

Philippines 2009 PPI® Interview Guidance

This short guide provides guidance on administering the Philippines PPI and highlights the most important definitions from the enumerator manuals from (a) National Statistics Office. (2006) “Enumerator Manual: 2006 Family Income and Expenditure Survey”, census.gov.ph/nsoda/index.php/catalog/83/download/715, retrieved 29 January 2014. [the FIES Manual], (b) National Statistics Office. (2008) “Enumerator’s Manual: July 2008 Labor Force Survey”, unsiap.or.jp/ematerial/ematerial_other/SM_10_003_Questionnaire_Design/link_LFSMAN_Jul08.pdf, retrieved 29 January 2014. [the LFS Manual], (c) National Statistics Office. (2004) “Interviewer’s Manual: 2004 Annual Poverty Indicators Survey”, Manila. [the APIS Manual], (d) National Statistics Office. (2009) “Family Income and Expenditure Survey (First Visit—July 2009”, Manila, social-protection.org/gimi/gess/RessFileDownload.do?ressourceId=13061, retrieved 29 January 2014. [the FIES Questionnaire], and (e) National Statistics Office (2008) “Labor Force Survey: Integrated Survey of Households Form 2”, Manila, census.gov.ph/nsoda/index.php/catalog/6/download/10, retrieved 29 January 2014. [the LFS Questionnaire]

General Guidelines

Whom to interview

According to p. 9 of the LFS Manual, the respondent may be “any responsible adult member of the household who can provide reliable answers to questions asked by the survey enumerator about the household and household members.”

The following is from the FIES Manual, pp. 7–8:

How to conduct an interview

“Be presentable. Make a good impression by dressing appropriately and neatly. Some people judge others by what they wear and may not open the door for someone who appears untidy.

“Be polite. People will react to you differently [but] you must always remain cordial and polite. Never argue with the respondent. Maintain your composure even if the respondent is irritated.

“Introduce yourself and the survey. As an introduction, you may say the following: ‘Good morning/afternoon. I am [your name] (show your [organizational identification]), an employee of [your organization]. We are currently conducting [a survey to help us know our participants better]. I would appreciate very much your cooperation in answering the questions. Please be assured that all your answers will be treated as confidential’.

“Explain the objectives. It is necessary to explain the objectives of the survey to gain cooperation from a person.

“Ask all the questions. Never assume answers. Ask all the questions [even if] you already have an idea of the answers What you think may not be the right answers.

“Probe, if the respondent’s answer is not satisfactory. Do not settle for an unsatisfactory answer. You can:

- ▶ Repeat the question
- ▶ Ask for an estimate, if appropriate
- ▶ Pause to give the respondent time to think

“Thank the respondent for his/her cooperation. Always try to leave the respondent with a good feeling toward the survey. Express your appreciation for the respondent’s cooperation.

“After each interview, review . . . for possible omissions. . . .”

How to ask questions

“Ask the questions as they are worded in the questionnaire. If the interview is conducted in a dialect, be sure to translate the question in such a way that you do not change its meaning. A test of a good translation is that you should have the same wording as in the questionnaire when you translate back to English.

“Ask the questions in the order that they are presented in the questionnaire. Do not skip any portion, section, or item.

“Never ask a leading question that suggests the answer. By asking a leading question, the respondent’s mind is set into believing that the answer suggested by the question is the right one.

“Do not interrupt the respondent unless necessary.

“Finish recording an answer before asking the next question.”

Guidelines for specific indicators

1. HOW MANY MEMBERS DOES THE HOUSEHOLD HAVE?

According to p. 9 of the LFS Manual, a household is “an aggregate of persons, generally (but not necessarily) bound by ties of kinship, who sleep in the same dwelling unit and who have common arrangements for the preparation and consumption of food.

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

According to pp. 10–11 of the LFS Manual, household members are:

- ▶ “Persons who are present at the time of the visit whose usual place of residence is the sample household, regardless of their length of stay in the household
- ▶ Persons who are present at the time of the visit whose usual place of residence is outside the sample household but who have stayed temporarily with the sample household for at least 30 days
- ▶ Persons who are present at the time of the visit whose usual place of residence is outside the sample household but who have stayed with the sample household for less than 30 days, provided that they have been away from their usual place of residence for 30 days or more
- ▶ Persons who are not present at the time of the visit but who are expected to return within 30 days from their date of departure to their usual place of residence, which is with the sample household

- ▶ The following family members who are away at the time of the visit are also considered to be members of the household:
 - Overseas contract workers
 - Overseas workers other than overseas contract workers who have been away for not more than five years from the date of departure and who are expected to be back within five years from the date of last departure
 - Employees of Philippine embassies, consulates, and other missions
 - Students abroad/tourists who have been away for one year or less and who are expected to be back within a year from the date of departure. This category also includes those who are abroad for training, medical treatment, or as missionaries

The following are not considered to be household members:

- ▶ Persons or family members who are inmates of institutions (such as penal colonies/farms, detention camps, homes for the aged, orphanages, mental institutions, tuberculosis sanitarium, leprosaria, etc.) and who are not expected to return within 30 days
- ▶ Members of the Armed Forces of the Philippines if they have been away from their usual place of residence for more than 30 days
- ▶ Filipinos whose usual place of residence is in a foreign country and who are and will be in the Philippines for less than one year from arrival
- ▶ Citizens of foreign countries and members of their families who are in the Philippines as tourists, students, on business, or for employment, provided they expect to stay in the country for one year or less from arrival
- ▶ Foreign ambassadors, ministers, consuls, or other diplomatic representatives (and members of their families), regardless of the length of their stay
- ▶ Citizens of foreign countries who are chiefs and officials of international organizations like the UN, ILO or USAID (and members of their families), regardless of the length of their stay

2. ARE ALL HOUSEHOLD MEMBERS AGES 6 TO 17 CURRENTLY ATTENDING SCHOOL?

Please refer to the definitions of household and household members above.

According to p. 35 of the LFS Manual, “The age of a person should be reported in terms of the number of years completed, that is, his/her age as of his/her last birthday.”

According to p. 37 of the LFS Manual, “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 [the current school year] for elementary and secondary education and to the [current semester] of the current school year for postsecondary, college, or higher.

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

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

“During school vacation, a person is considered to be currently attending school if he/she attended and completed school in the previous school year. College students on semestral/term break are considered to be currently attending school if they attended and completed the previous semester.”

3. HOW MANY HOUSEHOLD MEMBERS DID ANY WORK FOR AT LEAST ONE HOUR IN THE PAST WEEK?

Please refer to the definitions of household and household members above.

According to pp. 15–17 of the LFS Manual, work is “any economic activity that a person does for pay (in-cash or in-kind), in any establishment, office, farm, private home, or for-profit [business], or without pay on a family farm or enterprise. It includes:

- ▶ *Work for pay.* A person works for an employer, whether in an establishment, office, farm, or private residence (other than his own) and receives salary/wages, commissions, tips, in cash or in kind or other forms of compensation such as free meals, free living quarters, support in school, etc.
- ▶ *Work for profit.* A self-employed person works for profit in his/her own business such as sari-sari store, farm, dress shop, or for fees in the practice of his/her profession or trade. Making a single article for sale is considered as work for profit. The following activities are considered as work for profit:

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

Fowls of at least 1-month-old:

- 30 or more chickens or ducks
- 10 or more turkeys or geese
- 50 or more pigeons
- 100 or more quail (pugo)
- 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:

- 3 or more pigs at least 3-months-old
- 3 or more goats
- 10 or more rabbits

¹ “If the produce from raising fowls or animals is intended for home consumption, then the activity can only be considered as work if there was harvest of crops or disposal of fowls or animals (either through own consumption, barter, gifts, or sale) in the past week. If the household member is engaged in fishing mainly for home consumption, then the activity is not considered work.”

- 1 cattle, carabao, or horse
 - A proportional combination of the above, for example, 7 rabbits and 1 pig or goat; or 4 rabbits, 1 pig, and 1 goat
- ▶ *Work without pay on a family farm or enterprise.* If a person works without pay on a farm or enterprise that is being operated by another member in the same household. Examples include:
- A daughter who works without pay as salesgirl in a store operated by her mother
 - A wife typing at home without pay for her husband who is an independent practicing lawyer
 - A nephew who works without pay in the clinic of his uncle with whom he lives
- ▶ *Work by farm operator/household member on another's farm on exchange labor.* If a farm operator or a member of the household works on a farm being operated by another household in an exchange-labor arrangement. This is usually practiced by agricultural workers during the height of rice planting and harvesting seasons. . . .In such a case, he/she will be considered as working on his/her own farm as an operator. The same rule will apply to a member of his household who works in an exchange-labor arrangement on the farm of another. This class of worker will be that of unpaid family worker.

“The following are examples of activities which are not considered as work:

- ▶ Housekeeping in one's own home
- ▶ Building, repairing, or painting one's own house
- ▶ Volunteer work (for example, packing of relief goods)
- ▶ Begging or gambling

According to p. 38 of the LFS Manual, this question intends “to determine the employment status of a household member. It is therefore important to ask probing questions to ascertain the existence of a job, business, or unpaid work on a family farm or enterprise in the past week.

“Explain to the respondent the meaning of work [based on the definition from pp. 15–17 of the LFS Manual transcribed above.]

“One hour is the minimum time a person should be engaged in an economic activity to be considered as [working].

“This item refers not only to the work done in the primary job but refers also to the work done in other jobs (secondary jobs). Hence, if a person did not work in his/her primary job in the past week but rather worked in his/her secondary job, he/she should be marked as having worked.”

4. IN THEIR PRIMARY OCCUPATION OR BUSINESS IN THE PAST WEEK, HOW MANY HOUSEHOLD MEMBERS WERE FARMERS, FORESTRY WORKERS, FISHERS, LABORERS, OR UNSKILLED WORKERS?

Please refer to the definitions of household and household members above.

According to p. 17 of the LFS Manual, an occupation is “the specific kind of work a person does.”

According to p. 22 of the FIES Manual, “occupation refers to the type of work, trade, or profession performed by the individual such as palay farmer, typist, physician, beautician, etc. . . . A person operating his/her own farm is 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 to be farm workers.”

According to p. 39 of the LFS Manual, “the following are considered when identifying the primary job:

- ▶ If a person has only one occupation, regardless of permanency, full-time or part-time, consider this as his/her primary occupation
- ▶ If a person has two or more jobs, consider as primary the one that is permanent, whether full-time or part-time:
 - 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
 - If a person has three or more permanent jobs, use the same rule as above”

According to p. 40 of the LFS Manual, students, housekeepers, retired people, or other people occupied in non-gainful activities are not counted as having an occupation.

According to the codebook for the 2009 LFS, the occupations of farmer, forestry worker, fisher, laborer, or unskilled worker are those that fall under the following rubrics:

▶ **Farmer:**

- Rice farmer
- Corn farmer
- Sugarcane farmer
- Vegetable farmer, except field legumes
- Cotton and other fiber-crop farmer
- Root-crop farmer
- Field-legumes farmer
- Other field-crop farmer
- Coconut farmer
- Fruit-tree farmer
- Tree-nut farmer
- Coffee and cacao farmer
- Other orchard farmer
- Ornamental plant grower
- Other plant grower
- Cattle and dairy farmer
- Hog-raising farmer
- Other livestock farmer
- Chicken farmer
- Duck raiser
- Other poultry farmer
- Other animal raiser

▶ **Forestry worker:**

- Forest-tree planter
- Concessionaire or logger
- Charcoal maker or related worker
- Minor forest-products gatherer

► **Fisher:**

- Fish-farm cultivator (excluding prawns)
- Prawn-farm cultivator
- Oyster- and mussels-farm cultivator
- Seaweed cultivator
- Other aqua-products cultivator
- Inland and coastal-waters fisher
- Deep-sea fisher
- Fisher, not elsewhere classified
- Hunter and trapper
- Hunter and trapper, not elsewhere classified

► **Laborer or unskilled worker:**

- Market- and sidewalk-stall vendor
- Street-ambulant vendor
- Door-to-door or telephone salesperson
- Shoe cleaning and other street-service elementary occupations
- Domestic helper and cleaner
- Helper and cleaner in offices, hotels, and other establishments
- Hand launderer and presser
- Building caretaker
- Vehicle, window, and related cleaner
- Messenger, package and luggage porter, and deliverer
- Doorkeeper, watchperson, or related worker
- Garbage collector
- Sweeper and related laborer
- Farmhand and laborer
- Forestry laborer
- Fishery laborer and helper
- Hunting and trapping laborer
- Mining and quarrying laborer
- Construction and maintenance laborer: roads, dams, and similar construction
- Building-construction laborer
- Assembling laborer
- Hand-packer and other manufacturing laborer
- Hand- or pedal-vehicle driver
- Driver of animal-drawn vehicles and machinery
- Freight handler

5. WHAT IS THE HIGHEST GRADE COMPLETED BY THE FEMALE HEAD/SPOUSE?

According to p. 36 of the LFS Manual, “Do not consider any vocational or technical courses which a household member may have taken. What is asked here is the person’s highest attainment in the formal educational system.

“For persons who still go to school, be sure to record the highest educational level that he/she has attained and not the level that he/she is currently enrolled in. For example, a person who is currently a freshman high-school student should be reported as Elementary graduate.

“Note that Elementary Teacher’s Certificate (ETC) and Associate in Arts (AA) are not Bachelor’s degrees. Persons with these as their highest attainment should be marked as College undergraduate.”

According to p. 37 of the APIS Manual, “If the answer given is in terms of the level of the school only and not the specific grade or year completed, determine the specific grade or year by asking the respondent additional questions. For example, the answer “Elementary” or “High School” is insufficient. It is necessary to know the highest grade or year of elementary school or of high school that has been attended and passed.”

“If the respondent mentions ‘first year’, ‘second year’ or ‘third year’ of college as the highest grade completed, then probe further whether this is a post-secondary or a college course. Include under post-secondary education those vocational/technical courses offered in school, college, and university requiring completion of a high-school education. However, courses taken in Technical Education and Skills Authority (TESDA) and other schools that are not within the regular system of education are not considered post-secondary education.”

According to p. 9 of the LFS Manual, the household head is “the adult member of the household who is responsible for the care and organization of the household or the one who is regarded as the head by the members of the household. The following may be considered as the household head:

- ▶ The household member who is responsible for the care and organization of the household, or
- ▶ The household member who makes the final decisions even if he/she does not contribute to the finances of the household, or
- ▶ The oldest member of the household (if he/she is regarded as the head)”

According to p. 10 of the LFS Manual, a household member who is working abroad (OCW/OFW) is not to be regarded as the household head.

For the purposes of the PPI, the female head/spouse is defined as:

- ▶ The household head, if the head is female
- ▶ The spouse/partner/companion of the household head, if the head is male
- ▶ Non-existent, if the head is male and if he does not have a spouse/partner/companion who is also a member of the household

According to p. 35 of the APIS Manual, the education levels are:

- ▶ “Elementary is the first level of formal education, consisting of the primary (Grades I to IV) and the intermediate (Grades V to VI or VII) levels
- ▶ Secondary [high-school] is the stage of formal education following elementary, concerned generally with four years of continuing basic education, including the learning of enjoyable/learning skills
- ▶ Post-secondary is the stage of formal education following secondary, covering non-degree programs that may last for at least three months to three years. It is concerned primarily with developing strong and appropriately trained middle-level skilled manpower possessing capabilities supportive of national development
- ▶ College is the stage of formal education following secondary, covering the programs on all courses of study leading to a bachelor’s degree

6. WHAT TYPE OF CONSTRUCTION MATERIALS ARE THE OUTER WALLS MADE OF?

According to p. 67 of the FIES Manual, “You need not ask this question if you can classify the construction materials used in the outer walls of the house by observation.

“Strong materials include galvanized iron/aluminum, tile, concrete, brick, stone, and asbestos. Cogon/nipa and anahaw are considered as light materials. Examples of salvaged/makeshift materials for building use are scrap GI sheets and planks of wood or pieces of lawanit, dilapidated boxes, etc. which are usually salvaged from a burnt or condemned structure.

“If, for example, the outer walls are made of a combination of the three types of materials stated above, encircle the code for the most predominant materials used.”

7. DOES THE FAMILY OWN ANY SALA SETS?

According to p. 72 of the FIES Manual, “Do not rely on what you see because there may be a sala set [somewhere in the residence out of your sight]. If the family has a second home or a vacation house, be sure to include any sala sets that the family has there. Rented sala sets are to be excluded. Do not count sala sets that are out-of-order and beyond repair.”

A table and two long benches (papag) do not count as a sala set.

8. DOES THE FAMILY OWN A REFRIGERATOR/FREEZER OR A WASHING MACHINE?

According to p. 72 of the FIES Manual, “Do not rely on what you see because there may be a refrigerator/freezer or a washing machine [somewhere in the residence out of your sight]. If the family has a second home or a vacation house, be sure to include any refrigerators/freezers or washing machines that the family has there.

Rented refrigerators/freezers and washing machines are to be excluded. Do not count refrigerators/freezers or washing machines that are out-of-order and beyond repair.

“The concept of refrigerator includes a refrigerator-freezer combination unit, which may have two exterior doors with separate refrigeration and freezing compartments (side-by-side or one-above-the-other). A freezer may be upright or chest-type. A freezer as a separate unit counts as a refrigerator/freezer. An icebox is neither a refrigerator nor a freezer and therefore should not be counted.”

According to p. 54 of the APIS Manual, “Washing machine includes all brands of washing machines, with or without clothes spin dryer.”

9. DOES THE FAMILY OWN A TELEVISION SET OR A VTR/VHS/VCD/DVD PLAYER?

According to p. 72 of the FIES Manual, “Do not rely on what you see because there may be television sets or VTR/VHS/VCD/DVD players [somewhere in the residence out of your sight]. If the family has a second home or a vacation house, be sure to include television sets or VTR/VHS/VCD/DVD players that the family has there.

Rented television sets or VTR/VHS/VCD/DVD players are to be excluded. Do not count television sets or VTR/VHS/VCD/DVD players that are out-of-order and beyond repair.

“Television set includes both black-and-white and color TV sets. Videotape recorder/players are commonly known as Betamax, Betacord, VHS, VCD, DVD, etc.”

10. HOW MANY TELEPHONES/ CELLPHONES DOES THE FAMILY OWN?

According to p. 72 of the FIES Manual, “Do not rely on what you see because there may be telephones/cellphones [somewhere in the residence out of your sight]. If the family has a second home or a vacation house, be sure to include telephones/cellphones that the family has there.

Rented telephones/cellphones are to be excluded. Do not count telephones/cellphones that are out-of-order and beyond repair.”

Additional Guidelines:

For questions 11, 12, and 13, encircle if answer is 'Yes' or 'No'.

11. DID YOUR FAMILY MISS AT LEAST 2 SUPPERS THIS WEEK?

The term 'supper' is used because a person when asked if he/she missed a meal would usually recall if he/she ate before going to sleep or if he/she went to sleep hungry or not. (*ZEP Health Cluster*)

12. DO YOU HAVE ACCESS TO SAFE POTABLE WATER?

Having access would mean at least level 1 water system communal reservoir.

Level I (Point Source) – This level provides a protected well or a developed spring with an outlet, but without a distribution system. The users go to the source to fetch the water. This is generally adaptable for rural areas where affordability is low and the houses in the intended service area are not crowded. A Level I facility normally serves an average of 15 households within a radius of 250 meters. (*Worldbank Definition*)

13. DO YOU HAVE YOUR OWN SANITARY TOILET?

Sanitary toilet refers to flush toilet either owned or shared and closed pit type of toilet facility. (*Philippine Statistics Authority*)

Worksheet: Household Members, Age, School Attendance, Work, and Occupation

Read to the respondent: Please tell me the first name and age of each family member.

Write down the first name and age of each member, noting the female head/spouse (if any).

For each household member 6- to 18-years-old, ask: Is <name> currently attending school? Count those marked "Not 6–18", those marked "No", and those marked "Yes". Circle the response for the second indicator.

For each household member 5-years-old or older, ask: Did <name> do any work for at least one hour in the past week? Keep in mind the definition of work, and probe if necessary. Count those marked "Yes", and circle the response for the third indicator.

For each household member who worked, ask: In <name's> primary occupation or business in the past week, was he/she a farmer, forestry worker, fisher, laborer, or unskilled worker? Count those marked "Yes", and circle the response for the fourth indicator.

For each member who worked, ask: How much does <name> earn in a day/week/month? Specify if amount was computed daily, weekly or monthly.