled.

1 2 3 4 5 6 7 8 9 10

10. (For new participants) I learn much from the training conducted.

1 2 3 4 5 6 7 8 9 10

11. (For new applicants, if applicable) Vague concepts discussed in previous training were made more understandable.

1 2 3 4 5 6 7 8 9 10

12. (For 1st level participants only) I am confident that I will be able to impart to the 2nd level trainees what I have learned from the training just conducted.

1 2 3 4 5 6 7 8 9 10

B. Please answer the following questions as honestly as you can.

1. What part of the training session needs to be discussed/explained further?

2. Please suggest ways of improving the methods for the future training sessions.

3. Other comments/suggestions/recommendations?

Appendix D

SUPERVISOR'S REPORT FORM

Appendix E

OBSERVATION FORM

Appendix F

RE-INTERVIEW/SPOTCHECK RECORD