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April 2016

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Enumerator's Manual

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Republic of the Philippines

Philippine Statistics Authority
Income and Employment Statistics Division
Social Sector Statistics Service



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Chapter I

INTRODUCTION

The Labor Force Survey (LFS) is a nationwide quarterly survey of households conducted by the Philippine Statistics Authority (PSA) to gather data on the demographic and socio-economic characteristics of the population.

Starting July 1987, the LFS used a new questionnaire design and adopted modifications in the concepts and definitions for measuring labor force and employment characteristics. The design was based on a past week reference period and the new concept on "availability and looking for work" was adopted.

The questionnaire was revised in January 2001 with the inclusion of questions on salaries and wages, new entrants, and other occupations, among others. It was further revised in January 2002 with the inclusion of the line number of respondent and a screening question, whether the household member has another job or business during the past week. Also, items of inquiry that were deemed necessary to adequately capture the availability criterion and to reflect the reference period for identifying the discouraged workers were incorporated in the LFS questionnaire in April 2005. These changes were needed to adopt the international standard definition of unemployment.

Some questions on the elements of decent work were also included such as reasons for working more than 48 hours, as well as questions for children on their attendance to school. Starting January 2012, there was a revision made to the questionnaire with the inclusion of question on technical/vocational education and training (TVET). Also, there were changes on the codes for the interview status and highest grade completed.

Starting July 2003, the LFS used the 2003 Master Sample (MS) constructed from the Enumeration Area Reference File (EARF) of the 2000 Census of Population and Housing (CPH). The number of sample households increased from 41,000 to about 51,000 households nationwide which was deemed sufficient to provide more precise and reliable estimates at the regional level.

The survey involved the collection of data on demographic and socio-economic characteristics of the population in general. The reporting unit was the household which implied that statistics emanating from this survey referred to the characteristics of the population residing in private households. Persons who reside in the institutions are not within the scope of the survey.

Starting April 2005, the new unemployment definition has been adopted in accordance with the National Statistical Coordination Board (NSCB) Resolution No. 15 dated October 20, 2004. As indicated in the said resolution, the unemployed include all persons who are 15 years and over as of their last birthday and are reported as:

- (1) without work and currently available for work and seeking work; or

(2) without work and currently available for work but not seeking work for the following reasons:

1. Tired or believed no work available
2. Awaiting results of previous job application
3. Temporary illness or disability
4. Bad weather
5. Waiting for rehire or job recall

A revised nomenclature on *class of worker* was adopted since January 2010 LFS round. In the reports on previous rounds of LFS, particularly in the statistical tables on the employed persons by class of worker, the self-employed and employer in own family-operated farm or business were classified as own-account workers. For the same statistical table in this report, the term "*own-account worker*" no longer appears as heading for *employer* and *self-employed* to avoid confusion. In the International Classification of Status in Employment (ICSE), the term "*own-account workers*" is synonymous to the category "*self-employed*" in the Philippines LFS.

In January 2012, the LFS adopted the 2009 four-digit Philippine Standard Industrial Classification (PSIC) codes in classifying the industry. Prior to this, the 1994 PSIC was used. Starting April 2016, the 2012 four-digit Philippine Standard Occupational Classification (PSOC) code, will be used.

Question on hunger experienced by any member of the household and the frequency of experiencing it, was included in the questionnaire starting July 2012. The question, "During the past three months, did any member of your family experience hunger because you did not have money to buy food?" was used from July 2012 to April 2013 LFS rounds. In July 2013 round, the question was revised to "During the past three months, did any member of your family experience hunger because you did not have food to eat?" This same question is use in this July 2016 LFS round.

In April 2016 LFS round the New Master Sample Design was used.

1.1 Objectives of the Labor Force Survey

The LFS aims to provide a quantitative framework for the preparation of plans and formulation of policies affecting the labor market. Specifically, the LFS is designed to collect information on the following:

- a. Distribution of household population 15 years old and over, by employment status, by sex, and age group;
- b. Distribution of employed persons by major occupation group, major industry group, class of worker, number of hours worked, highest grade completed, nature of employment, and by sex;

- c. Distribution of underemployed persons by total hours worked, major occupation group, class of worker, and by sex; and
- d. Distribution of unemployed persons by age group, highest grade completed, by number of weeks looking for work, job search method, and by sex.

1.2 Importance of the Survey

- a. It provides information as basis for the formulation of policies and programs on the following:
 - 1) creation and generation of gainful employment and livelihood opportunities
 - 2) reduction of unemployment and underemployment
 - 3) enhancement of the welfare of a working person
- b. It provides statistics on levels and trends of employment, unemployment and underemployment for the country and regions;
- c. It is used for the projection of future human resource, which when compared with the future manpower requirements, will help identify employment and training needs;
- d. It helps in the assessment of the potential human resource available for economic development; and
- e. It provides labor statistics profile of the population across domains and socio-economic groups.

1.3 Authority for the Survey

The authority and mandate of the Philippine Statistics Authority (PSA) to the January 2016 Labor Force Survey emanates from Republic Act (RA) No. 10625.

As provided in Article 5, Rule 4 of the Implementing Rules and Regulations (IRR) of RA 10625, otherwise known as the Philippine Statistical Act of 2013, the PSA is primarily responsible for all national censuses and surveys, sectoral statistics, consolidation of selected administrative recording systems and compilation of national accounts.

Under Article 6, Rule 5, the PSA is mandated to prepare and conduct statistical sample surveys on all aspects of socioeconomic life including agriculture, industry, trade, finance, prices and marketing information, income and expenditure, education, health, culture, and social situations for the use of the government and the public.

1.4 Confidentiality of Information

Section 26 of RA 10625, stipulates that individual data furnished by a respondent to statistical inquiries, surveys, and censuses of the PSA shall

be considered privileged information and such shall be inadmissible as evidence in any proceeding. The PSA releases data gathered in the form of summaries or statistical tables, in which no reference to an individual, corporation, association, partnership, institution or business enterprise shall appear.

Likewise, **Section 27 of RA No. 10625** states that a person, including parties within the PSA Board and the PSA, who breach the confidentiality of information, whether by carelessness, improper behavior, behavior with malicious intent, and use of confidential information for profit shall be liable to a fine of five thousand pesos (P5,000.00) to not more than ten thousand pesos (P10,000.00) and or imprisonment of three months but not to exceed one year, subject to the degree of breach of information

1.5 Scope and Coverage of the Survey

The survey involves the collection of data on labor and employment. It also gathers the demographic and socio-economic characteristics of the labor force. It covers a nationwide sample of about 45,000 households deemed sufficient to measure the levels of employment and unemployment at the national and regional levels.

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

1.6 Sampling Design (2003 MS)

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

1.6.1 Domain

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

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

1.6.2 Sampling Frame

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

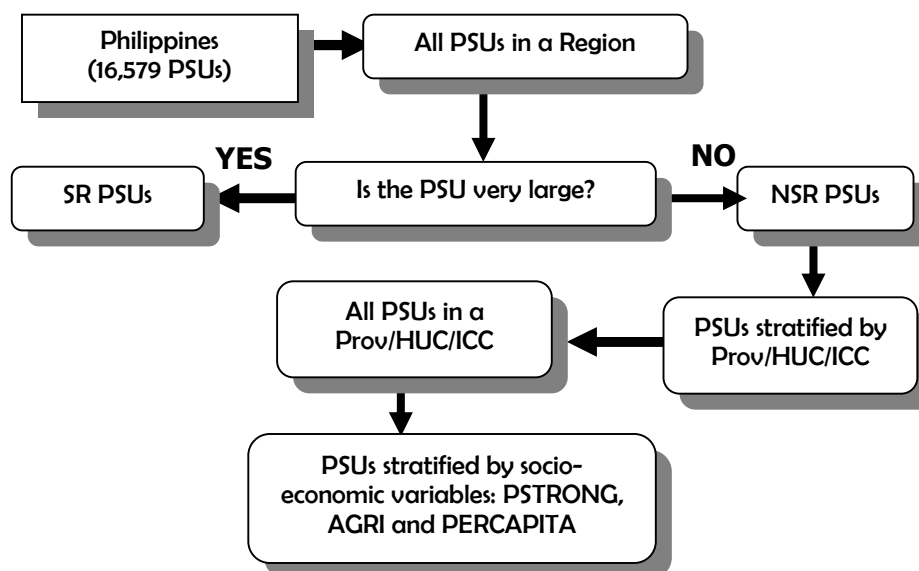
This frame was used to form the primary sampling units (PSUs). With consideration of the period for which the 2003 MS will be in use, the PSUs were formed/defined as a barangay or a combination of barangays with at least 500 households.

1.6.3 Stratification Scheme

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

1. All large PSUs were treated as separate strata and were referred to as certainty selections (Self-representing PSUs). A PSU was considered large if it has a large probability of selection.
2. All other PSUs were then stratified by province, highly urbanized city (HUC) and independent component city (ICC).
3. Within each province/HUC/ICC, the PSUs were further stratified or grouped with respect to some socio-economic variables that were related to poverty incidence. These variables were: (a) the proportion of strongly built houses (PSTRONG); (b) an indication of the proportion of households engaged in agriculture (AGRI); and (c) the per-capita income (PERCAPITA).

The stratification procedure used in the MS is described in this diagram:



1.6.4 Sample Selection

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

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

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

1.6.5 Sample Size

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

For comparison purposes, the April 2016 LFS round, Replicate 4 of the 2003 MS design will still be used. However, this replicate will utilize sample households from either 2010 CPH, 2012 CAF, and the recent 2015 POPCEN.

1.7. New Master Sample (2013 MS)

The Philippine Statistics Authority (PSA) carries out nationwide regular household-based surveys such as the following: Labor Force Survey (LFS) at a quarterly basis; Family Income and Expenditure Survey (FIES) every three years; Survey on Overseas Filipinos (SOF) on an annual basis; Annual Poverty Indicators Survey (APIS) conducted during non-FIES years; Functional Literacy, Education and Mass Media Survey (FLEMMS) every five years; and other donor-supported surveys such as: Family Health Survey (FHS); National Demographic and Health Survey (NDHS); Survey of Children (SOC); Multiple Indicator Cluster Survey (MICS); Household Energy Consumption Survey (HECS); Household Survey on Domestic Visitors (HSDV); Global Adult Tobacco Survey (GATS), and others.

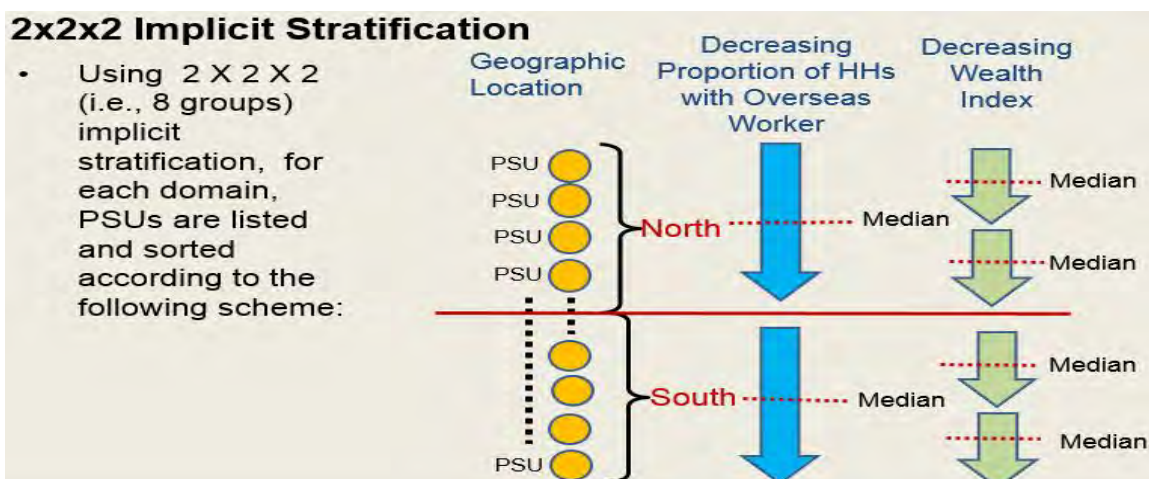
In order to be more efficient in the conduct of these surveys, PSA designs a master sample consists of randomly assigned and selected set of geographic areas with non-overlapping and discernable boundaries known as the primary sampling units (PSUs). The primary sampling unit (PSU) can be (1) the whole barangay, or (2) a portion of a large barangay, or (3) combinations of small barangays.

1.7.1 Provinces and Highly Urbanized Cities as Sampling Domain

To provide sub-national or provincial level statistics with precise estimates the 2013 MS has **117** major domains as follows: **81** provinces (including the newly created province Davao Occidental); **33** highly urbanized cities (including **16** cities in the National Capital Region); and **3** other areas (Pateros, Isabela City, and Cotabato City).

1.7.2 Primary Sampling Units

In the 2013 Master Sample Design each sampling domain (i.e, province/HUC) is divided into exhaustive and non-overlapping area segments known as Primary Sampling Units (PSUs) with about 100 to 400 households. Thus, a PSU can be a barangay/Enumeration Area (EA) or a portion of a large barangay or two or more adjacent small barangays/EAs.



The PSUs are then ordered according to the following: (1) North-South/West-East Geographic location; (2) Decreasing Proportion of HHs with Overseas Worker; and (3) Decreasing wealth Index.

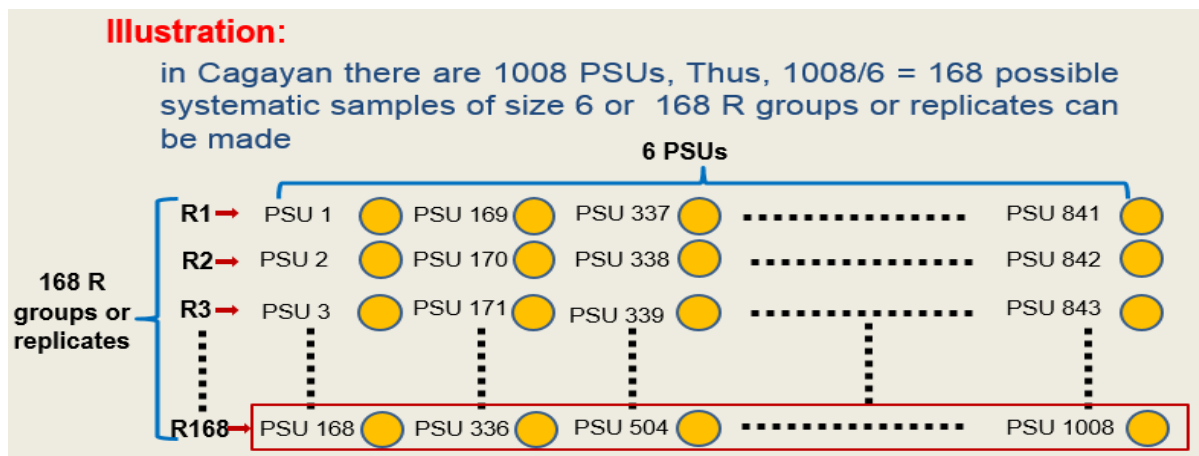
1.7.3 Replicates

From the ordered list of PSUs, all possible systematic samples of 6 PSUs will be drawn to form a replicate for the most of the province domain i.e., 75 out of 81 provinces while all possible systematic samples of 8 PSUs will be drawn to form a replicate for most of the HUCs, i.e., 31 of 33 HUCs.

Small province domains such as Guimaras, Siquijor, Camiguin, Apayao, and Dinagat Islands will have 3 PSUs per replicate. Batanes with very less PSUs formed will have 3 PSUs per replicate but will be covered twice a year only (i.e., January 1 and July rounds only). For other HUCs, San Juan City and Lucena City will have 3 and 5 PSUs

per replicate while the other urban areas, Pateros, and City of Isabela will also have 3 PSUs per replicate while Cotabato City will be allocated with 5 PSUs per replicate.

For instance, in Cagayan with 1008 PSUs formed. A total of $1008/6 = 168$ possible systematic samples of size 6 or 168 R groups or replicates can be made. The 168 replicates formed are then sorted at random so that the first 4 replicates will be in the first round, next 4 in the second round, and so on.



1.7.4 Sample Allocation Scheme

For each domain, a total of 4 sample replicates will be allotted for each survey round. However, the total number of sample SSUs will be allotted proportionately to the measure of size of the PSU. Thus, a PSU with only 100 HHs would have less number of sample HHs than PSUs with 400 HHs but on the average there will be 12 sample HHs allotted for each PSUs in Highly Urbanized Cities (HUCs) and an average of 16 sample HHs for every PSUs in province domains.

A total national sample of 42,768 sample HHs (rounds with Batanes sample) or 42,576 sample HHs (rounds without Batanes sample) will be allotted per survey round.

Chapter 2

DUTIES AND RESPONSIBILITIES OF FIELD PERSONNEL

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

2.1 OIC-Regional Director (OIC-RD)

As in any PSA survey, the OIC-RD is responsible for the implementation of the survey in his region. He monitors the progress of the field operations and sees to it that data collection is completed in accordance with the timetable.

2.2 The Statistical Operations Coordination Division (SOCD)

The SOCD assists the OIC-RD in the implementation of the survey in his region and sees to it that data collection is completed in accordance with the timetable. He will designate the Regional Statistician or a Statistician from the Regional Office (RO) as the Regional Focal Person for the April 2016 LFS. He is responsible for all the administrative reports with regard to the survey operation that will be submitted to the Central Office (CO).

2.3 OIC- Provincial Statistics Officer (OIC-PSO)

The OIC-PSO is responsible for the implementation of the survey in his province. He oversees the field operations and ensures that data collection is completed in accordance with the timetable. The OIC-PSO is in charge of the recruitment and selection of statistical researchers (SRs). He ensures that the data files, narrative report and updated list of samples are transmitted to the central office as scheduled.

The OIC-PSO will designate the Provincial Statistician or a District Statistical Officer (DSO), to serve as the Provincial Supervisor (PS) for the LFS. In large provinces with more than 65 sample enumeration areas (EAs), the PSO will designate an Assistant Provincial Supervisor who will assist the designated PS.

2.4 Regional Statistician

The Regional Statistician or his/her designated alternate serving as the Regional Focal Person will carry out the following:

- a. assist in the conduct of training or briefing of IPSOs/Provincial Statisticians/District Statistics Officers (DSOs)/Statistical Coordination Officers (SCOs)/Statistical Researchers (SRs);
- b. observation of interviews to ensure that these are properly carried out;
- c. scrutiny of accomplished questionnaires to ascertain completeness and consistency of entries; and

- d. discussion with the interviewer of the errors committed during the interview and in filling out the questionnaire, and of corrections to be made.

2.5 Provincial Statistician/Provincial Supervisor (PS)

The Provincial Statistician or a District Statistics Officers (DSOs) will be designated to serve as the Provincial Supervisor (PS) for the LFS. The responsibilities of the PS are the following:

- a. assist in the conduct of training or briefing of DSOs/Statistical Coordination Officers (SCOs)/Statistical Researchers (SRs);
- b. prepares the work plan and strategies for field work and discusses these with the OIC-PSO;
- c. plans an efficient schedule of his or her fieldwork ensuring that he or she is able to observe the interview and review the accomplished questionnaires of all the interviewers within the first 10 days of data collection;
- d. while in the sample area, carefully scrutinizes and edits questionnaires, and discusses with the interviewers the errors observed in the accomplished questionnaires and the corresponding corrections;
- e. observes interviewers and discusses with the interviewer any error committed in asking questions or in recording responses in the questionnaire, and the corresponding solutions to correct these errors;
- f. reports to the OIC-PSO the status regarding the fieldwork and problems that need the action or solution of the OIC-PSO;
- g. collects questionnaires for a completed EA and transmit these to the Provincial Office (PO); and
- h. prepares narrative report on the conduct of the LFS in his or her province

2.6 District Statistics Officer (DSO) or Assistant Provincial Supervisor (APS)

A DSO or Statistical Coordination Officer (SCO) will be designated to assist the PS for the LFS. In large provinces with more than 65 sample enumeration areas (EAs), an Assistant Provincial Supervisor will assist the designated PS. He/she will assist the PS in the editing of the questionnaires while in the sample area. He/she will assist the PS to carry out a 100 percent review of the accomplished forms.

The duties of the APS are as follows:

- a. attends the provincial training;
- b. while in the sample area, carefully reviews and edits questionnaires;

- c. observes interviews and discusses with the interviewer any error committed in asking questions;
- d. reports to the PS any problem that needs the action of the PS; and
- e. assists the PS in collecting questionnaires for a completed sample EA and transmit these to the PO.

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

DSOs, SCOs or regular staff of the province will serve as full-time enumerators. For provinces with insufficient number of SCOs to act as interviewers for the survey, the PSO will hire SRs.

The duties and responsibilities of the interviewer include the following:

- a. attends the provincial training;
- b. locates the sample households in the assigned area, and for each household, interview a responsible household member, and accomplish the questionnaire thoroughly according to instructions; and
- c. submits the accomplished questionnaires as per target date.

Chapter 3

CONCEPTS AND OPERATIONAL DEFINITIONS

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

3.1 HOUSEHOLD

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

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

A **group of unrelated individuals**, as in the case of a group of students or workers who decide to rent a place and make common arrangements for the preparation and consumption of their food, constitutes one household.

Usually, a household is the entire group of persons who customarily live in the same housing unit. However, there are cases when two or more distinct family groups or groups of unrelated persons maintain separate food arrangements even though they share one housing unit. Each of these two or more distinct groups constitutes a household.

As a rule, if two groups of individuals prepare and consume their meals together but sleep in separate housing units, then the two groups constitute two different households. An exception is that of children, who are still economically dependent on their parents but live in separate but adjacent housing units for convenience, they are considered members of their parents' household. However, if the children are economically independent, they should be listed as a separate household.

3.2 RESPONDENT

The **respondent** is the household head or the spouse of the head. In the absence of the household head or of his/her spouse, the respondent can be any responsible adult member who can provide reliable answers to questions asked by the enumerator about the household and its members.

3.3 HOUSEHOLD HEAD

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

The following is considered as household head:

- a. the household member who is responsible for the care and organization of the household; or
- b. the household member who makes the final decisions regarding the care of the household even if he or she does not contribute to the finances of the household; or
- c. any adult member of the household who is regarded as the household head even if he or she does not make final decisions nor contributes to the finances of the household; or
- d. a household member, who is working as an Overseas Filipino worker (OFW), and is still regarded as the household head.

For this round, the Overseas Filipino Workers (OFWs) are considered as household head and being a member of the household they should be listed in the questionnaire.

3.4 HOUSEHOLD MEMBERSHIP

Considered as members of a household are:

- a. Persons who are present at the time of visit, whose usual place of residence is the sample household regardless of their length of stay in the household;
- b. Persons who are present at the time of visit, whose usual place of residence is outside the sample household but have stayed temporarily with the sample household, for at least 30 days;
- c. Persons who are present at the time of visit, whose usual place of residence is outside the sample household but have stayed with the sample household even for less than 30 days, provided that they have been away from their usual place of residence for 30 days or more;
- d. Persons who are not present at the time of visit, but are expected to return within 30 days from date of departure to their usual place of residence, which is the sample household; and
- e. The following family members who are away at the time of visit:
 1. **Overseas contract workers (OCWs);**

2. **Other overseas Filipino workers** who have been away for not more than **five years** from the date of departure, and are expected to be back within five years from the date of last departure;
3. **Employees in Philippine embassies, consulates and other missions; and**
4. **Students abroad/tourists** who have been away for one year or less and are expected to be back within a year from the date of departure. This category also includes those attending training abroad, medical treatment and missionaries. For these overseas Filipinos, columns 13 to 45 should be filled up.

There is no cut-off period for OCWs (item 1) and employees in Philippine embassies, consulates and other missions (item 3).

For overseas Filipinos (items 1 to 3), only the demographic characteristics should be filled up (Columns 1 to 10).

Not considered as members of a household are:

- a. Persons or family members who are inmates of institutions such as penal colonies/farms, detention camps, homes for the aged, orphanages, mental institutions, tuberculosis sanatoria and leprosaria, and who are not expected to return within 30 days;
- b. Members of the Armed Forces of the Philippines (AFP) if they have been away from their usual place of residence for more than 30 days;
- c. Filipinos, whose usual place of residence is in a foreign country, who are and will be in the Philippines for less than one year from the date of arrival;
- d. Citizens of foreign countries and members of their families who are in the Philippines as tourists, students, businessmen, or for employment, provided they expect to stay in the country for one year or less from arrival;
- e. Foreign ambassadors, ministers, consuls, or other diplomatic representatives, and members of their families, regardless of the length of their stay; and
- f. Citizens of foreign countries who are Chiefs and officials of international organizations like the United Nation (UN), International Labour Organization (ILO) and United States Agency for International Development (USAID), and members of their families, regardless of the length of their stay.

3.5 ELIGIBLE SAMPLE HOUSEHOLD

An eligible sample household is one whose interview status is any of the following: **01** (completed interview), **02** (refusal), **03** (entire household absent for extended period of time), **07** (housing unit not found), or **08** (critical or flooded area).

3.6 NON-ELIGIBLE SAMPLE HOUSEHOLD

A non-eligible sample household is one whose interview status code is any of the following: **04** (vacant housing unit), **05** (housing unit destroyed or demolished), **06** (address not a housing unit), or **09** (others, specify). Those households with an interview status code of **09** may be any of the following cases:

- had permanently moved out of the housing unit;
- was merged with another household in the same housing unit;
- not a permanent resident of the housing unit; or
- the single-person occupying the housing unit passed away.

3.7 HOUSING UNIT

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

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

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

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

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

Among the common institutional living quarters are the following:

1. Hotels, motels, inns, dormitories, pension and other lodging houses which provide lodging on a fee basis
2. Hospitals, sanitarium, rehabilitation centers
3. Orphanages, homes for the aged
4. Seminaries, convents, nunneries, boarding schools and other religious training centers
5. Corrective and penal institutions
6. Military camps and barracks
7. Logging, mining and construction/public works camps
8. Ocean-going and inter-island/coastal vessels at port
9. Refugee camps
10. Boarding houses with 10 or more boarders

How to Identify Housing Units in a Building

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

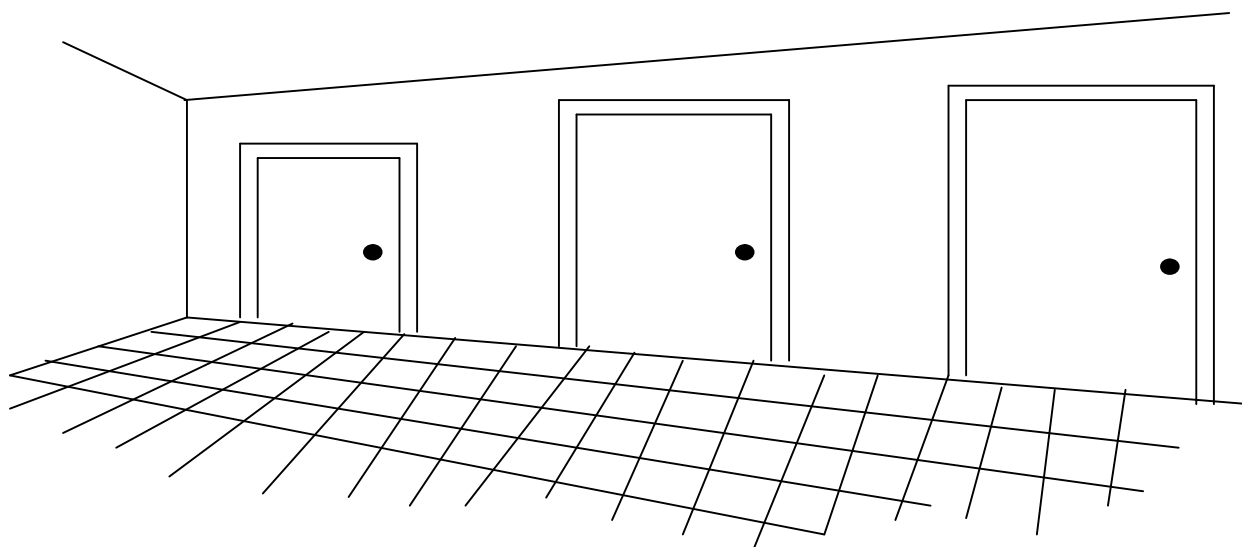
Discussed below are guidelines on how the housing units in a building are identified and counted:

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

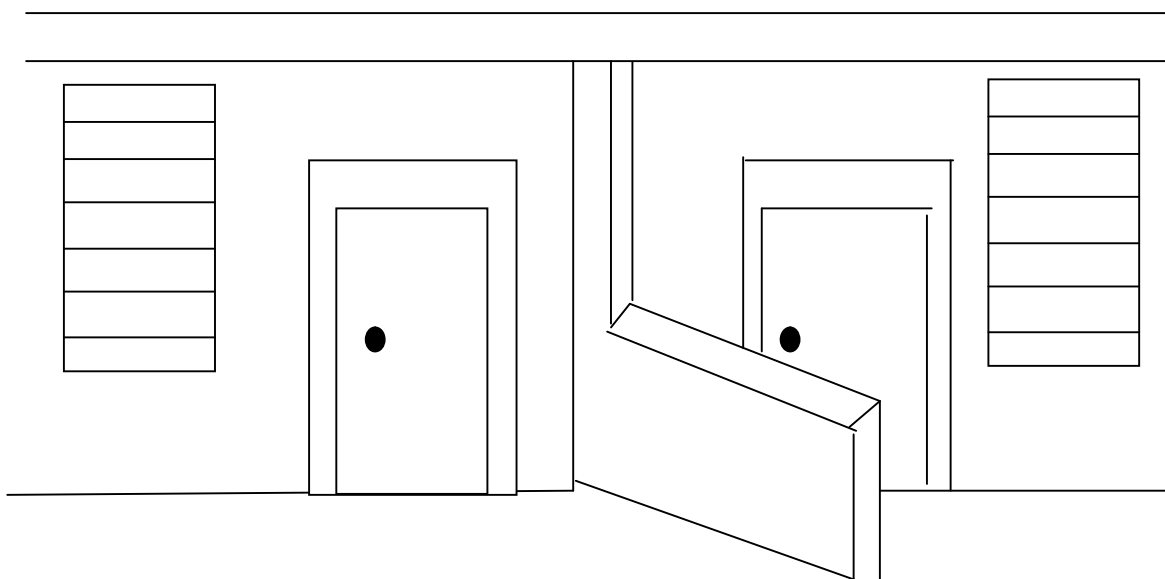
1. **Separateness** – the portion of a building **must have facilities for sleeping, preparing and taking meals**, and **its occupants must be isolated from other housing units** in the building by means of walls or permanent partitions; and
2. **Direct access** – the portion of the building **can be accessed directly from the outside of the building**. That is, the occupants can come into the portion of the building without passing through anybody else's premises from the street pathway, alley, callejon, road, yard, catwalk public or communal staircase, passage, gallery, grounds, or through a common hall.

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

A. DIRECT ACCESS FROM A COMMON HALL

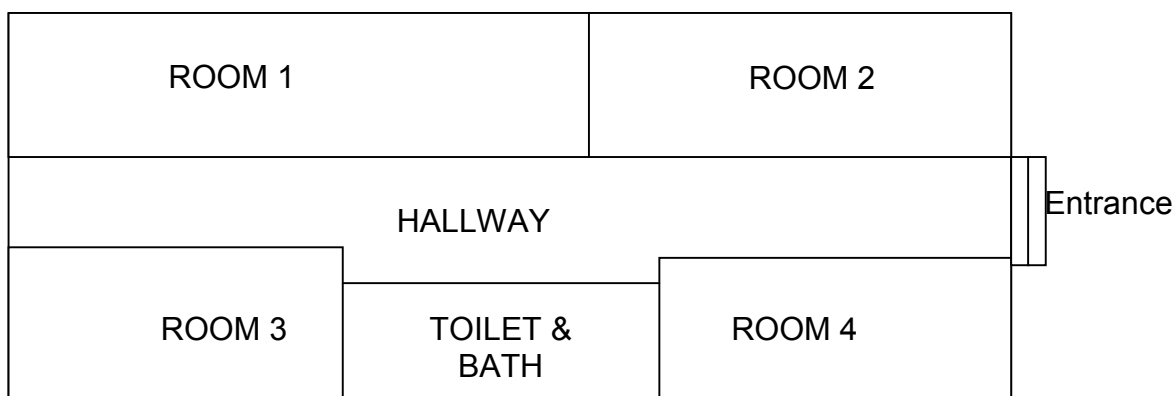


B. DIRECT ACCESS FROM THE OUTSIDE



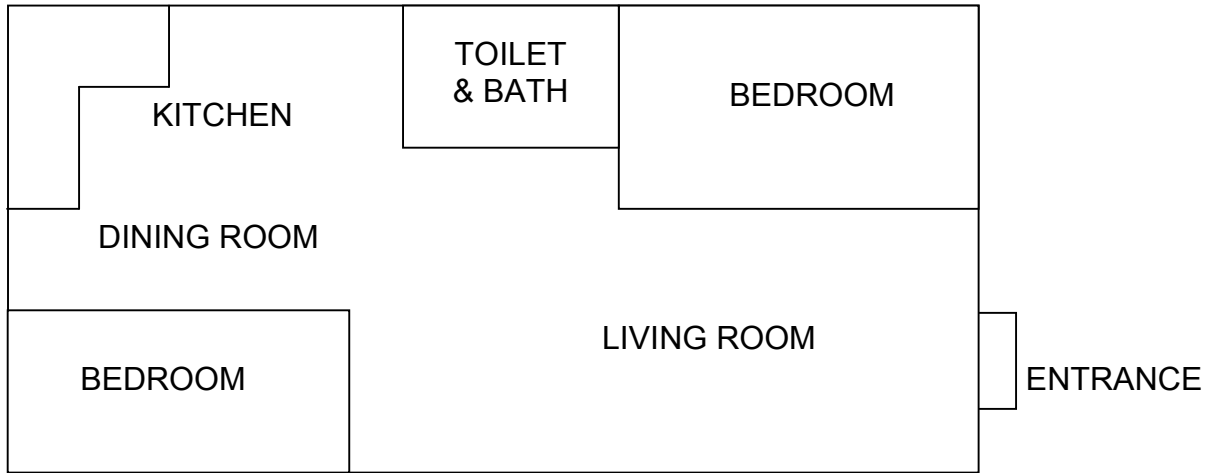
Illustrations of housing units are given for a better understanding of the guidelines on how to identify them in a building.

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



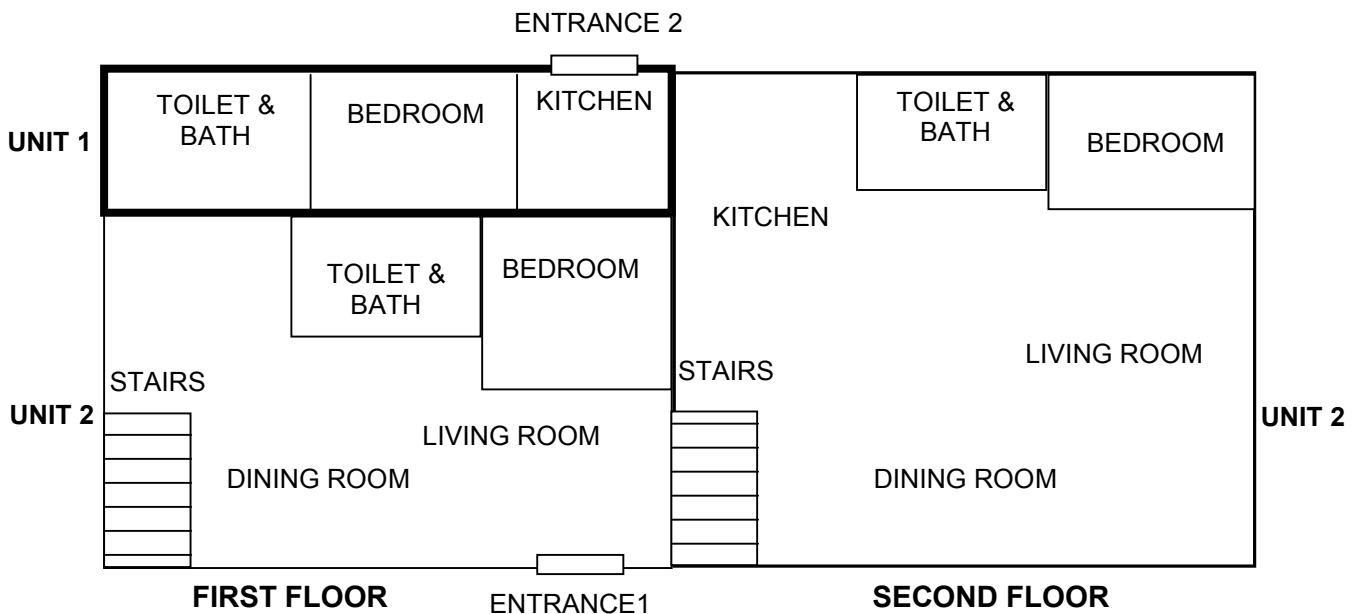
TOP VIEW

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



TOP VIEW

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



TOP VIEW

3.8 REFERENCE WEEK

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

3.9 OVERSEAS FILIPINO WORKER (OFW)

An OFW is a Filipino worker who works abroad with or without any contract.

3.10 OVERSEAS CONTRACT WORKER (OCW)

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

3.11 WORK

Any economic activity that a person does for pay, (in cash or in kind, in any establishment, office, farm, private home), or for profit, or without pay on family farm or business, or an activity done by a farm operator or member of his family on another's farm on exchange labor arrangement.

- a. Work for pay – any economic activity that a person does for an employer, whether in an establishment, office, farm or private residence (other than his or her own), and receives salary/wage, commission, tips, in cash or in kind, or other forms of compensation such as free meals, free living quarters, and educational support.
- b. Work for profit – any economic activity that a self-employed person does for profit in own business such as sari-sari store, farm and dress shop; or for fees in the practice of one's profession or trade. Making a single article that is intended for sale is considered as work for profit.

The following activities are considered as work for profit:

- b.1. Gardening in at least 100 sq. meters of solid patches (the plants not scattered all around) whether the produce is mainly for sale or for family consumption;
- b.2. Gardening in less than 100 sq. meters if the produce is mainly for sale;
- b.3. Growing of ornamental plants and flowers, seedling, black pepper (pimienta), or betel leaf for sale irrespective of the size of the area;
- b.4. Cultivation of at least 300 sq. meters of land for temporary, annual or biennial crops or shrubs, or maintenance of an orchard of at least the same area even though the time spent is minimal;

- b.5. Fishing, occasional gathering of forest or marine products mainly for sale; and
- b.6. Raising of the following number of fowls or animals during the reference period (this may not be done as a regular business):

Fowls of at least 1 month old:

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

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

Animals:

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

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

Note: For any of the activities mentioned in items b.1 to b.6, if the produce is intended for home consumption it is not considered work. The activity can only be considered as work for profit if there was harvest of crops, or disposal of fowls or animals (either consumed, bartered, given away, or sold) during the past week. If the household member is engaged in fishing mainly for home consumption, the activity is not considered work.

- c. Work without pay on family farm or business – any economic activity that a person does without pay on a farm or business that is being operated by another family member in the same household.

Examples:

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

A farmer who works on an exchange labor arrangement will be considered as working on his own farm.

For the purpose of this survey, the following activities should not be considered as work:

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

3.12 OCCUPATION

The specific kind of work a person does. If a person has a job but not at work such as one who is on leave or vacation, it is the kind of work he or she will be doing when he or she reports for work. A person who is waiting for a new job to begin within two weeks from the date of enumerator's interview is also considered as a person who has a job but not at work and his or her occupation is the kind of job that he or she will be doing.

3.13 INDUSTRY

The nature or character of the business or enterprise, or of the place where the work was performed in connection with the occupation reported, like a restaurant, hospital or school.

3.14 CLASS OF WORKER

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

The following are the categories for the class of worker:

- 0 Worked for private household.** Refers to a person who works in a private household for pay, in cash or in kind. Examples: domestic helper, household cook, gardener, and family driver.

Take note of the following occupations commonly reported by workers staying with the sample household and the corresponding PSIC:

Description	PSOC ¹	PSIC ²
Launderer who works full time in the household	9121	9640
Cook	5120	9640
Baby sitter	5311	9640
Home-based nurse	5322	9640
Bodyguard, security guard (not hired by security agency)	5414	9640
Family driver	8322	9640
Domestic helper	5152	9640
Caretaker	5153	9640

Notes : ¹ Philippine Standard Occupational Classification (2012 PSOC)

² Philippine Standard Industrial Classification (2009 PSIC- Revised as of February 2011)

These occupations can also be used with other PSIC and class of worker. Carpenters who worked in private households could have a class of worker of either code 1 (worked for private establishment), code 3 (self-employed) or code 4 (employer).

For household members whose relationship to head (Col. 5) is codes 01 to 09 and code 11 and with reported occupations mentioned above, the PSIC code to be reported should be 9640, and household members whose relationship to head is code 10, should have the same (PSIC) code of 9640.

- 1 Worked for private establishment.** Refers to a person who works in a private establishment for pay, in cash or in kind. This class of workers not only includes persons working for a private industry, but also those working for a religious group (priest, acolyte), missionary (nuns, sisters, and others), unions, and non-profit organizations.

This category includes the following types of workers:

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

- 2 Worked for government/government-controlled corporation.** Refers to a person who works for the Philippine government or a government-controlled corporation, or any of its instrumentalities.

Examples for this category of workers are:

- Employees of national government agencies and local government units
- Employees of government-owned/controlled corporations and financial institutions, like the Government Service Insurance System (GSIS), Social Security System (SSS), and Bangko Sentral ng Pilipinas (BSP)
- Civilian and military personnel of the Armed Forces of the Philippines (AFP) (including chaplains, doctors, nurses and dentists)

- 3 Self-employed without any paid employee.** Refers to a person who works for profit or fees in own business, farm, profession or trade without any paid employee.

Examples for this category of workers are:

- bookkeeper, CPA and doctors
- launderer who accepts laundry job at home using her own pail, basin, water

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

Domestic helpers, family drivers and other household helpers who assist in the family-operated business, regardless of time spent in this activity, should not be considered hired employees for the business. Hence, a farmer or a business proprietor who is purely assisted by such domestic help should not be considered an employer.

An operator of a retail store who is wholly assisted by unpaid relatives living with him or her in the operation of the store is considered as self-employed.

A farmer working on the farm of another household on exchange labor arrangement, works in the representation of his own farm. He should be reported as the operator of his own farm, either as self-employed without any paid employee (code 3) or as an employer if with at least one paid employee (code 4).

- 5 **Worked with pay in own family-operated farm or business.** Refers to a person who works in own family-operated farm or business, and receives cash or a fixed share of the produce as payment for his or her services. He or she must be a family member of the sample household.
- 6 **Worked without pay in own family-operated farm or business.** Refers to a member of the family who works without pay in a farm or business operated by another family member living in the same household. The free board and lodging, and any cash allowance given as incentives, are not counted as compensation for these family workers. A family member who works on exchange labor arrangements in the farm of another household is included under this category.

3.15 NATURE OF EMPLOYMENT

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

- 1 - **Permanent.** A status when employment, for pay or profit, or as unpaid family worker, had lasted or is expected to last for one year or longer. In general, work is considered permanent if the person engaged in an economic activity works, or expects to work for at least one year. The job of farm operators or farmers is considered permanent.

A person who worked under probationary period for six months should have a code of "1" if he or she is expected to work for at least one year. If

the work is expected to last for less than one year or less than 10 calendar months, consider the nature of employment as short-term or seasonal.

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

3.16 NORMAL WORKING HOURS PER DAY

Normal working hours per day refer to the usual or prescribed working hours of a person in his or her primary job or business, which is, considered a full day's work.

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

3.17 TOTAL HOURS WORKED

The actual number of hours worked by a person in the primary job, or in the other job(s) or business that he or she held during the past week. It includes the duration or the period the person was occupied in his or her work, including overtime, but excluding hours paid but not worked. For wage and salary earners, it includes the time spent for activities done in connection with their occupation but not compensated for. For example, the time a teacher spends at home preparing for the forthcoming lectures. For own account workers, it includes the time spent in the shop, business, or office, even if no sale or transaction has taken place.

3.18 IN THE LABOR FORCE OR ECONOMICALLY ACTIVE POPULATION

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

3.19 EMPLOYED

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

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

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

3.20 NEW ENTRANTS TO THE LABOR FORCE

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

3.21 UNEMPLOYED

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

- a. Without work, i.e., had no job or business during the reference period; and
- b. Currently available for work, i.e., were available and willing to take up work in paid employment or self-employment during the reference period, or would be available and willing to take up work in paid employment or self-employment within two weeks after the interview date; and
- c. Seeking work, i.e., had taken specific steps to look for a job or establish a business during the reference period; or **not seeking work** due to the following reasons:
 - (1) tired/believed no work available, i.e., the discouraged workers;
 - (2) awaiting results of previous job application;
 - (3) temporary illness/disability;
 - (4) bad weather; and
 - (5) waiting for rehire or job recall.

3.22 UNDEREMPLOYED

Refers to employed persons who expressed the desire to have additional hours of work in their present job, or to have additional job, or to have a new job with longer working hours during the reference week.

3.23 VISIBLY UNDEREMPLOYED

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

3.24 EXPERIENCED UNEMPLOYED

These are the unemployed persons who ever worked at any time since the age of 15 for at least one hour, either for pay, or profit, or without pay in own family-operated farm or business.

3.25 NOT IN THE LABOR FORCE

These refer to persons 15 years old and over who are neither employed nor unemployed. Also included are persons who are not available and are not looking for work because of the following reasons:

- (1) too young;
- (2) too old/retired;
- (3) permanent disability;
- (4) household, family duties; and
- (5) schooling.

Examples are housewives, students, disabled and retired persons.

Chapter 4

HOW TO ACCOMPLISH ISH FORM 2 (LFS QUESTIONNAIRE)

The ISH FORM 2 is a four-page, 45-column questionnaire that is being used in the quarterly rounds of the Labor Force Survey nationwide. This questionnaire contains questions on the following sections:

- **Geographic Identification and Other Information.** The particulars about the geographic location of the sample housing unit including the address, the interview status of the sample household, and the names of the head and respondent, are to be recorded on this section found on the first page of the questionnaire. A certification portion was also included to ensure that the questionnaire was completed and reviewed by the enumerator and supervisor, respectively.
- **Section A- Demographic Characteristics.** This section collects information on the demographic characteristics of the members of the sample household. In particular, the following information are gathered: column 2 - **names of the household members**, column 3 - **relationship of the member to the household head**, column 4 – **sex**, column 5- **age**, column 6 - **marital status** column 7 - **highest educational attainment for members 5 years old and over**, column 8 - **current school attendance for members 5 to 24 years old**, column 9 - **completion of a vocational or technical course for members 15 years old and over**. In addition, an indicator for overseas Filipinos was included (column 10).
- **Section B - Economic Characteristics.** This section is divided into two parts: The first part is from columns **11 to 29** and to be asked among members who ever worked or had a job or business during the past week. Specifically, questions on the following are included, among others:

For persons 5 years old and over

- type of occupation and industry in the primary occupation during the past week

For persons 15 years old and over

- nature of employment
- normal working hours in the primary occupation and total number of hours worked during the past week (in all the jobs)
- whether the person wants more hours of work and looked for additional work during the past week
- whether it was the first time the person worked
- class of worker
- basis of payment and basic pay per day (for wage and salary workers)
- whether the person has other job and how many
- reason for working more than 48 hours during the past week
- activity during the past quarter

The second part of this section is from columns 30 to 43, and to be asked among members 15 years old and over who did not work or had no job or business during the past week. Questions on the following are included:

- whether the person looked for work or tried to establish a business during the past week; and if yes, whether it was the first time to do so. If not, the reasons for not looking for work
- number of weeks looking for work, and job search method
- availability for work and willingness to take up work during the past week
- whether the person worked at anytime before; and if yes, the type of last occupation

In Sections A and B, most of the questions have pre-coded responses. The possible answers with their corresponding codes are pre-printed at the bottom part of the questionnaire for easy reference. Only the appropriate codes will be entered in the cells.

Other items, however, require write-in entries such as columns 13 and 15 for the type of occupation and industry of the primary occupation, and column 39 for the type of last occupation engaged in by the person. For these items, it is required that the enumerator specifically describe the occupation and industry. Using the 2012 Philippine Standard Occupational Classification (PSOC) and the 2009 Philippine Standard Industrial Classification (PSIC), the corresponding four-digit codes for the occupation and industry will be assigned for data encoding.

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

- **Recording of Waypoints of the Housing Unit/Building** - another important activity to be undertaken during the conduct of the April 2016 LFS is the taking and recording of waypoints (map coordinates) of the housing unit/building where the household reside. Using the Garmin eTrex 30, a handheld Global Positioning System (GPS) receiver that directly receives signals from satellites orbiting above the earth, the SR will record the waypoints on the upper right hand portion below the expiry date of the ISH questionnaire.
- **Other Relevant Information** – This pertains to questions that should be asked to any member of the family whether or not they experience hunger during the past three months prior to the survey. If any member of family experience hunger, the frequency of experiencing it, is also ask. The respondent will be the head of the household or the spouse or any member of the family responsible enough to provide accurate and reliable information to questions ask by the interviewer. Question A is answerable by a Yes or No while Question B should be asked only if answer to Question A is YES.

4.1 GEOGRAPHIC IDENTIFICATION AND OTHER INFORMATION

Geographic Identification Codes

The geographic identification (**GEO ID**) of the sample household is one of the most important sections in the questionnaire. Incorrect GEO ID will make the information contained in the questionnaire become attributed to a household other than the one it actually refers to.

Once a questionnaire with improperly filled up geographic information is submitted to the Regional Office (RO), and mixed with the rest of the questionnaires from other geographic areas, it will be very difficult to identify that questionnaire.

You are therefore advised to fill up this portion before going to the sample household. The identification information which includes the name of the province, city/municipality, and barangay; the EA number; the housing unit serial number (**HUSN**); and household serial number (**HSN**), can be obtained from the list of sample housing units/households to be provided by the Provincial Office (PO) Supervisors. The geographic identification should be carefully and completely specified from the province name to HSN. The codes should be indicated where applicable.

Number of households in the housing unit - Count the total number of households including those that were not sampled. The same number should be reported for all questionnaires pertaining to the same housing unit, including those households that transferred or moved out, additional households, and the new occupants.

Total number of household members - Count the number of household members enumerated and enter in the box provided. This should be filled out after accomplishing column 2 of Section A on page 2 of the questionnaire (Demographic Characteristics).

Name and line number of respondent - Ask/transcribe the name of the respondent and write it in the space provided. In doing so, copy the line number of the respondent from column 1 of Section A on page 2 of the questionnaire. The line number should be filled out after accomplishing Section A.

Only members with code **01** to **08** in Column 3 (Relationship) are qualified to act as respondents in the survey. If possible, the age of the respondent should not be less than 15. In cases where there are no qualified respondents, an explanation should be written on the available space found at the bottom of the questionnaire.

Name of household head - Ask and write the name of the household head in the space provided. Write the surname of the head first, followed by a comma, then his or her given name. The name of household head will be included in the data entry.

Address - Write the complete address of the housing unit (the number of the house and name of street, sitio or barangay) in the space provided.

Set ___ of ___ sets - In most cases, the sample household will require only one questionnaire. However, a few of them will have more than 15 members, in this case, additional set of questionnaire will be needed. To signify the number of questionnaire used for a sample household, fill up the phrase "Set ___ of ___ sets" located at the cover page of the questionnaire.

Enter "Set 1 of 1 sets" if only one questionnaire was used. If two questionnaires were used, enter Set 1 of 2 and Set 2 of 2 sets for the first and second questionnaires, respectively.

The first field denotes the order the questionnaire was used. The second field, on the other hand, refers to the total number of questionnaires used for the sample household. For two sets of questionnaires, copy from set 1 the GEO ID.

Interview Status - For each sample housing unit or household, assign an interview status code corresponding to the final result of visit. The result of visit with corresponding codes listed below can be found on the cover page of the questionnaire.

- 1 Completed interview.** The sample household was successfully enumerated and interviewed.
- 2 Refusal.** Enter this code if the respondent refused to be interviewed after trying your best to convince him/her to cooperate.
- 3 Entire household absent for extended period of time.** This code should be used only in cases where no one is at home and the neighbors say that no one will return to the housing unit for several days or weeks.
- 4 Vacant housing unit.** This code should only be assigned to a sample housing unit if it was listed as vacant in the list of samples and still not occupied at the time of visit.
- 5 Housing unit destroyed/demolished.** This code should be assigned if the housing unit was destroyed due to fire, typhoon, or others, and no temporary shelter has been constructed in the same area.
- 6 Address not a housing unit.** This code should be assigned if the housing unit is used entirely for purposes other than residential, or the housing unit was converted to commercial or industrial establishment.
- 7 Housing unit not found.** Given the address/name of the household head, make a thorough search and inquire the location from people living within the enumeration area. Assign this code if the housing unit or household cannot be located after exerting effort.

- 8 Critical or flooded area.** This interview status should be used to identify a household in the following areas:
- EAs affected by insurgency and therefore within military restricted areas at the time of visit and considered as "critical areas"; and
 - EAs which are flooded and not accessible at the time of visit. These EAs may have been affected by natural disaster such as typhoon, lahar, and flash flood.
- 9 Others, specify.** This interview status should be assigned in the following cases:
- the household had permanently moved out of the housing unit;
 - the household had been merged with another household in the same housing unit;
 - listed household is not a permanent resident of the housing unit; and the
 - a one-man household who passed away.

Certification Portion - This portion should be filled out upon completion and review of the questionnaire. Print and sign your name as enumerator on the space provided. Your signature certifies that you personally collected the information and that it is complete and accurate to the best of your knowledge and ability. Enter also the date when the interview was conducted. Do not fill up the portion for your supervisor.

4.2 Section A. Demographic Characteristics

Column 1: Line Number

The line number is a two-digit code that is used to identify each member of the household. The first member is assigned line number "01"; the second member, "02"; and so on. If there are more than 15 members in the sample household, use another questionnaire to accommodate all of them. In the second questionnaire, line out the pre-printed line numbers, and assign line number "16" for the 16th member of the household by inserting it above the lined-out one; assign "17" for the 17th member; and so on until all the members are listed. *Do not forget to encircle the Line No. of the respondent.*

Columns 2 to 5A: For all members of the household

These columns will be filled out for all household members regardless of age. Always begin with the first line, then, fill up each line successively for as many as there are members in the household. The first line should always be for the household head. The rest of the household members follow.

Column 2: Household member as of date of visit

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

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

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

In writing the name of a member of the household, write the surname or family name first, a comma, the first or given name, and middle name's initial, if given. If the surname of a member is the same as that of the one immediately preceding it, draw a horizontal line and a comma (_____,) in place of the surname, then write his or her first name. In communities where members do not carry surnames, write the name as given. The manner and order of listing the household members is illustrated below:

RTO1

A. DEMOGRAPHIC CHARACTERISTICS										
Line No. En-cir-cle res-pondent	All Persons					5 Years Old & Over		5-24 Years Old	15 Years Old & Over	
	Household member as of date of visit (Last name, first name)	What is _____'s relationship to the HH head? (Enter code)	Is _____ male or female? 1 M 2 F (Enter code)	How old is _____ on his/her last birthday? (Check col. 7A for members 5 years old and over)		What is _____'s marital (civil) status? (For 5-9 Years Old enter code 1 for single)	What is _____'s highest grade completed? (Enter code/ specify degree)	Is _____ currently attending school? 1 YES 2 NO	Is _____ a graduate of technical/vocational course? 1 YES, specify 2 NO	Overseas Filipino Indicator (Enter Code) If code is 1,2 or 3 go to next HH member
				(5)	(5A)					
(1)	(2)	(3)	(4)	(5)	(5A)	(6)	(7)	(8)	(9)	(10)
01	Reyes, Mariano	01	1	60	✓	2	BS ECE 652		2	5
02	_____, Joyce Anne	02	2	58	✓	2	BS EEd 614		2	5
03	_____, Gregory	03	1	21	✓	1	840	1	2	5
04	Bañas, Mauricio	05	1	31	✓	2	BS CE 652		2	5
05	_____, Myrna	03	2	29	✓	2	BS Chem 644		2	5
06	_____, Jaime	06	1	04						
07	_____, Krizzel	06	2	02						
08	Reyes, Madonna	04	2	45	✓	3	830		2	5
09	Reyes, Myrna	07	2	82	✓	3	350		2	5
10	Chavez, Feliciano	08	1	85	✓	4	BSMT 684		2	5
11	Ponce, Danilo	09	1	18	✓	1	830	1	2	5
12	Lardizabal, Remy	10	2	21	✓	1	350	2	2	5
13	Uy, Andres	11	1	15	✓	1	310	1	2	5
14	Reyes, Michelle	03	2	25	✓	1	PhD 900		2	3
15										

It is easy for the respondent to forget persons who are not present at the time of your visit but who are in fact members of the household according to the rules previously stated. Make it a habit to probe by asking the respondent the question "Is there anybody else staying here whom we have not listed?"

In the same manner, verify names that have been mentioned for those who are temporarily staying with the household but do not qualify as members of the household. Add the names of the members who are not included in the list, and delete the names of those who are not members.

Column 3: What is ___'s relationship to the household head?

The person whose name appears on the first line of the list of members is the head of the household. All other members should be related to him or her in some way. Their relationship to the head should be indicated in this column using the appropriate codes, provided at the bottom part of page 2 of the questionnaire:

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

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

Adopted and stepchildren of the head are to be considered his or her son/daughter, and will have a code of "03".

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

Column 4: Is ___ male or female?

1 M

2 F

The sex of a person should be accurately recorded using the appropriate codes, i.e., "1" for male and "2" for female. Do not rely on the name of a person because names such as Toni, Joey, and Rosario are used for both males and females.

Column 5: How old is ___ on his/her last birthday?

For purposes of this survey, the age of a person should be reported in terms of the number of years completed, i.e., his/her age as of last birthday. Enter age as a two-digit number; if less than 10, prefix "0". For infants less than one year old as of date of your visit, enter "00". For persons aged 98 or over, enter "98".

If the respondent cannot give exact information about the age of a member of the household, politely ask the respondent to give his/her best estimate. In case he/she could not or refused to give even an estimate, enter "99" in column 5 to indicate that the age of the member is unknown.

Column 5A: Filter for members 5 years old and over

Check the age reported in column 5. In column 5A, put a checkmark for a member whose reported age is "05" or higher, then, proceed to column 6. If age is "00" to "04," line out the succeeding columns and go to next household member.

For members 5 years old and over

Column 6: What is ___'s marital (civil) status?

For members 5 to 9 years old, enter code "1" for "Single" without asking the question. For persons 10 years old and over, ask for the marital status. Enter the appropriate code for the marital status. The categories for marital status and their corresponding codes are as follows:

- | | |
|-------------|------------------------|
| 1 - Single | 4 - Divorced/separated |
| 2 - Married | 5 - Annulled |
| 3 - Widowed | 6 - Unknown |

A person is **single** if he/she has never been married. **Married** is the marital status of a person who has been united in matrimony with another person of opposite sex through a religious or civil rite, or who lives together consensually with another as husband or wife. To be considered married, the couple must still be living together; or, if living apart from each other, the separation must only be temporary.

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

A person is considered **divorced/separated**, if the person is permanently separated from his/her spouse, legally, or through mutual consent.

A person whose marriage has been annulled or dissolved can therefore, remarry.

In cases when the respondent cannot give information on the marital status of the household member, ask probing questions. If the respondent cannot give or refuses to give an answer, enter code "6" in this column to indicate that the marital status of the person is unknown. Avoid antagonizing the respondent. Do not refute the reported marital status of any member.

Column 7: What is _____'s highest grade completed?

Ask this question to all household members 5 years old and over. Enter the code corresponding to the highest grade completed by the person.

Highest grade completed refers to the highest grade or year completed in school, college, or university. This may be any one of the specific grades or years in elementary, high school, post secondary school, college, and post baccalaureate levels of schooling. It also includes preschool education.

For graduates of post secondary course or college degree, write on the space provided the specific course or degree obtained. This will be coded during manual processing.

For persons who still go to school, be sure to record the highest educational level he/she has attained, and not the level he/she is currently enrolled in. For example, a person who is currently a freshman high school student should be reported as elementary graduate, with **code "280"**. Answers such as elementary, high school, or college is insufficient. Determine the specific grade or year by asking the respondent a follow-up question. For those who pursued and completed two or more degrees of the same level and duration, report only one degree or whichever is preferred to be reported by the respondent.

Post secondary course refers to the stage of formal education following the secondary education level, covering non-degree programs that have varying duration lasting up to three years. This course is concerned primarily with developing strong and appropriately trained middle-level manpower.

Post secondary first year is the highest grade completed by a person who has taken a post secondary course for at least a year. Consider, for example, a person who at the time of visit is a 2nd year student of a two-year course in Automotive Technology. Since the person has finished 1st year in Automotive Technology, he/she is considered under this category and the correct code is **"410"**.

Post secondary second year is the highest grade completed by a person who has taken post secondary course for at least two years. The appropriate code is **"420"**.

In order to determine whether the vocational/technical course reported by the respondent is under a post secondary education (formal education), the following probing questions should be asked: "Is the course offered/taken in school, college/university, or Technical Education and Skills Development Authority (TESDA)?"

1. If the course is taken in TESDA, the course is non-formal and, therefore, will not be considered as post secondary education.
2. If the course is taken in a school, college or university, ask if completion of a high school course is a requirement for admission. If yes, the course is considered formal, hence, post secondary.

Post baccalaureate course refers to any course for which an undergraduate degree is required. Masters and doctoral degree **students** and **graduates** fall under this category. Law students who have earned a degree in AB Political Science or medical students who have earned a degree in BS Zoology, BS Medical Technology, or other pre-medical courses, the appropriate code is **"900"** for post baccalaureate.

The highest grades completed with corresponding codes written at the bottom part of page 2 of the questionnaire are as follows:

- 000 - No grade completed
- 010 - Preschool

Elementary

- 210 - Grade 1
- 220 - Grade 2
- 230 - Grade 3
- 240 - Grade 4
- 250 - Grade 5
- 260 - Grade 6
- 280 - Elementary Graduate

Post Secondary

- 410 - First Year
- 420 - Second Year

IF GRADUATE SPECIFY COURSE

High School

- 310 - First Year
- 320 - Second Year
- 330 - Third Year
- 350 - High School Graduate

College

- 810 - First Year
- 820 - Second Year
- 830 - Third Year
- 840 - Fourth Year

IF GRADUATE, SPECIFY COURSE

- 900 - Post baccalaureate

For a household member whose highest educational attainment is a college graduate, specify the degree he/she has completed, for example, B.S. Agriculture, B.S. Statistics, and B.S. Mechanical Engineering. Likewise, for a member whose highest educational attainment is a post secondary graduate, specify the course completed. For those who completed two or more degrees of the same level and duration, report only one degree whichever is preferred to be reported by the respondent.

For members 5 to 24 years old

Column 8: Is ___ currently attending school?

1 YES

2 NO

Current school attendance means attending a regular educational institution, public or private, for systematic instruction at any level of education. The term "currently" refers to School Year 2015 - 2016 for elementary and secondary education, and the second semester of the current school year for post secondary, college or higher. Enter code "1" (Yes) if the member is currently attending school, or code "2" (No) if not.

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

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

Columns 9 to 10: For members 15 years old and over

Column 9: Is ___ a graduate of technical/vocational course?

1 YES, specify the course

2 NO

Ask if the household member 15 years old and over is a graduate of technical or vocational course. If Yes, enter code "1" and specify the course completed, otherwise, enter code 2 for "No".

As approved by the National Statistical Coordination Board (NSCB) Executive Board on September 2, 2011, *technical/vocational course or technical-vocational education and training* (TVET) is defined as: "the education or training process that involves, in addition to general education, the study of technologies and related sciences and the acquisition of practical skills relating to occupations in various sectors of economic and social life". Per the 2008 Philippine Standard Classification of Education (PSCED), TVET is equivalent to *Post-secondary Non-tertiary/Technical-Vocational Education* (Level 4), i.e. enrollees/graduates of 3-month to 3-year vocational education courses.

For more than one TVET course taken, report the course which the respondent considers himself/herself more competent.

Column 10: Overseas Filipino Indicator

Recall that overseas workers are listed as members of the household only for purposes of estimating the household population of the country. However, for purposes of determining the labor force characteristics, they shall be excluded.

This column is used to identify OCW and other OFW among the household members. For each member 15 years old and over, enter the appropriate code which may be any of the following:

- 1 OCW** - This code should be entered if a person is an OCW, regardless of whether he is out of the country to fulfill an overseas work contract for a specific length of time of visit or on vacation but still has an existing overseas work contract.
- 2 Workers other than OCW** -. This code is entered if a person is an overseas worker other than OCW or Filipinos who worked abroad without any contract. For purposes of LFS, Filipino workers who usually go out of the country through "**backdoor**" means **will be considered as overseas worker other than OCW (code 2) not OCWs**.

However, careful probing must be done before classifying them as overseas worker other than OCW. He must not have any work within the Philippines to be considered as overseas worker other than OCWs. If he has other work within the Philippines aside from those outside the Philippines, then he must be coded 5 (others).

- 3 Employees in Philippine Embassy, Consulates & other missions** -. This code is entered if the overseas worker is an employee in the Philippine embassy or consulates.
- 4 Students abroad/tourists** - Refers to students abroad and tourists.
- 5 Others**.- Refers to members of the household who are not overseas workers. **These persons are to be asked of Columns 11 to 43.**

For OCWs (code 1), overseas workers other than OCWs (code 2), employees in Philippine Embassies, Consulates and other missions (code 3), only the demographic characteristics should be filled up. For members whose overseas Filipino indicator is code 5, proceed to Section B.

4.3 Section B. Economic Characteristics

In this section, columns **11 to 16** contain questions that will be used to ascertain the work status of the population 5 years old and over. Columns **17 to 43** will be asked for members 15 years old and over and should no longer be asked for members 5 to 14 years old.

4.3.1 FOR PERSONS WHO EVER WORKED OR HAD A JOB/BUSINESS DURING THE PAST WEEK

Columns 11 to 16: These questions should be asked for all persons 5 years old and over.

Column 11: Did _____ do any work for at least one hour during the past week?

1 YES, skip to Col. 13

2 NO

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

"Worked at all" for purposes of this survey, means that a person reported to his/her place of work and performed duties/activities for at least one hour during the reference week. Explain to the respondent the meaning of work. Refer to Chapter III of this manual for the definition of work. One hour is the minimum time a person should be engaged in an economic activity to be considered as employed.

This column refers to the work done by the person in his/her **primary job** and secondary or **other jobs**. Hence, if he/she did not work in the primary job during the past week, but worked in the secondary job, he/she should have an answer of code 1 for "Yes" in this column. In this case, columns 11 to 29 should be asked relating to the primary job although the person did not work in this job during the past week. Skip to column 13 if the answer is code 1 "Yes". If the person did not work for at least one hour during the past week, enter code 2 for "No", and ask the next question.

Column 12: Although _____ did not work, did _____ have a job or business during the past week?

1 YES

2 NO, skip to Col. 30

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

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

These persons are considered employed even though they are not actually at work. They should have an answer of "1" - YES. If the answer is "No" (code 2), skip to column 30.

Reminder: If the answer in this column is "No" and age is 5-14, line out the succeeding columns and go to next household member. However, if the answer is "Yes" and age is 5-14, ask columns 15-17 only. Line out the succeeding columns and go to next household member.

Columns 13 to 14: What was ____'s primary occupation during the past week?

If the entry in either column 11 or column 12 is "1", column 13 must have an entry describing the primary occupation of the member.

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

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

The following are considered when identifying the primary job:

1. If a person has only one occupation, regardless of permanency, full time or part time, consider this as his/her primary occupation.
2. If a person has two or more jobs, consider as primary the one that is permanent, whether full time or part time.
 - a. If a person has two permanent jobs, consider the one where he/she works more hours as his/her primary job. If, however, these two permanent jobs have equal hours of work, consider as primary the one where he/she derives more income.

- b. If a person has three or more permanent jobs, use the same rule as in (a) above.

Describe the specific job or occupation performed by the person in the establishment, office, farm, or in other places of work, like rice farmer, corn farm worker (paid or unpaid), or deep-sea fisherman, and finance clerk.

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

Answers such as employee, engineer, laborer, and mechanic do not describe adequately the work performed. Hence, ask probing questions like:

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

If the respondent gives a long description of the actual duties or work of the person, report the occupation that fits the description. If you cannot think of one designation, enter a brief description of the work in Column 13, plus a remark, if necessary.

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

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

Enter in column 14 the **four-digit** code of the primary occupation using the 2012 PSOC, which was based on the 2008 International Standard Classification of Occupations (ISCO). Below are examples of occupations with corresponding PSOC:

1. Midwives who passed the board exam should be coded **2222** (Professional midwives) and **3222** (Midwifery associate professionals) for non-board passer.
2. Scavenging of leftover palay during threshing/harvesting and scavenging of plastics, bottles, etc. should be coded **9629** (Workers reporting occupations unidentifiable or inadequately defined).
3. Tire makers and vulcanizers should have a code of **8141** (Rubber Products Machine Operators).
4. One member of the household is a fisherman and another member sells the fishes. The activity of the household member who sells the

fishes is considered as work and the corresponding PSOC code should be **9216** (Fishery and Aquaculture Laborers).

5. E-LOAD retailers should have a code of **5211** (Stall and Market Salespersons).

Columns 15 and 16: Kind of Business or Industry

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

Politely ask the respondent to give you a description of the nature of work, or the kind of business or industry and record the response in column 15.

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

Do not be satisfied if the respondent gives the name of the company where he/she works since the name may not adequately describe the business of the company. Probe and try to elicit information like the kind of product a manufacturing firm produces, or the kind of service that the company is engaged in. Clarify the answer from the respondent by asking probing questions such as:

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

If work is pursued in a big company engaged in several activities, report the nature of the particular activity in which the person is working. If work is in a government office or institution, the name of the office, institution, school, or hospital may be accepted. If work is for the executive branch of a local government, indicate whether it is provincial, city or municipal government.

Enter in Column 16 the **four-digit** code of the kind of business or industry using the 2009 PSIC, Revised as of February 2011 and patterned after the United Nations (UN) International Standard Industrial Classification (ISIC). Below are examples of industry with corresponding PSIC:

1. Scavenging of leftover palay during threshing/harvesting should be coded **4620** (Wholesale of palay, corn, (unmilled) and other grains) while scavenging of plastics, bottles, and the like should be coded **4669** (Wholesale of waste and scrap and other products, not elsewhere classified).
2. Persons hired in different industries through recruitment agencies except for security guards should be coded on the corresponding industries where they worked, and not on the recruitment agency.

3. For security guards under security agencies, the kind of business/industry should be reported under **8010** (security guard services).
4. E-LOAD retailing should be coded **4789** (Retail sale of prepaid cards).

Filter for members 15 years old and over who ever worked or had a job/business during the past week

Check if age in column 5 is 15 years old and over, and if either column 11 or column 12 = "1", that is, the person is employed. If these conditions are satisfied, put a checkmark before column 17, then proceed to the next column. If not, leave the column blank then go to the next member.

Column 17: What is ___'s nature of employment?

As defined in Chapter III, nature of employment refers to the permanence or regularity or seasonality with which a particular work or job/business is being pursued.

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

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

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

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

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

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

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

Column 18: What is ___'s normal working hours per day during the past week?

Enter in this column the person's normal working hours per day in the **primary job** where he/she reported for work during the reference week. Report it in two-digits. To determine the normal working hours per day, you may ask the following question:

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

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

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

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

Column 19: What is ___'s total number of hours worked during the past week?

The three-digit entry in this column should be the person's actual total number of hours worked during the past week in the **primary job** that he held.

Total hours worked at a particular job refers to:

1. hours actually worked during normal periods of work;
2. over-time;
3. time spent at the place of work in preparation of the workplace, repairs and maintenance, preparation and cleaning of tools, and preparation of receipts, time sheets and reports;
4. time spent at the place of work waiting or standing-by for customers, or due to lack of supply of work, breakdown of machinery, or accident, or for which payment is made under a guaranteed employment contract;
5. time corresponding to short rest periods at the workplace, including tea and coffee breaks.

Total hours worked exclude:

- a. hours paid for but not worked, such as paid vacation leave, paid public holidays, or paid sick leave;

- b. meal breaks; and
- c. time spent on travel from home to work, and vice versa.

In principle, the total hours worked should be confined to hours spent on economic activities. In practice, however, this distinction may be difficult for certain categories of workers. For example, in family farms, agricultural activities are often intermingled with domestic chores, not only because agricultural activities and domestic chores are performed simultaneously, but also because the two types of activities are close in nature. Similar problems may arise in connection with home-based workers and workers in household enterprises, as well as with apprentices and trainees, whose activities may combine elements of learning with productive work, performed at the same place and during the same reference period.

Enter "000" for persons who did not do any work during the past week but had a job/business during the reference week.

Column 20: Did _____ want more hours of work during the past week?

1 YES

2 NO

Ascertain whether or not the household member who was at work, or who had a job/business even though not at work, desired to have more or longer working hours in the same job or to have additional job or to work in another new job with longer working hours, if such was available. If the answer is "YES", see to it that the desire for more hours of work should be more or less for all the days the week, and not just for a particular day(s).

For persons who worked for the first time, or who decided to resume working but whose work commenced only during the middle of the week, it is enough that they expressed their desire to work longer hours each day or more days during the week they worked.

Enter code "1" for "YES" or code "2" for "NO". If the answer is either code "1" or code "2", go to column 21.

Column 21: Did ___ look for additional work during the past week?

1 YES

2 NO

Enter code "1" if the person looked for additional work during the past week; otherwise, enter code "2".

Column 22: Was this ___'s first time to do any work?

1 YES

2 NO

This question determines whether an employed person is a "new entrant" to the labor force or not since the age of 15. A person is considered as a **new entrant** if he/she started to work for the first time at any time during the current survey period, that is, from **April 1 to 30, 2016**. Explain to the respondent the meaning of

work; ask probing questions to ascertain the existence of a job or business, or unpaid work, on family farm or enterprise.

Probe if the person whose age is greater than 30 claims that it is his/her first time to do any work. Thirty is not the age limit but it may be used to verify the correctness of the answer.

Include as a new entrant a person who did not work at all during the past week but has a job to begin within two weeks from the date of interview, provided that it would be the first time he/she will work, whether the future start of work is within the survey period, or not.

Take note of the following cases in order to determine who are to be considered as new entrants or not:

1. During the interview conducted on April 10, 2016, one household member is scheduled to begin his first day of work on April 21, 2016, that is, within the current survey period. Consider him as a new entrant.
2. The interview was conducted in April 25, 2016. One member will start to work on his first job on May 4, 2016. He is considered as new entrant although the future start of work is not within the current survey period.
3. A student worked for the first time in April 7, 2016. The answer in this column is "YES". The student is a new entrant.
4. A person has been employed as a clerk since April 2015. The answer in this column is code 2 "NO". The clerk is not a new entrant.
5. A person worked as a secretary for one year but in April 2016, she was hired for the first time as a telephone operator. The answer in this column is "NO".
6. A person worked for the first time as a domestic helper when she was only 14 years old. In April 2016, she was still employed as a domestic helper. She is now 15 years old. The domestic helper is a new entrant since she just entered the labor force when she turned 15 in April 2016.

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

Column 23: What is ___'s class of worker (CW)?

For each employed household member 15 years old and over, enter the code for his/her class of worker. The different classes of worker with corresponding codes written at the bottom part of the questionnaire are as follows:

- 0** - Worked for private household
- 1** - Worked for private establishment
- 2** - Worked for government/government-controlled corporation
- 3** - Self-employed without any paid employee
- 4** - Employer in own family-operated farm or business
- 5** - Worked with pay in own family-operated farm or business
- 6** - Worked without pay in own family-operated farm or business

Code 5 (worked with pay) is acceptable only if there is a family member living in the same household who is an employer in own family-operated farm or business (code 4) in any of his/her job.

Also **Code 6** (worked without pay in own family-operated farm or business) is acceptable only if there is a family member living in the same household who is an operator (code 3) in either his/her primary or other job.

Examples:

1. The household head is a corn farmer with his children working in the farm without pay. He has no other paid employees. The class of worker of the household head is code 3 (self-employed), while that of their children is code 6 (worked without pay). However, if the children are being paid, the class of worker of the head and children is code 5 (worked with pay) and code 4 (employer) for the household head.
2. Children who helped their parents employed as wage and salary workers will have a class of worker of code of 6 (work without pay). Pls. take note that these children are not employed or do not work in the establishment where the parents work but are only helping the parents to finish their work on time.

Columns 24 and 25: For wage and salary workers

Column 24: Basis of Payment

This column asks for the basis of payment the employed household member is entitled to receive as the price of labor. The different bases of payment with its corresponding codes found at the bottom part of the questionnaire are as follows:

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

If the answer is code "6" (Other Salaries/Wages), write the line number of the member, the column no. and specify the basis of payment in the box found at the bottom of the questionnaire.

The basis of payment of Jeepney/Bus/Tricycle drivers working on a boundary basis should fall under code "7", (not salaries or wages). For persons whose basis of payment is code 7, skip to column 26.

Column 25: Basic Pay per Day (in Cash)

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

This should be asked only to members whose basis of payment in column 24 is any of the codes from "0 to 6". Take note that for a worker who receives only salaries and wages in kind as payment for his/her services (not additional benefit), the basic pay per day should be imputed.

Probe further if a person will just start working within two weeks from the date of interview, and does not know the amount of basic pay per day he/she will be receiving.

To compute for the amount of basic pay per day, be guided by the following:

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

Per hour: Rate per hour * normal working hours (excluding overtime)

The normal working hours to be used in the computation of salaries and wages must not include overtime (OT) services. This should be differentiated from the normal working hours entered in Column 18, which may possibly include working hours for OT services.

Monthly:
$$\frac{\text{Rate per month}}{\text{No. of working days per month}}$$

Column 26: Did ___ have other job or business during the past week?

1 YES 2 NO, skip to column 28

This is a screening question to determine if an employed person has other job or business aside from his primary occupation during the past week. **Other job/business** is any gainful activity of a person which may be permanent or temporary, full time or not, aside from his primary occupation reported in Column 13. The concept of work indicated in Chapter III also applies to "other job". If the household member did not work in his other job during the past week but actually has other job, the answer in this column is code "1". If the answer is "Yes", enter code 1 and ask the next column. Otherwise, the entry in this column should be "2" and skip to column 28.

Column 27: How many other job/s did ___ have during the past week?

This question should be asked if the answer in column 26 is "Yes". Enter in this column the number of jobs that the person held during the past week.

Column 28: What is ___'s total hours worked for all jobs during the past week? (Skip to column 41 if 48 hours or less.)

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

The entry in this column is the same as the entry in column 19 (Total Number of Hours Worked) if the answer in column 26 (Did ___ have other job or business during the past week?) is **NO**.

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

The entry in this column should be greater than or equal to the total hours worked in the primary job reported in column 19. Please refer to column 19 of this manual for the definition/explanation of total hours worked. If the total hours worked reported in this column is 48 hours or less, skip to column 41. Otherwise, go to next column.

Column 29: What is the main reason why ___ worked more than 48 hours during the past week?

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

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

The purpose of the question is to distinguish those who are working for long hours for economic reasons from the others. Ask the respondent for his/her main reason for working more than 48 hours during the past week. Enter appropriate code for the response.

The different reasons and its corresponding codes are the following:

- 1 - Wanted more earnings. The person worked more than 48 hours during the week because he or she wanted more earnings.
- 2 - Requirements of the job. The long hours of work is required of the job. This may happen during the harvest period in agricultural activities or in the case of medical doctor during hospital shifts.
- 3 - Exceptional week. The reported long hours of work during the reference week were exceptional, for example, due to a deadline, simultaneous absence of several workers, or due to an exceptionally high volume of demand.

- 4 - Ambition, passion for the job. The long hours of work during the reference week was voluntary, that is, the person is ambitious or is passionate of his or her work.
- 5 - Other reason, specify. The reason is other than those specified in the above categories. If the reason given is code "5", specify the reason.

Write the line number of the member with code 5, the column no. and the specific reason for working more than 48 hours in the box found at the bottom of the questionnaire.

4.3.2 FOR PERSONS WHO DID NOT WORK OR HAD NO JOB OR BUSINESS DURING THE PAST WEEK

The questions in columns 30 to 40 will be asked for persons 15 years old and over who did not work and did not have a job or business during the past week, that is, if columns 13 to 29 are blank. These are screening questions used to determine who among those who did not have job or business are indeed unemployed, and who among them are to be considered not in the labor force.

Column 30: Did ___ look for work or try to establish a business during the past week?

1 YES

2 NO, skip to Col. 34

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

Enter code "1" for "YES" then proceed asking the next column. Otherwise, enter code "2" and skip to column 34.

Column 31: Was this _____'s first time to look for work or try to establish a business?

1 YES

2 NO

This column seeks to determine who among those who had no jobs or business belong to the "new entrants" in seeking for work. For a person to be considered as "new entrant" to the labor force (unemployed), he/she must have been looking for work for the first time during the current survey period, that is, any time from April 1 to 30, 2016.

For example, a person is considered as a "new entrant" if at the time of interview in April 2016, he was looking for work or trying to establish a business for the first time.

Enter code "1" for "YES", otherwise, enter code "2" for "NO". Probe further if the answer is Code "1" - "YES" and the age of the person reported in column 5 is greater than 30.

Column 32: What has _____ been doing to find work?

There are various ways that a person seeking for work may have done to look for employment. Ascertain the methods which may be any of the following:

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

If a person explored more than one method, ascertain which of these methods he/she consider as giving him the best chance of success. If the method falls under "Others, specify" enter code 6 and write the specific job search method and the line number of the member on the spaces found at the bottom of the questionnaire.

Column 33: How many weeks has _____ been looking for work?

Enter in this column the number of weeks the person had exerted effort to find work, in three digit. The purpose of this question is to determine the length of time the person used in seeking for work. The answer should refer to the continuous time period devoted to job search from the time he/she started exerting effort looking for a job until the reference week. If the person started looking for work sometime ago, stopped for a while then resumed searching for employment again, report only the number of weeks starting from the time he/she resumed looking for work.

For those who are looking for work even for less than one week, enter 001. Skip to column 36.

Column 34: Why did _____ not look for work?

This question should be asked for persons who did not look for work or try to establish a business during the past week, that is, Col. 30 = 2, NO. Ask the respondent the reasons for not looking for work.

Use the following codes indicated at the bottom page of the questionnaire to record the response:

- 1 - Tired/believed no work available.** The person did not look for work because he/she believed that there was lack of opening in the locality that suit his skills so that looking for work is deemed futile. Included also is a person who looked for work before but have given up looking for one because he/she believed that he/she cannot find one
- 2 - Awaiting results of previous job application.** A person did not look for work because he/she was expecting to be considered for interview in the establishment where he/she had applied for a job. Also, a person who has applied for permits and licenses, or submitted requests for bank loans to establish own business. One whose application has been approved but whose job will start more than two weeks from the date of interview is also included.
- 3 - Temporary illness or disability.** A person who did not look for work because he/she was suffering from a temporary illness or temporary disability.
- 4 - Bad weather.** A person did not look for work because of bad weather, flood, heavy rain, and the like.
- 5 - Waiting for rehire or job recall.** A person was temporarily laid off from his/her job due to economic reasons like retrenchment, lack of raw materials, and transfer of management, and did not look for work because he/she was expecting former employer to rehire him/her again. Included in this category is seasonal worker waiting for the busy season like planting, harvesting, construction, tourism, holiday sales, etc.
- 6 - Too young/old or retired/permanent disability.** A person felt that he/she was too young or too old to work or that he had worked long enough and wanted to rest or if the person is suffering from permanent disability, for example, mentally incapacitated, and physically disabled ones.
- 7 - Household, family duties.** Persons who did not look for work because they were doing household chores in their own home most of the time. For example, repairing own house, taking care of sick household member and preparing for wedding.
- 8 - Schooling.** A person who did not look for work because he/she was still attending school or was expected to attend school within the next three months. This category includes only formal education. For example, students who are on school vacation during summer, or waiting for enrolment.

Note that a person who is quite young to work and studying will be classified under schooling and not "too young."
- 9 - Others, specify.** Reasons not classified in any of the above 8 categories. This includes a person who is attending review classes for board exam or bar exam or caregiver course.

Further probing must be done if the cited reason for not seeking work is "on vacation". He/she might actually have a job but was only on vacation at the time of visit. In that case, that person should be considered employed. Also probe if a pregnant woman and those who had just given birth was just on maternity leave and had a job. In that case, the woman is considered as employed.

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

1 – Tired/believed no work available 2 – Awaiting results of previous job application	→ GO TO COL. 35
3 – Temporary illness/disability 4 – Bad weather 5 – Waiting for rehire/job recall	→ GO TO COL. 36
6 – Too young/old or retired/permanent disability 7 – Household/ family duties 8 – Schooling 9 – Others, specify _____	→ GO TO COL. 38

Column 35: When was the last time ___ looked for work?

The response will be used in classifying the person as currently unemployed depending on the time he/she last looked for work. Another use will be for identifying a discouraged worker. Enter the code corresponding to the response.

The valid codes written on the bottom part of the questionnaire are the following:

- 1 – Within last month.
- 2 – One to six months ago.
- 3 – More than six months ago

Column 36: Had opportunity for work existed last week or within two weeks, would _____ been available?

- 1 YES 2 NO**

Ask the respondent if he/she would have been available for work during the past week, or within two weeks, had opportunity for work existed.

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

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

Enter Code "1" for "YES", or Code "2" for "NO" if the person would be available to work during the past week.

Column 37: Is ___ willing to take up work during the past week or within two weeks?

1 YES

2 NO

Some people who have no job may not have been actively looking for one, but may nevertheless want to work had suitable job opportunity were offered to them.

Ask the respondent if a person is willing to work during the past week or within two weeks? Enter code "1" for "YES", otherwise enter code "2" for "NO". Code "2" should also be entered if the person seems to have a general desire to work but does not express it, or he/she does want to work now, but perhaps later.

Column 38: Did ___ work at anytime before?

1 YES

2 NO, go to next HH member

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

Enter Code "1" for "YES" and proceed to the next column. Otherwise, enter code "2" for "NO", then go to next household member. If he/she is the last member of the household, end the interview.

Columns 39 and 40: What was ___'s last occupation?

This should be asked for persons who did work at any time before, that is Column 38 =1 for "YES". Ask the occupation engaged in by the person, or the latest occupation if he/she had more than one job.

Enter in column 40 the four-digit code using the 2012 PSOC. This column will be filled up during the manual processing.

ACTIVITY DURING THE PAST QUARTER

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

Column 41: Did ___ work at all or had a job/business during the past quarter?

1 YES

2 NO, go to next HH member

"Past quarter" as used here refers to the last three calendar months preceding the interview. The same concept of work as presented in the earlier section of this manual will be used to ascertain the economic activity of a person.

If a person worked during the past quarter even for only one hour, then he would be considered at work and would have a code of "1" in column 41.

Columns 42 and 43: Kind of Business/Industry

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

Other Relevant Information:

A. During the past three months, did you or any member of your family experience hunger because you did not have food to eat?

1 YES, ask Question B

2 – NO, End Interview

Ask the head of the household or any responsible member of the family whether anyone in the family experienced hunger in the past three months, because he/she had no food to eat. Encircle and write code "**1**" in the box provided for YES, or code "**2**" for NO. If the answer is NO, end the interview.

B. How often did it happen?

1 At least once in each week

2 At least once in each month

3 At least once in three months

If the answer in "**A**" is Yes, ask the frequency of experiencing hunger. Write code "**1**" in the box provided, if any member of the family experienced hunger at least once in each week, write code "**2**" if at least once in each month, or code "**3**" if at least once in three months.