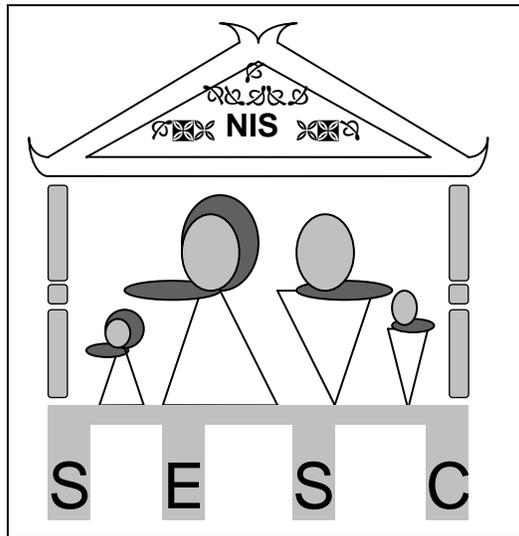**The Royal Government of Cambodia**
Ministry of Planning
National Institute of Statistics

1996 Socio-Economic Survey of Cambodia

Manual Processing Guide

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CHAPTER 1
INTRODUCTION

1.1 Purpose of the Processing Manual

This Processing Manual was prepared to serve as a guide for the data processors in their task of checking for the completeness and consistency of entries made by the enumerators in SESC Form 1 (Listing Sheet) and SESC Form 2 (Household Questionnaire). Detailed editing and coding instructions will enable the data processors to correct erroneous entries in the questionnaire before the forms are encoded in the computer.

The reliability and accuracy of the statistics produced by the office depends upon the quality of the data collected and processed in the field. Thus, the data processors are enjoined to perform their tasks with a sense of responsibility.
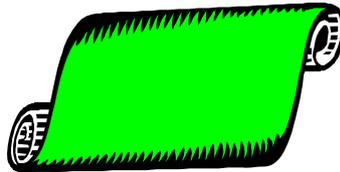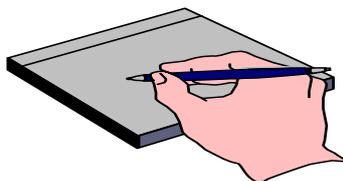
1.2 Forms to be Processed

There are two forms to be processed. These are:

1. SESC Form 1   -   Listing Sheet
2. SESC Form 2   -   Household Questionnaire

CHAPTER 2
EDITING AND CODING

Editing is a control procedure that helps ensure the quality of data. Through editing, we can look over the entries on the questionnaire for completeness, reasonableness, consistency and legibility.

This section contains the instructions on how to edit accomplished questionnaires. It is your job as a data editor to examine carefully all the answers pertinent to a member of the sample household and see that the answers are complete and consistent with each other and in accordance with the instructions in this manual. It is also your job to verify the correctness of codes entered and to correct codes inconsistent with other entries in the questionnaire.

2.1 General Instructions

1. Editing and coding should be done from left to right (from cols. 1 to 74 in Part II questionnaire; cols. 1 -24 in Part III questionnaire; and cols. 1 -25 in Part IV questionnaire) and by member of the household (line by line).

2. Use <u>red ballpen</u> in editing and coding.

3. Do not erase wrong entries made by the interviewer. To correct a wrong entry, draw a horizontal line and write the correct one above it, keeping it within the space provided. Write the corrections legibly.

Example:

What is____'s age as of his/her birthday?
(8)
98
~~99~~
74
15

4. Most of the items in the questionnaire require coded answers. If an item requires a code but the entry is in words, cancel the entry and write the appropriate code.

Example:

Is _____ male or female?
(9)
1
~~Male~~

5. Examine any remarks made by the interviewer for clarification of any doubtful entry which can help in editing.

6. Always consult your supervisor when in doubt.

7. After every editing, coding and verification of each questionnaire, you must sign your name on the space provided to you in the Data Processing Record of the SESC Form 2 (Household Questionnaire).

8. Make sure that all the entries are legibly written to facilitate data encoding easily.

2.2   Specific Instructions

2.2.1 SESC Form 1 - Listing Sheet

Follow instructions given below in editing SESC Form 1 - Listing Sheet.

1. Identification Information

Check if this block is properly accomplished and correct codes are entered. Check codes against the codes from the list of sample villages. Enter correct codes if this portion is blank. For village/mondol code, three boxes should be filled-up. The first two boxes refer to the village code while the last box refer to the segment code. The segment code is "0" if the sample village was not segmented. To determine the segment code, look at the "REMARKS" portion and the map(s) drawn for the village (and segment). If the village was segmented, then there will be two maps; the notional map and the sketch map. Note that the former map would show the segments made and the corresponding segment numbers. The sample segment is that which is encircled.

2. Household Information

The boxes on top of each page should be properly filled-up and must contain the same codes as in Identification Information (ID). If this part is left blank or different from those in ID, copy the entries from ID onto these boxes.

Col. 1 - Line Number

The line number is used to identify the household in the village and this identification should be maintained throughout the listing sheet. Since each village is expected to have at most 350 households, then the expected sheets to be used is at most 25 pages. In this case, you will renumber the line numbers of household in the succeeding pages. Thus, line number "01" of the second page will be line number "16" and so on; and the line number 01 of the third page will be line number "31" and so on; etc.

Col. 2 - Building Serial Number (BSN)

The *Building Serial Number* (BSN) should have a four-digit number and should appear in consecutive order. Renumber the BSN if it is not consecutively numbered.

Example:

LINE NO.	BLDG SERIAL NO.	HOUSING UNIT SERIAL NO.	HOUSEHOLD SERIAL NUMBER						SAMPLE REFE- RENCE NUMBER
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01	0001	0001	0001						0001
02	0002	0002	7777						-
03	"	0003	0002 ~~0003~~						0002
04	0003 ~~0004~~	0004	0003 ~~0004~~						0003
05	0004 ~~0005~~	0005	0004 ~~0005~~						0004
06	0005 ~~0006~~	0006	0005 ~~0006~~						0005

Col. 3 - Housing Unit Serial Number (HUSN)

The *Housing Unit Serial Number* (HUSN) should have a 4-digit number and must be sequentially assigned to each of the housing units in the EA. Renumber the HUSN if it is not consecutively numbered. (See example on Col. 2 - Bldg. Serial Number).

Col. 4 - Household Serial Number (HSN)

The *Household Serial Number* (HSN) should have a 4-digit number and should be sequentially assigned to each household in the EA. Thus, the Household Serial Number of the last household listed should be equal to the total number of households in the village or segment.

For the housing unit occupied by foreigners, the Household Serial Number should be "7777". Renumber the HSN if not consecutively numbered. However, do not change the sample reference number assigned to the household, which is found in column 10.
(See example on Col. 2 - Bldg. Serial Number)

Col. 8 and Col. 9 - Male and Female Household Members

Make sure that for each household, the number of males in Col. 8 matches the entries with code 1 (Male) in Col. 9 of SESC Form 2. Correct SESC Form 1 if inconsistent. Do the same edit for number of females by comparing the entries in Col. 9 with members with code 2 (Female) in Col. 9 of SESC Form 2.

Blank is not acceptable in these columns. Enter "0" if ascertained to be zero.

Col. 7 - Number of Household Members

The entry here should be equal to the sum of the entries in cols. 8 and 9. For sample households, that is, with encircled SRN, check if the total entered in this column is the same as the total number of persons enumerated in the household -- that is, it is the same as the line number of the last household member listed in SESC Form 2. Correct the entry in this column if inconsistent.

4.2 SESC Form 2 - Household Questionnaire

Follow instructions given below in editing SESC Form 2 - Household Questionnaire.

1. Identification Information

a. Geographic Identification

Check if this block is properly accomplished and correct codes are entered. If blank or not the same as in SESC Form 1, copy the information on Province, District/Khan, Commune/Sankat, Village/Mondol, Urban/Rural and Survey Round from the Identification Information of SESC Form 1 (Listing Sheet). On the other hand, the sample reference number, name of the household head, address of the household, and the number of household members should match with the sample reference number (Col. 10), name (Col. 5), address (Col. 6) and number of household members (Col. 7) in the Household Information of SESC Form 1 (Listing Sheet), respectively. If the name of the household head do not match, the name of the household head in the Household Questionniare (SESC Form 2) should prevail. If the sample reference number differ, copy from SESC Form 1 (Listing Sheet).

b. Interview Record

Make sure that the interviewer's portion is properly accomplished, that is, the name and signature of the interviewer, the date the household was interviewed and remarks/observations of the interviewer (if any).   Likewise, the name of the respondent(s) should match with the name(s) listed in col. 2 of Part II of the Questionnaire Items whose line number(s) is(are) encircled. If there is no name of respondent, copy the name corresponding to the encircled line number in col. 1.

2. Control Data

Make sure that this portion is properly accomplished as these information are necessary for formulating data editing procedures and will serve as guide for future activities.

a) **1 - Date** - the boxes provided for this should be properly filled-up. If no date is provided, copy the date from the Interview Record on Page 1.

b) **2 - Interview Result** - only one box should be checked per visit. If the box is not checked for the first visit and the box provided for the second visit is blank, check code "1" (Completed).   However, if the box is not checked for the first visit but the box provided for the second visit was checked, then the box to be checked for the first visit can be codes "2", "3" or "4". If the enumerator/supervisor is around, try to verify the interview result. If they are not around, checked code "2" (Deferred due to no competent respondent) if the checked box in the second visit is code "1".

If the portion is left blank, tick "1" (Completed) in the "First" visit. If a number other than "1" in the "First" visit has been ticked, tick "1" in the "Second" visit.

c) **3 - Time taken to reach the household and to fill-up the questionnaire** - the boxes provided for these items should be properly filled-up.

For item 3.1 (Time taken to reach the household from the previous household), enter "00" in hour and minute boxes for the first sample household that has been visited.

3. Questionnaire Items

PART II - DEMOGRAPHIC AND ECONOMIC CHARACTERISTICS

Col. 1 - Line Number

The line number is used to identify each member of the household and this identification should be maintained throughout the questionnaire. If two sets were used, that is, the household has more than 10 members, see to it that the line number on the second set is 11 and so on. If not, make the necessary corrections.

There should be at least one encircled line number. If none, verify from page 1 of the Interview Record the name of the respondent written.

Col. 2 - Name of Household Members

The first member listed should be the head of the household and should match with the name listed in col. 5 of Household Information of SESC Form 1 (Listing Sheet). If the names do not match, correct the name of the household head in the SESC Form 1. Likewise, the name of the household members should appear only once. Otherwise, refer to the supervisor for careful examination.

Col. 3 - Relationship to Household Head

Make sure that code "01" (Head) appears only once in the household. Check also if the listed relationship to head of other members are reasonable. If not, consult the supervisor for careful examination.

If the code in this column is not given, write code "13" (Other Relatives).

Col. 4 to Col. 6 - Date of Birth

These columns may or may not have entry. If blank, enter "00".

Col. 7 - Calendar

There should be an entry in this column if there's an entry in Cols. 4 to 6. Valid codes are "1" and "2". If other than code "1" or "2" or if blank. enter code "1".

Col. 8 - Age

Valid codes in this column are "00" to "98".

Check the consistency of age with the date of birth if there is an entry in cols. 4 - 7. If the code in col. 7 (Calendar) is "1" (Western/Universal), check the correctness of age as of his last birthday by comparing the day, month and year from the time of visit recorded in Part I - Control Data. For example, the enumerator's date of visit for the sample household was June 19, 1996. One of the household member's reported date of birth was July 20, 1990 and the age reported is "06" (6 years old). As you can observe, the age reported is not correct since we are asking for member's age as of his last birthday at the time of the enumerator's visit. Hence, the age should be corrected. To correct the entry, just line out "06" and write above it the correct age, that is, "05".

If the calendar used is "2" (Buddhist/Cambodian), check the age using the following guide. The age should either be any of these corresponding numbers or one (1) less. If the month is provided, check from the time of visit.

CODES	BUDDHIST/CAMBODIAN	EQUIVALENT AGE AS OF 1996
01	RAT	96, 84, 72, 60, 48, 36, 24, 12
02	OX	95, 83, 71, 59, 47, 35, 23, 11
03	TIGER	94, 82, 70, 58, 46, 34, 22, 10
04	RABBIT	93, 81, 69, 57, 45, 33, 21, 9
05	DRAGON	92, 80, 68, 56, 44, 32, 20, 8
06	SNAKE	91, 79, 67, 55, 43, 31, 19, 7
07	HORSE	90, 78, 66, 54, 42, 30, 18, 6
08	RAM/SHEEP	89, 77, 65, 53, 41, 29, 17, 5
09	MONKEY	88, 76, 64, 52, 40, 28, 16, 4
10	ROOSTER	87, 75, 63, 51, 39, 27, 15, 3
11	DOG	98, 86, 74, 62, 50, 38, 26, 14, 2
12	PIG	97, 85, 73, 61, 49, 37, 25, 13, 1

For infants less than 1 year, the entry should be "00"

When the entry is 99 or more, cancel the entry and enter "98". Check if the ages of parents, their children and other relatives are consistent with each other.

If no date of birth is available and no age is reported, do the following:

1) If the age of the husband is not reported but the wife has an entry for age, report as age of the husband an age higher by two (2) years than that of the wife. If the age of a wife is not reported, report her age lower by two (2) years than that of the husband.

2) If the age of the child is not reported but he is listed in col. 2:

a) as a first child - report an age higher by two (2) years than the next child listed.

b) as a last child - report an age lower by two (2) years than the age of the child he/she follows in the list.

c) between two children - add ages of the said two children and divide by 2. Take the quotient as the age of the child. If the quotient is not a whole number, round off the number. Consider a fraction of 0.5 or more as 1 year. Consult your supervisor for other cases where there is no entry in age.

Col. 9 - Sex

A male person should have an entry of "1" in this column while a female person, "2". The sex reported for the head and the spouse should be opposite. For example, if the head of the household is male (Sex = 1), then for his spouse (Col. 3 - Relationship to HH Head = 02) the sex should be "2" (Female). If not, make the necessary corrections. For other cases where this column is blank, check from SESC Form 1 the number of males (Col. 8) and females (Col. 9) listed. However, if this is still cannot be ascertained, consult the supervisor who will impute at random the sex of the person.

Col. 10 - Does _____ have major problems with his body, mind or behaviour that limits his/her participation in work, school or ordinary social life?

This column should have an entry for all persons. If this column is blank and col. 11 (Type of Disability) is also blank, just enter "2". Valid codes are "1" and "2".

If other than "1" or "2" and if this column is blank, enter "2". If col. 10 has code "1" but there is no entry in col. 11, line out code "1" and enter code "2" instead.

Col. 11 - Type of Disability

This column should have code "1" to "10" if the code in col. 10 is "1". If this column has an entry and the code in col. 10 is "2", cancel "2" and enter "1" instead.

Col. 12 and Col. 13 - Duration of Continuous Stay in the Village

If the member of the household has continuously stayed in the village since birth, the entry here is "88". Otherwise, the entry here should be the actual number of years or months the person has continuously stayed in the village. Note that the entry in this column can not exceed the age of the person. If the entry here is greater than the person's age, cancel the entry and enter "88" for since birth.

Enter "00" if col. 12 or col. 13 or both are blank and there are entries in columns 14 to 17. However, if code "88" has been entered in cols. 12 -13 and there are entries in cols. 14-17, consult the supervisor for careful examination.

Col. 14 - Place of Previous Residence

This column should have a write-in name of the district and province if the codes in cols. 12 and 13 is not "88". Otherwise, write "DK" in this column.

If the member has previously resided outside Cambodia, then this column should have a write-in name of the country.

Col. 15 - Code of Previous Residence

Refer to Geographic Reference File. This is a 4-digit code which consists of province and district codes if the member has previously resided within Cambodia. For example, the member's previous residence is in Phnom Penh and in Chamkar Mon Khan/district. By referring to the Geographic Reference File, the Phnom Penh code is 12 and the Chamkar Mon code is 01, hence, the code to be entered in col. 15 must be 1201.

For cases with no specified district, just write the corresponding province code and code "99" for the district. For example, the name of the province specified in column 14 is Banteay Meanchey and there was no district name, then the expected code to be entered in this column is "0199".

For "DK" entry in col. 14, enter code "9999".

If outside Cambodia, use the following codes:

> 7100   Thailand
> 7200   Vietnam
> 7900   Other Foreign Country

If the entry in column 14 is "SAME", copy from the Geographic Identification of the SESC Form 2 (Household Questionnaire), the province and district codes.

Col. 16 - Classification of Previous Residence

This column should have code "1", "2" or "9", if there is an entry in col. 14. If the entry here is "9", find out if the name of the district in the specified province is listed in the Geographic Reference File. If the name of district is listed, cancel code "9" and copy its urbanity code, that is, "1" for urban and "2" for rural.

Code "9" (Don't Know) is acceptable only if the code in col. 15 is "9999" or if previous residence is outside Cambodia.

Col. 17 - Reasons for the Change of Residence

This column should have code "1" to "9" if there is an entry in col. 14. Likewise, the entry here should be checked with the age of the person. For example, it is very unlikely for a young child to have moved for better work prospects/in search for work. Similarly, it is not likely that an elderly person of age 65 or above moved because of educational reasons.

To guide you on how to check the consistency between the person's age with the reasons for change of residence, the following set of rules can be used in editing this column:

a) Codes "1", "2", "7", "8" and "9" can be accepted for all members of the household.

b) Codes "3" and "5" can be accepted if the member's age is 5 years old and over. For children under 5 years old, enter code "2" (Family reunion/family moved).

c) Code "4" can be accepted if the member's age is 7 years old and over. If the child's age is less than 7 years old, enter code "2" (Family reunion/family moved).

d) Code "6" can be accepted if the member's age is 15 years old and over.

Moreover, if code is other than 1 to 9, enter code "2" (Family reunion/family moved).

Col. 18 to Col. 69

These columns should be for all the members of the household 5 years old and over. For persons below 5 years old, cancel the entries in cols. 18-69, if any, and draw a horizontal line from cols. 18 - 69. Note that for persons below 5 years old, entries should only be from cols. 2 - 17.

Applicable items in Cols. 18-69 should have entries for persons 5 years old and over.

Col. 18 - In the past 12 months, did __ move to any place outside _____'s province for the purpose of temporary employment?

This column should have code "1" or "2" for all members of the household 5 years old and over. If blank, check entries in cols. 19 -24. If there are entries, enter code "1". Otherwise, enter code "2".

Col. 19 to Col. 24 - Migration in relation to employment

These columns should have an entry if the code in col. 18 is "1". However, if the code in col. 18 is "2" and there's an entry in these columns, cancel "2" in col. 18 and enter "1" instead. If the entry is "1" but there are no entries in cols. 19 - 24, line out "1" and enter "2". The specific instructions for columns 19 to 24 are specified below:

Col. 19 - In _____'s last move, where did ___ go to work?

There should be a write-in name of province or country in this column if the code in col. 18 is "1". Otherwise, write "DK" for don't know in this column.

Col. 20 - Code for Col. 19

Enter the code of the province/country specified in col. 19. The codes for the province/country are listed below:

Code	Province of Cambodia
01	Banteay Meanchey
02	Battambang
03	Kampong Cham
04	Kampong Chhnang
05	Kampong Speu
06	Kampong Thom
07	Kampot
08	Kandal
09	Koh Kong
10	Kratie
11	Mondul Kiri
12	Phnom Penh
13	Preah Vihear
14	Prey Veng
15	Pursat
16	Ratanak Kiri
17	Siem Reap
18	Sihanouk Ville
19	Stung Treng
20	Svay Rieng
21	Takeo
22	Oddar Meanchey
23	Kep Ville

Other Country

Code	Country
71	Thailand
72	Vietnam
79	Other foreign country

For "DK" entry in col. 19, enter code "99".

Col. 21 - Where did __ move from?

There should be a write-in name of the province or country where the person worked before moving in to his current place of work reported in col. 19. If blank, write "DK" for don't know.

Col. 22 - Code for Col. 21

Enter the code of the province/country specified in col. 21. Refer to the codes of the province/country listed in col. 20.

For "DK" answer in col. 21, enter code "99".

Col. 23 - How long did ___ work in that place?

The entry here should be the number of months the person stayed /worked in the province/country specified in col. 19. Note that the maximum number is 12. If more than 12 months, cancel entries or draw horizontal line from cols. 19 - 24.

Col. 24 - What was ___'s occupation in that place?

The entry here should be the person's occupation in the province/country specified in col. 19. If blank, write "DK" for don't know in this column.

Col. 25 - Occupation Code

Refer to Occupation Group Code Book. These codes should be in 4 digits.

For "DK" entry in col. 24, enter code "D000".

Col. 26 - Current School Attendance

Valid codes in this column are "1" and "2". If blank or other than "1" or "2", check with Part III (Child Labour) col. 3 if member is between 5 - 17 years old. If the entry in col. 3 of Part III is either "1" or "2", enter code "1" in this column.

Col. 27 - Highest Educational Attainment

The entry in the highest educational attainment should be compared with the person's age, that is, verify a reported highest educational attainment which is too high for a person's age. Amend as may be needed. For example, a child 7 years old could not have possibly attained class 7. Normally, a child 7 years old is in class 1 or has completed at most class 1. In this case, change code "07" for class 7 to "01" for class 1.

If there is no entry and the highest grade completed cannot be determined on the related variable such as his/her occupation, enter "99" for not reported/unknown.

Valid codes in this column are listed at the bottom of the questionnaire.

Col. 28 - Literacy

Valid codes in this column are "1" and "2". If there is no entry, check the entry on col. 27 (Highest Educational Attainment). If the entry in col. 27 is "02" or higher, enter "1" (Literate) in this column. Likewise, this column can be checked with col.

35 (Primary Occupation).   Certain occupations like medical doctors, lawyers, engineers, etc. require educational attainment, hence the entry in col. 28 must be "1" (Literate).

Col. 29 - What was ___'s main activity in most of the past 12 months?

Valid code in this column ranges from "1" to "10".

If this is blank or if the entry is outside the range 1 to 10, impute for the code using the following:

1) If currently attending school, that is, code "1" in col. 26, enter code "6".

2) If there is an entry in col. 30, enter code "10" in this column.

3) For other cases, consult your supervisor.

Col. 30 - Even though ___ did not do any work, was he available and actively seeking work?

This column should have code "1" or "2" if the code in col. 29 is "10". Otherwise, put a dash (-) in this column.

Col. 31 - Days actually worked during the past month

The write-in entry in this column should be the total number of actual days the person worked during the past month, regardless of the number of hours the person had work in a day.

Valid entries are from "00" to "31". If there is no entry or blank, enter "00".

Col. 32 - Did ___ do any work at all even only for one hour during the past week for pay or family gain or helped on own farm & in family business with or without pay?

Valid codes in this column are "1" and "2". If entry is "1", put a dash in cols. 33 and 34. If "2", there should be entry in either col. 33 or col. 34, but not both.

Col. 33 - During the past week, did ___ do any of the ff: grow crops or vegetables, raise livestock or chicken, clean or till land, gather firewood, hunt, catch fish, weave cloth, basket or mat?

There should be an entry here if the code in col. 32 is "2". Otherwise, put a dash (-) instead. Valid codes in this column are "1" and "2".

Col. 34 - Although ___ did not work, did he/she have a job or employment during the past week?

There should be an entry here if the code in col. 33 is "2". Otherwise, put a dash (-) in this column. Valid codes are "1" and "2".

Note that for members 5 - 17 years old, current activity status must be checked with col. 6 of Part III (Child Labour). If inconsistency exists, employment prevails over unemployment or economically not active. Therefore, enter code "1" in col. 32.   So, if the code in Part III col. 6 is "1", and codes in cols. 32 - 34 are "2", enter code "1" in col. 32 and put "-" in cols. 33 and 34.

Col. 35 - What was ___'s primary occupation during the past week?

There should be a write-in primary occupation in this column if the code in cols. 32, 33 or 34 is "1".   The entry here should be sufficiently described to allow 4-digit coding. If blank, consult your supervisor.

If the entry here is "student", line out entries from cols. 35 to 67 and change codes in cols. 32 to 34 into code "2" and then skip to col. 68.

Col. 36 - Code for primary occupation

Refer to the Occupation Group Code Book. These codes should be in 4 digits.

Col. 37 - In what kind of economic activity or industry did ___ work during the past week?

The write-in entry in this column should be the nature and character of the business or industry where work was performed in relation to the primary occupation reported in col. 35. The kind of economic activity should be sufficiently described to allow 4 - digit coding. If blank, consult the supervisor. If it cannot be ascertained, enter "DK" for don't know.

Col. 38 - Code for the kind of economic activity of industry

Refer to the Industrial Classification Code Book provided to you. The codes for this column should be in 4 digits.

For "DK" entry in col. 37, enter code "D000" in this column.

Col. 39 - What was the nature of ____'s employment?

The entry in this column should be the nature of the person's employment in relation to the primary occupation reported in col. 35. Valid code ranges from "1" to "5". If outside the range, enter code "5".

Col. 40 - What was ___'s status in employment?

The entry in this column should be the person's status in employment in relation to the primary occupation reported in col. 35. Valid code ranges from "1" to "5".

If blank or entry is outside the range 1 to 5 and there is entry in any of cols. 41 to 47, enter code "3" (Employee). If there is entry in col. 48, enter code "2" (Own-account worker). Otherwise, enter code "5" (Others).

Col. 41 - How much is _____'s average monthly wages?

There should be an entry here if the code in col. 40 is "3" (Employee). The amount to be entered in this column should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 42 - How much was _____'s bonus last year?

This column may or may not have an entry if the code in col. 40 is "3" (Employee). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 43 - How much remuneration in kind did _____ receive last month for meals and other food items?

This column may or may not have an entry if the code in col. 40 is "3" (Employee). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 44 - How much remuneration in kind did _____ receive last month for housing?

This column may or may not have an entry if the code in col. 40 is "3" (Employee). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 45 - How much remuneration in kind did _____ receive last month for clothing ?

This column may or may not have an entry if the code in col. 40 is "3" (Employee). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 46 - How much remuneration in kind did _____ receive last month for medical care?

This column may or may not have an entry if the code in col. 40 is "3" (Employee). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 47 - How much other remuneration in kind did ___ receive last month?

This column may or may not have an entry if the code in col. 40 is "3" (Employee). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 48 - How much did ____ earn whether in cash or in kind from his/her business last month?

This column should have an entry if the code in col. 40 is either "1" (Employer) or "2" (Own Account Worker). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 49 - How much tips/commissions did ____ receive last month?

This column may or may not have an entry for all types of workers. If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 50 - What was ___'s secondary occupation during the past week?

There may be a write-in secondary occupation in this column if the code in cols. 32, 33 or 34 is "1" and the household member has a secondary occupation. The secondary occupation should be sufficiently described to allow 4 - digit coding.

If there is an entry here and no entry in col. 35 (Primary Occupation), transfer entries from cols. 50 - 64 to cols. 35 - 49.

Col. 51 - Code for secondary occupation

Refer to the Occupation Group Code Book. These codes should be in 4 digits.

Col. 52 - In what kind of economic activity or industry did ___ work during the past week?

The entry in this column should be the nature and character of the business or industry where work was performed in relation to the secondary occupation reported in col. 50. The kind of economic activity should be sufficiently described to allow 4-digit coding. If blank, enter "DK" for don't know.

Col. 53 - Code for the kind of economic activity of industry

Refer to the Industrial Classification Code Book provided to you. The codes for this column should be in 4 digits.

For "DK" entry in col. 52, enter code "D000" in this column.

Col. 54 - What was the nature of ____'s employment?

The entry in this column should be the nature of the person's employment in relation to the secondary occupation reported in col. 50. Valid code ranges from "1" to "5". If outside the range, enter code "5"

Col. 55 - What was ___'s status in employment?

The entry in this column should be the person's status in employment in relation to the secondary occupation reported in col. 50. Valid code ranges from "1" to "5".

If blank or entry is outside the range 1 to 5, and there is entry in any of cols. 56 - 62, enter code "3" (Employee). If there is an entry in col. 63, enter code "2" (Own - account worker). Otherwise, enter code "5" (Others).

Col. 56 - How much is ____'s average monthly wages?

There should be an entry here if the code in col. 55 is "3" (Employee). The amount to be entered in this column should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 57 - How much was ____'s bonus last year?

This column may or may not have an entry if the code in col. 55 is "3" (Employee). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 58 - How much remuneration in kind did _____ receive last month for meals and other food items?

This column may or may not have an entry if the code in col. 55 is "3" (Employee). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 59 - How much remuneration in kind did ____ receive last month for housing?

This column may or may not have an entry if the code in col. 55 is "3" (Employee). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 60 - How much remuneration in kind did _____ receive last month for clothing ?

This column may or may not have an entry if the code in col. 55 is "3" (Employee). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 61 - How much remuneration in kind did ____ receive last month for medical care?

This column may or may not have an entry if the code in col. 55 is "3" (Employee). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 62 - How much other remuneration in kind did ___ receive last month?

This column may or may not have an entry if the code in col. 55 is "3" (Employee). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 63 - How much did ____ earn whether in cash or in kind from his/her business last month?

This column should have an entry if the code in col. 55 is either "1" (Employer) or "2" (Own Account Worker). If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 64 - How much tips/commissions did ____ receive last month?

This column may or may not have an entry for all types of workers. If there is an entry, the amount to be entered should be in Riels, that is, at least in 4 digits. Otherwise, convert to Riels.

Col. 65 - How many hours did ___ work during the past week?

There should be an entry here if the code in cols. 32 or 33 is "1". If the code in cols. 32 and 33 are "2" and there is an entry in this column and in col. 35 or col. 50, cancel "2" in cols. 32 and 33 and enter "1" in col. 32. The entry in this column should be the actual number of hours worked by the person in all the jobs that he held during the past week. Valid values are "00" to "70".

If the entry in this column is more than 70 hours, consult the supervisor.

Col. 66 - Was __ available for additional or alternative work during the past week?

There should be an entry here if the code in cols. 32 or 33 is "1". Valid codes in this column are "1" and "2".

Col. 67 - Was ___ seeking additional or alternative work in the past week?

There should be an entry here if the code in col. 66 is "1". Otherwise, put a dash (-) in this column. Valid codes in this column are "1" and "2".

Col. 68 - Was ___ available and actively seeking for work?

This column should have an entry if the codes in cols. 32, 33 and 34 are "2". Valid codes are "1" and "2".

If there is entry in col. 69, enter code "2". If both col. 68 and col. 69 are blank, enter code "1" in col. 68 and "-" in col. 69.

Col. 69 - Reasons for not being available and/or did not seek work

This column should have an entry if the code in col. 68 is "2". Valid code ranges from "1" to "10". If outside this range, enter code "10".

Col. 70 - Marital Status

This column should be for members 10 years old and over only. For members below 10 years old, cancel the entry and put "-" instead.

Valid code ranges from "1" to "6". Check the entry in this column with the relationship to the household head (col. 3). If there's an entry of "2" (Spouse) in column 3, marital status should be "2" (Married) for both the head ("01") and spouse ("02").

Col. 71 - Has ___ been pregnant during the last two years?

This column should have an entry for females 15 - 45 years old only. Valid code is either "1" or "2".

If blank but there is an entry in col. 72 , enter code "1". Otherwise, enter code "2".

Col. 72 - Where was the place of _____'s last delivery?

This column should have an entry if the code in col. 71 is "1". Otherwise, put a "-" . Valid code here ranges from "1" to "6". If other than these codes, enter code "6".

Col. 73 - Who assisted with the last delivery?

This column should have an entry if the code in col. 71 is "1" and the entry in col. 72 is not "5". Valid code here ranges from "1" to "6". If other than these codes. enter code "6".

Col. 74 - How many doses of tetanus toxoid did _____ get?

This column should have an entry if the code in col. 71 is "1". Valid code ranges from "0" to "3". If blank, enter code "0".

PART III - CHILD LABOUR (FOR CHILDREN 5 TO 17 YEARS OLD)

Verify that this part should have entries if there are children 5 - 17 years old listed in Part II. However, this item should not be asked for married member less than 18 years old.

Col. 1 - Line Number and Col. 2 - Name of the Child

The line number and the name of the eligible child in this column should be the same as the line number and the name of that child specified in cols. 1 and 2 of Part II questionnaire whose age ranges from 5 to 17 years old. If the household member's age is less than 5 years old or more than 17 years old, cancel the entry by drawing horizontal line from cols. 1 - 24 as he/she is to be excluded in this portion.

Col. 3 - Did _____ attend school or technical/vocational training institution during the past week?

Valid code in this column ranges from "1" to "3". Check this column with col. 26 in Part II. If entry in col. 26(Current School Attendance) is "1", the code in this column may be "1", "2" or "3". If entry in col. 26 is "2", the entry here should be "3". For inconsistencies, school attendance prevails over non-attendance.

Col. 4 - Did ____ drop out from school or training/vocational institution?

There should be an entry here if the code in col. 3 is "3". Otherwise, put "-" instead. Valid code is either "1" or "2"

Col. 5 - What was _____'s main reason for dropping out/not attending school or training/vocational institution?

There should be an entry here if the code in col. 4 is "1". If there is an entry and the code in col. 4 is "2", cancel "2" and enter "1" instead. Valid code ranges from "1" to "10". If outside this range, enter code "10".

Col. 6 - Did _____ also work even for one hour during the past week for pay or family gain or helped on own farm & in family business with or without pay?

Valid code is either "1" or "2". Verify this column with cols. 32, 33 and 34 in Part II. For any inconsistencies, "having work" prevails. So, if col. 32 or col. 33 have an entry of "1", and col. 6 of Part III has an entry of "2", line out "2" and enter "1".

Col. 7 - Whether or not attending school/training institution, does ___ regularly assist/help in household chores/housekeeping in the house where he usually resides?

There should be an entry here if the code in col. 6 is "2". If there is an entry and the code in col. 6 is "1" and there are entries in cols 9 to 13, cancel the entry in this column and put "-" instead. Valid code is either "1" or "2".

Col. 8 - How many hours per day does ___ help in household chores?

There should be an entry here if the code in col. 7 is "1". Valid code ranges from 1 to 24 hours.

Col. 9 - How old was _____ when he/she started to work for the first time?

There should be an entry here if the code in col. 6 is "1". If this column has an entry and the code in col. 6 is "2", cancel "2" and enter "1" in col. 6 instead. The age reported should not exceed the reported age of child reported in col. 8 of Part II. If blank, leave as is.

Col. 10 - What was _____'s main reason for working or having a job during the past week?

There should be an entry here if code in col. 6 is "1". Valid code ranges from "1" to "8". If blank or outside the range, enter code "8".

Col. 11 - Where was _____'s place of work during the past week?

There should be an entry here if code in col. 6 is "1". Valid code ranges from "1" to "9". If blank, enter code "9".

Col. 12 - Did _____ usually work in the evenings or at nights?

There should be an entry here if code in col. 6 is "1". Valid code ranges from "1" to "3". If blank, leave as is.

Col. 13 - If part or all of _____'s earnings are given to the household (i.e. parents/guardians), indicate the proportion of the earnings given.

There should be an entry here if code in col. 6 is "1". Valid code ranges from "1" to "6".

 If blank but the entry in col. 40 (Status of Employment) of Part II is code "4" (Unpaid Family Worker), then the entry in this column must be "1" (Represents almost all or 100%). Otherwise, leave as is.

Col. 14 - Has _____ ever suffered from illnesses/injuries due to work during the past year?

There should be an entry here if the code in col. 6 is "1". Valid code is either "1" or "2". If there's a "DK" entry , line out "DK" and put "2" instead.

Col. 15 to 23 - How often did _____ suffer from the following illnesses/ injuries during the past year?

There should be an entry in any of these columns if the code in col. 14 is "1". Valid code is either "1", "2" or '3'. If there's a "DK" entry, line out "DK" and put "3" instead.

Col. 24 - Is _____ aware of any likely health problem in connection with his/her work?

There should be an entry here if the code in col. 14 is "2". Valid code is either "1", "2" or "3". If blank, enter 3.

PART IV - HEALTH QUESTIONS FOR CHILDREN UNDER FIVE YEARS OLD

Verify from Part II and see to it that children under 5 years old have been listed in this part.

Col. 1 - Line Number and Col. 2 - Name of the Child

The line number and the name of the eligible child in this column should be the same as the line number and the name of that child specified in cols. 1 and 2 of Part II questionnaire.

Col. 3 - Age

Age to be reported here must be in completed or full months. Hence, age reported as 2 1/2 should be written as 2; 3.9 should be written as 3.

If 28 days, consider as one (1) month.

The age to be reported here should be at most 59 months. Otherwise, verify from col. 8 of the Part II questionnaire the true age. If the child's age is more than 59 months (i.e., 5 years or 60 months), cancel the entry by drawing horizontal line from cols. 1 - 25 as he/she is to be excluded in this portion.

If the entry here is in years, rather than months, impute from the date of birth in Part II. If the date is not given, multiply the age by 12.

Col. 4 - Has _____ had diarrhoea in the last 2 weeks?

Valid code is either "1" or "2". If entry is "1" but there are no entries from cols. 5 to 12, line out "1" and enter code "2".

Col. 5 - How much liquid was given to _____ during the last diarrhoea episode in the last 2 weeks?

There should have an entry here if the code in col. 4 is "1". Valid code ranges from "1" to "4". If blank, enter "2".

Col. 6 - How much food was given to _____ during the last diarrhoea episode in the last 2 weeks?

There should have an entry here if the code in col. 4 is "1". Valid code ranges from "1" to "4". If blank, enter "2".

Col. 7 - Did ___ receive treatment during the last diarrhoea episode in the last 2 weeks?

There should have an entry here if the code in col. 4 is "1". Valid code is either "1" or "2". If entry is "1" but there are no entries from cols. 8 -12, line out "1" and enter "2".

Cols. 8 to 11 - What kind of treatments did ___ receive during the last diarrhoea episode in the last two weeks?

There should be an entry in any of these four columns if the entry in col. 7 is "1". If there is an entry and the entered code in col. 7 is "2", cancel "2" in col. 7 and enter "1" instead. For cols. 9 to 11 wherein the enumerator was asked to specify if code "1", copy onto the sheet provided the type of treatments and enter only code "1" in the cell. If blank, enter "2".

Col. 12 - Who treated ___ during the last diarrheoa episode in the last two weeks?

There should be an entry in this column if the entry in col. 7 is "1" and there is at least one entry in cols. 8 to 11. If blank, enter code "6".

If there is an entry here and the entered code in col. 7 is "2" and there is at least one answer in cols. 8 to 11, cancel "2" in col. 7 and enter "1" instead. Otherwise, put a "-" in this column.

Col. 13 - Has ___ ever been breastfed?

This question should refer to all children 0 - 59 months old.

Valid code in this column is either "1" or "2". If this is blank and there are entries in cols. 14 to 15, enter code "1". Otherwise, enter code "2".

Col. 14 - How long has ___ been breastfed?

The entry in this column should be the exact full months or "0" if less than 1 month or "96" if still breastfeeding. Hence, entries must be in whole number (e.g. 2 months and 5 days should be written as "2" and 3.5 should be written as 3).

Col. 15 - How long was ___ exclusively breastfed?

This column is applicable only for children under 2 years old (0 - 23 months old).. Cancel the entry (if any) for persons 2 years old and over (24 months or over).

Valid entry in this column should be the exact full months or codes "77", "88" and "96". Similarly, entries must be in whole number. (See example in col. 14).

Cols. 16 to 19 - Vaccination/Immunization

These columns should be asked for children 1 to 2 years old (12 - 24 months old). Cancel the entry (if any) for persons more than 2 years old.

Col. 16 - Does _____ have vaccination card?

Valid code in this column is either "1" or "2". If there is attached vaccination card, copy the information for cols. 17, 18, & 19 on the attached card and write code "1" in this column.

Col. 17 - How many doses of DPT (Diphteria, Pertussis, Tetanus) vaccine did _____ receive?

Valid entries in this column are number of DPT vaccines or "0" if the child has not been vaccinated in the upper arm. Note that only the number of times the child has been vaccinated should be reported here. For example, if there are two answers given, that is, code "1" (Yes) for the answer that the child has received DPT vaccine and "2" for the number of times vaccinated. In this case, line out code "1" and retain only the recorded number of vaccinations. Thus, the entry in this column should look like this:

How many doses of DPT (Diptheria, Pertussis, Tetanus) vaccine did ___ receive?
(17)
~~1~~ ; 2

Col. 18 - Has ___ ever been immunized against tuberculosis?

Valid code in this column is either "1" or "2". If blank, enter code "2".

Col. 19 - Has ___ ever been immunized against measles?

Valid code in this column is either "1" or "2". If blank, enter code "2".

Cols. 20 to 21 - Vitamin A

These columns are applicable for children 6 months to 59 months old. If the child's age is less than 6 months and this column has an entry, cancel the entry and put "-" instead.

Cols. 22 to 25 - Weight, Height Measurement and MUAC

These columns should have entries for all the children under 5 years old (0 - 59 months old).

Entries here must be in one decimal place.

Example:

Entered Value (Weight in Kg.)	Corrected Value
5	5.0
5.26	5.3

Verify that weight must be in kilograms and height in centimeters.

Q26 - Washing Hands After Defecation

This question must always have an entry. Valid code ranges from "1" to "5". If blank, enter code "5" (Others).

Q27 - Cough and Cold Symptons

This question must always have an entry. Enter on the appropriate box(es) the code(s) of the encircled answer(s). If blank, enter code "7".

PART V - HOUSEHOLD AND HOUSING PARTICULARS

Q1 - Type of Building

Only one code should be encircled. Valid code ranges from "1" to "5". If blank, leave as is.

Q2 - Construction Materials of the Roof

Only one code should be encircled. Valid code ranges from "1" to "9". If blank, leave as is.

Q3 - Construction Materials of Walls

Only one code should be encircled. Valid code ranges from "1" to "8". If blank, enter code "8" (Others).

Q4 - Construction Materials of Floors

Only one code should be encircled. Valid code ranges from "1" to "8". If blank, enter code "8" (Others).

Q5 - Year Building was Built

Only one code should be encircled. Valid code ranges from "1" to "9". If blank, enter code "9" (Don't Know).

Q6 - Number of Rooms

Only one code should be encircled. Valid code ranges from "1" to "8". If blank, leave as is.

Q7 - Floor Area of the Housing Unit

The entry here should be the total floor area of the housing unit in square meters. If other measurement is used, convert to meters. Values should be in whole number.

Q8 - Tenure Status of the Housing Unit

Only one code should be encircled. Valid code ranges from "1" to "4". If blank and there is entry in Q9, encircle code "2". Verify also from Q32 (Landholdings). If the tenure status of residential land is owned, encircle code "1". Otherwise, leave it blank.

Q9 - Actual Rent Per Month

There should be an entry here if the encircled code in Q8 is "2". If there is an entry but the encircled code in Q8 is <u>not "2"</u> line out entry in Q8 and encircle 2. The rent must be reported in Riels. If expressed in other currency, convert to Riels.

Q10 - Imputed Rent Per Month

There should be an entry here if the encircled code in Q8 is either "1", "3" or "4". If there is an entry but the encircled code in Q8 is "2" line out entry in Q8 and encircle either "1", "3" or "4". The rent must be reported in Riels. If expressed in other currency, convert to Riels.

Q11 - Construction/Major Repairs/Renovations of Housing Unit

Only one code should be encircled. Valid code is either "1" or "2".

If blank but Q12 or Q13 or both have entries, encircle code "1" in this box. Otherwise, encircle code "2".

Q12 & Q13 - Cost Incurred in the Construction/Major Repairs & Renovations of the House

There should be an entry here if the encircled code in Q11 is "1". The amount must be in Riels. If other currency, convert to Riels.

Q14 - Expenditures

The total consumed/value should tally with the sum of the consumed/spent in cash or on credit and the expenditures in kind. If it does not tally, sum of details should prevail. The amount must be in Riels. If other currency, convert to Riels.

Q15 - Main Source of Water Supply for Handwashing and Dishwashing

Only one code should be encircled. Valid code ranges from "1" to "9". If blank, encircle code "9".

Q16 - Distance of Main Source of Water

Only one code should be encircled. Valid code ranges from "1" to "5" and "9". If blank, encircle code "9".

Q17 - Time Taken to Get Water and Come Back

The entry here should be in hour and/or in minutes. If the encircled code in Q16 is 1, then the entry in this item should be "88" also. If blank, encircle code "99".

Q18 - Main Source of Water Supply for Drinking

Only one code should be encircled. Valid code is either "1" or "2".

 If blank and there is answer in Q19 which is different from Q15, encircle code "2". If answer in Q19 is the same as in Q15, encircle code "1" and line out entry in Q19.

Q19 - Source of Drinking Water

This item should have an entry if the encircled code in Q18 is "2". If there's an entry here which is the different in Q15, but the encircled code in Q18 is "1", line out "1" in Q18 and encircle "2" instead. However, if the encircled code in this item is the same as in Q15 and the encircled code in Q18 is "2", line out "2" in Q18 and encircle code "1". Likewise, line out entry here and skip to Q20.

Q20 - Toilet Facilities

Only one code should be encircled. Valid code ranges from "1" to "6". If blank, encircle code "5" (Others).

Q21 - Source or Type of Lighting

Only one code should be encircled. Valid code ranges from "1" to "7". If blank, encircle code "7" (Others).

Q22 - Type of Fuel Used for Cooking

Only one code should be encircled. Valid code ranges from "1" to "7". If blank, encircle code "7" (Others).

Q23 - Appliances/Amenities Owned by the Household

Enter on the appropriate box(es) the code(s) of the encircled answer(s).

Verify entries from Q14. For example, if the household reported expenditures on house furnishing or personnel transport/communication, there may be entries in this item. Consult the supervisor, if you suspect inconsistency.

Q24 - Exposure to Media/Community Meetings

Enter on the appropriate box(es) the code(s) of the encircled answer(s). If codes "1" and "2" were encircled in Q23, then codes "2" and "3" in this item should also be encircled in Q24.

Q25 - Availability of Service Facility/Center

For each service facility/center, valid code is either "1" or "2". Verify answer with other sample households in the village. Report to supervisor any inconsistency.

If the child is currently attending school, the household should have availed primary school.

Q26 - Availment of Service Facility

For each service facility, valid codes is either "1" or "2".

Q27 - Distance to Service Facility/Center

This item should have a corresponding entry if the code in Q26 for each service facility/center is "1". Valid code is either "1", "2", or "3".

If more than one code is entered for each service facility, determine the appropriate code by referring to Q28 (Type of Transport). If the entered code in Q28 is "1" (Walking), consider the least distance. However, if the entered code in Q28 is either "2" or "3" or "4", then the entry in this item may be code "2" or "3".

Q28 - Type of Transport

This item should have a corresponding entry if the code in Q26 for each service facility/center is "1". Valid code ranges from "1" to "5".

If more than one code is entered, ascertain the appropriate code by referring to the entered code in Q27 and the urbanity of the village. For example, the codes entered in this item is "1" (Walking) and "4" (Public Transport).   To determine the appropriate code, check the urbanity of the village (see geographic identification of the SESC Form 2) and the distance (Q27). If the code in Q27 is "2" (1 km to 5 km) and the urbanity code is "1", line out code "1" and retain code "4". However, if the urbanity code is "2", line out code "4" and retain code "1".

Q29 - Travel Time

This item should have a corresponding entry if the code in Q26 for each service facility/center is "1".

If for each service facility, the travel time reported is more than one, retain that of which is the least.

Q30 - Landholdings

Only one code should be encircled. Valid code is either "1" or "2". If this is blank and there are entries in Q31 to Q34, encircle code "1". Otherwise, encircle code "2".

Q31 - Type of Land

This item should have an entry if the encircled code in Q30 is "1". For each type of land, valid code is either "1" or "2".

Q32 - Tenure Status of Land

For each type of land, this item should have an entry if the entered code in Q31 is "1". Valid code ranges from "1" to "4".

Q33 - Land Title

For each type of land, this item should have an entry if the code in Q32 is "1". Valid code ranges from "1" to "3". If blank, enter code "3" for don't know.

Q34 - Size of the Land

This item should have an entry if the code in Q31 is "1" for each type of land. Valid code ranges from "1" to "4". The size refers to the total land area by each type of land.

Q35 - Economic Activities of the Household

Only one code should be encircled. Valid code is either "1" or "2".

Q36 - Number of Economic Activities

The entry here should be the number of economic activities carried out by the household.

Q37 - Description of Economic Activities

Enter on the box provided for the description of the industry by referring to the Industrial Classification Code Book.   The codes should be in 4 digits.

Q38 - Name of the Household Member

Enter on the box provided for the line number of the household member in Part II who owns or conducts the economic activity described in Q37.

Q39 - Number of Persons Work

The entry here should be the number of persons who work in the economic activity.

Q40 - Credit Behaviour

Only one code should be encircled. Valid code is either "1" or "2".

Q41 - Reasons for Borrowing

This item should have an entry if the encircled code in Q40 is "1". Enter on the appropriate box(es) the code(s) of the encircled answer(s).

Q42 to Q50 - Source

For each encircled answer in Q41, there should be an entry here. Valid code is either "1" or "2".

Q51 - Number of Times Borrowed

For each encircled answer in Q41, there should be an entry here. Valid code ranges from "1" to "4" or "9". If for each reason there are several sources, and the number of times borrowed varied, enter the **most** number of times.

Q52 - Amount Borrowed

There should be an entry for each encircled answer in Q41. If for each reason there are several sources, and the amount borrowed varied, enter the **total** amount borrowed from each source.

Q53 - Period of Payment

For each encircled answer in Q41, valid code is either "1", "2" or "3". If for each reason there are several sources, and the number of paying period varied, enter the **longest** duration.

Q54 - Amount to Pay Back

There should be an entry for each encircled answer in Q41. If for each reason there are several sources, and the amount to pay back varied, enter the **total** amount to be paid back from each source.

Q55 - Accidents in the Household

Valid code is either "1" or "2". If more than one met accident, consult the supervisor.

Q56 - Kind of Accidents

Accept all the encircled answers.

Q57 - Did he/she survive?

Valid code is either "1" or "2".

Q58 - Awareness of Child's Recruitment to Work

Valid code is either "1" or "2".

Q59 - Child's Recruiter

Enter on the appropriate box(es) the code(s) of the encircled answer(s).

Q60 to Q61 - Kind of Work

Valid code for Q60 is either "1" or "2". For Q61, enter on the appropriate box(es) the code(s) of the encircled answer(s).

Q62 to Q63 - Place of Work

Valid code for Q62 is either "1" or "2". For Q63, enter on the shaded column the province and district codes. (Refer to Geographic Reference File)

Q64 to Q66 - Health Practices

Valid code for Q64 is either "1" or "2". For Q65 and Q66, enter on the appropriate box(es) the code(s) of the encircled answer(s).

Q67 to Q69 - Salt Iodization

Only one code should be encircled.

CHAPTER 3
FOLIOING OF EDITED QUESTIONNAIRES

Folioing is a process of grouping the questionnaires together to facilitate easy handling and machine processing. These should be done as soon as the questionnaires have been manually edited.

The steps in folioing the *listing sheets* (**SESC Form 1**) and *edited questionnaires* (**SESC Form 2)** are as follows:

1. Folio separately SESC Form 1, SESC Form 2 and maps. Folio the SESC Form 1 by province and the SESC Form 2 by village/EA.

2. Sort the SESC Form 2s for a particular village/EA in chronological order by Sample Reference Number (SRN) of the household with the lowest SRN on top of the folio.

3. Each folio should contain 10 or 20 questionnaires depending on the number of samples per village/EA.

4. Check that all questionnaires of SESC Form 2 used for one household go together in the same folio.

5. Cover the folio of SESC Form 2 using **SESC96 Form 5 -Folio Cover** (See Appendix A).

6. Fill-up the necessary information required in the SESC Form 5 (Folio Cover) such as province code, district/khan code, commune/sankat code, village/mondol code, urbanity, survey quarter and the number of questionnaires contained in the folio.

7. Bundle the folio using the shoelace or plastic straw.

For the maps, the following procedures should be followed in folioing:

1. Write on the upper right hand portion of the maps (notional and sketch maps), the geographic identification of the EA/village by copying the province name and code; district name and code; commune name and code; and, village name and code from the Geographic Identification (ID) of the SESC Form 2.

2. Sort the maps for a particular province in chronological order by district, by commune and by village codes.

3. Check that the notional and sketch maps used for one village go together in the same folio.

4. Folio the maps by province.

5. Bundle the folio using the fastener.