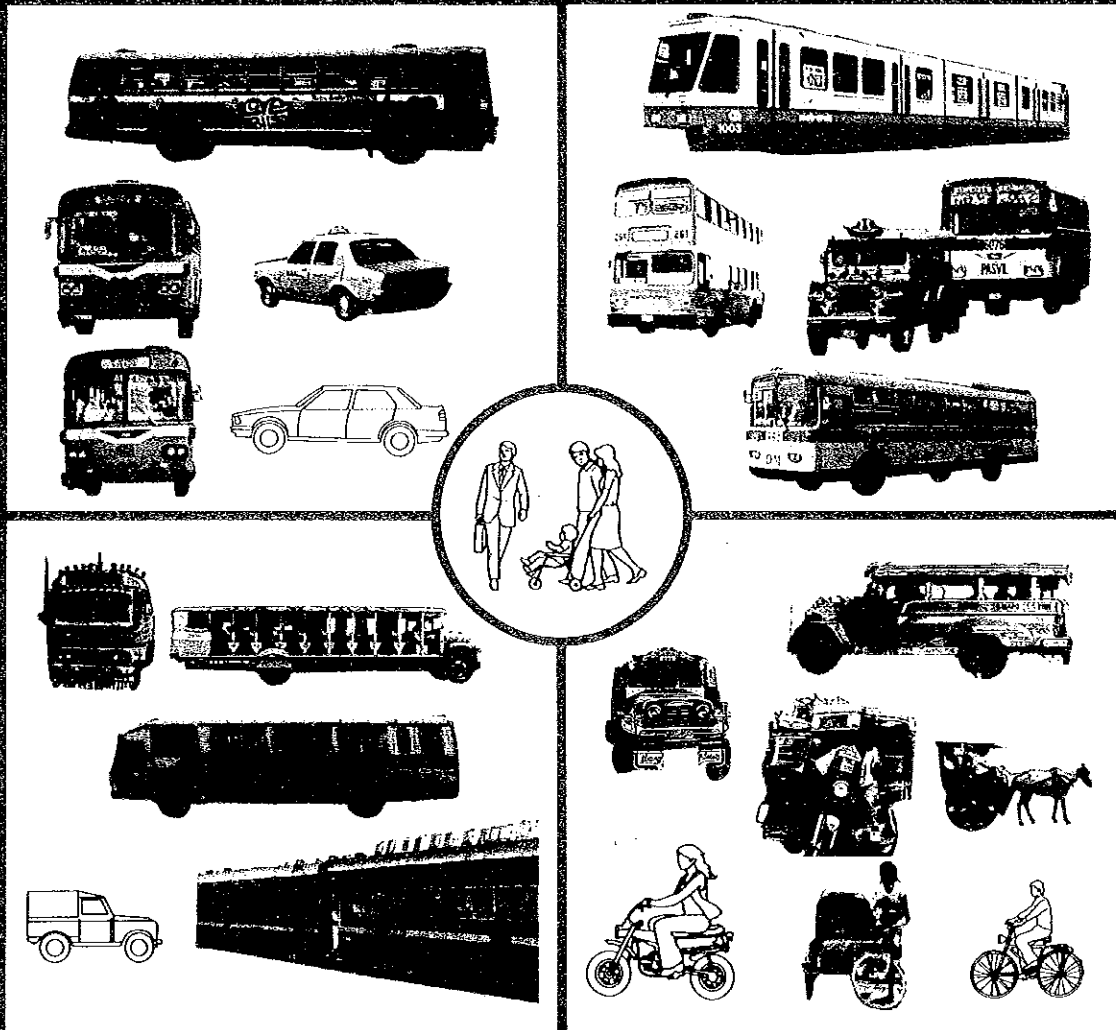


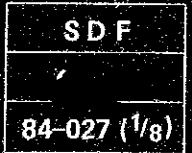
THE METRO MANILA TRANSPORTATION PLANNING STUDY — (JUMSUT) FINAL REPORT

SUPPORTING DOCUMENTS/MANUALS No. 1 : HIS Surveyor's Manual



March 1984

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REPUBLIC OF THE PHILIPPINES

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TRANSPORTATION PLANNING STUDY
(JUMSUT)**

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国際協力事業団	
受入 月日 '84. 5. 28	118
登録No. 10337	71
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1. INTRODUCTION

1.1 PURPOSE AND COVERAGE

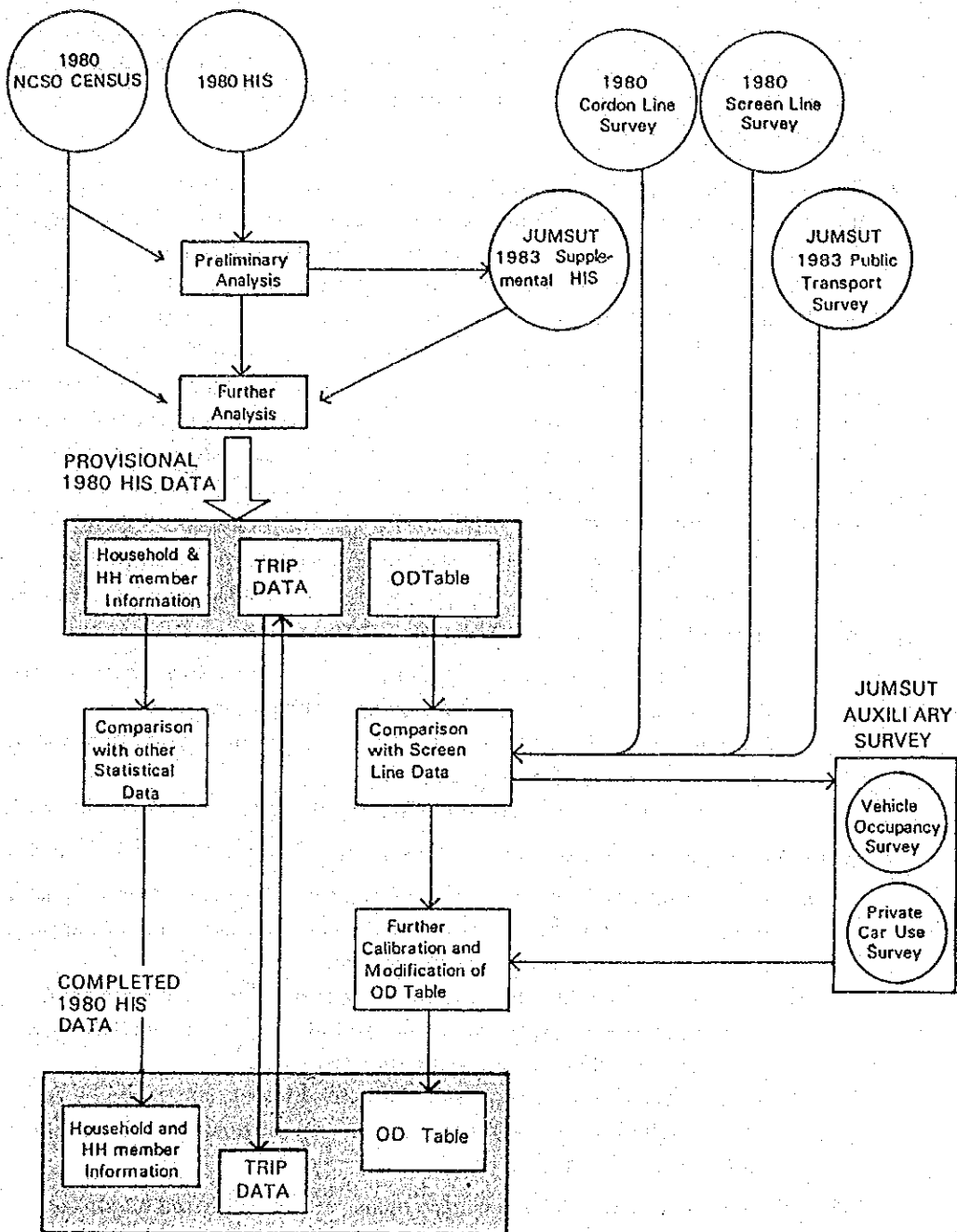
- This document describes the methodology and procedures of the Home Interview Survey (HIS) which are compiled in the form of a manual based on the experiences of the JUMSUT study team. It has also been prepared to cover specific aspects related to the interview survey, as well as the editing/coding activities.

1.2 HOME INTERVIEW SURVEY

- The HIS, otherwise called the Person Trip Survey, examines the traffic characteristics of an area with emphasis on the movements of persons. The HIS was designed and conducted for the first time during the early 1950's in the United States and in 1966 in Japan. The philosophy behind the HIS is that in order to have a better understanding of the actual conditions and characteristics of urban transport, it is inevitable to analyze the movement of persons rather than the movement of individual transport modes. Now, since transport activities generate from the movement of goods and persons, surveys on the flow of goods and persons should be conducted. Transport of goods in urban areas which is normally associated with the movement of persons is mainly practiced by small trucks or vans/pick-ups. Therefore, the flow of goods in terms of vehicular traffic, not in terms of tonnage, can be considerably covered by conducting surveys on person movements.
- However, HIS alone would not be able to provide complete information on all the movements of persons. Different auxiliary surveys are still necessary to cover the other aspects of these movements for a city. They are, among others, given as follows:
 - a) Cordonline surveys on roads and at terminals (railway stations, ports and airports) covering movements made by residents of external areas.
 - b) Survey on hotel guests and visitors of households who are non-residents and make trips within an area during their stay.
 - c) Survey on various facilities to supplement nonhome-based trips within an area.
- The information produced from the HIS are listed and described as follows:
 - a) **Household Information:** covers the socio-economic characteristics of households, including the number of household members, household structure, car-ownership, income level, location of residence, etc.
 - b) **Household Member Information:** covers the socio-economic characteristics of household members, 7 years old and above. These include age, sex, occupation, work and/or school address, income and so on.
 - c) **Trip Information:** covers the characteristics of trips made by residents of the area. These include origin and destination, trip purpose, travel mode, transfer, departure and arrival time, and so on.
- The HIS survey and analysis normally consist of the following major tasks:
 - a) Home interview field survey
 - b) Ancillary surveys, including cordonline and screenline surveys
 - c) Data processing
 - d) Analysis of present trip characteristics, including OD tables.

An example of the HIS study framework is shown in Figure 1.1.

Figure 1.1
HIS Work Flow (Example)



1.3 SURVEY PROCESS

- The work process of the HIS field survey consists of several activities, namely: planning of the survey, preparatory work, field survey (interview), post-survey processing (checking and editing), and data consolidation (tape-input). These activities are briefly described as follows:

1) Planning of the Survey

Firstly, thorough discussions are held on what types of surveys should be undertaken in the light of the objectives or needs of the transportation planning program. Major tasks to be covered at this state include the following:

- a) Determination of survey objectives, contents and coverage
- b) Design of survey methods and forms
- c) Determination of survey areas and zoning
- e) Determination of the implementing organization
- f) Estimation of survey costs and other requirements, such as time and manpower.

2) Preparatory Work:

This step involves the following tasks:

- a) **Sampling:** In the JUMSUT HIS, household members (7 years old and above) who are residing in Metro Manila have been sampled based on NCSO Census records. Sampling requires almost as much time, cost and labor as an actual survey of the total population. It is, therefore, necessary to have detailed preparations for the survey such as sampling procedures and requests to the custodians of the population for their cooperation. A population list of different areas must be put in order as they supply the data indispensable for the expansion of samples (the task in which a sampled group is approximated to a population).
- b) **Preparation of an Implementation Program for the Survey:** A field survey usually requires a large number of surveyors since questionnaires have to be distributed and collected. Therefore, it is particularly important to develop a systematic procedure so that the survey may be carried out smoothly and efficiently. The period required for the preparation of documents for the survey, the conditions in which surveyors are recruited, the volume of activity per surveyor, and other related items should be duly taken into consideration.
- c) **Setting up of the Survey Organization and System:** The scale of the HIS is so large that it has to be carried out by a proper organization usually established in cooperation with the government sector. It is desirable that the role and responsibilities of each group be well defined so that all survey activities may be easily performed.
- d) **Public-relations Work:** A field survey is normally designed to obtain information from many and unspecified survey subjects about their activities. It is, therefore, necessary to secure their cooperation. For this reason, various means of communication such as TV, radio, newspapers or other government media may be resorted to.

3) Field Survey

The main tasks in the field survey stage consist of the establishment of a survey headquarters, recruitment and training of surveyors, distribution and collection of questionnaires by surveyors and settlement of problems or difficulties. They are briefly explained as follows:

- a) **Recruitment and training of surveyors:** During the field survey, a surveyor calls on a respondent, explains the purpose of the survey, gives him instructions on how to fill up the questionnaire and leaves. The respondent, in turn, makes entries in the questionnaire about the day's activities, and the questionnaire is later collected by the surveyor. It is, therefore, necessary for the surveyor to familiarize himself with the purpose and contents of the questionnaire. Given this background, priority should be given to the selection and training of persons capable of conducting the survey in a smooth manner. During their orientation and training, they will be asked to conduct a pre-test, using friends and acquaintances as hypothetical respondents. The findings of the pre-test will be examined, and problems or difficulties will be pointed out and discussed. This method is used in many cases.
- b) **Distribution and collection of questionnaires:** The activities of surveyors may be generally classified into the pre-visit, distribution of questionnaires, collection and submission of completed forms.
- c) **Settlement of Problems or Grievances:** In any field survey, it is inevitable that grievances from respondents arise. Responsible officers must take appropriate measures in response to these grievances.

4) Post-survey Processing:

The questionnaires which are collected and checked for the first time will be sorted out by zone, edited and rechecked. Then, zone codes will be entered for the point of origin, destination, etc., according to a prearranged table of zone codes. Data obtained during the survey are transferred to coding sheets in preparation for possible subsequent processing of data.

5) Data Processing Phase:

In this phase, the main tasks consist of data input into an electronic computer (all information is numerically expressed) and data range check and logical check which can not be done manually in terms of time and work required. Processed data are called original files. They are then expanded and transferred into table forms for analysis purposes.

2. MANUAL FOR INTERVIEW

2.1 GENERAL

- This section serves as a guideline for the interview work during the HIS field survey. It comprises two sections, namely: Supervisor's Manual and Interviewer's Manual.

2.2 SUPERVISOR'S MANUAL

- The supervisors are expected to undertake the following activities:

- a) Prepare the necessary survey materials for the interviewers.
- b) Give proper instructions to interviewers on how to conduct the interview and answer the questionnaires.
- c) Monitor the daily activities of interviewers according to the activity schedule.
- Daily activities of Supervisors and Interviewers are listed below (as was done in the JUMSUT study):
 - a) The Interviewers' weekly activities
 - i) Distribution of interview forms and materials: every Tuesday and Friday.
 - ii) Survey:
 - Tuesday to Friday: 3:00 p.m. — 9:00 p.m.
 - Saturday and Sunday: 8:00 a.m. — 1:00 p.m.
 - iii) Submission of materials, weekly progress forms and attendance reports: every Tuesday and Friday.
 - iv) Payroll: every Tuesday
 - b) The Supervisors' weekly activities
 - i) Distribution of interview forms and materials: every Tuesday and Friday.
 - ii) Collection of interview forms and materials: every Tuesday and Friday.
 - iii) Submission of Weekly Progress Reports: every Monday and Wednesday.
 - iv) Submission of attendance, overtime and disbursement reports: every Friday.
- The tasks to be accomplished by the supervisors are listed as follows:

1) Prepare the necessary materials for interviewers:

- a) Interviewers Manual
- b) Plastic envelopes
- c) Pencils
- d) Identification Cards
- e) Questionnaire Forms
- f) Household Sampling List
- g) Supporting Letters to Barangay Captains

These materials will be distributed before the interviewers are assigned on field work. Supplies should be requested from the Interview Staff Assistant.

- 2) Upon receiving the accomplished forms from the interviewers, the Supervisors should check that:
 - a) All forms have been duly accomplished with all necessary entries.
 - b) The number of answered sheets from each household correspond to the number of household members (7 years and above).
- 3) Accomplished forms from the assigned barangay should be submitted to the Editor's Supervisor in an envelope duly signed and labeled. A transmittal slip to this effect must be implemented.
- 4) Coordinate with the Staff Assistant on the progress of the field survey. Likewise, the letter signed by the Barangay Captain, together with the attached listing of households already interviewed must be submitted.
- 5) Prepare the interviewers' attendance records, including their overtime and other disbursements, and submit them to the Interview Staff Assistant.

- 6) Problems pertaining to the interview should be dealt with immediately. The Interview Staff Assistant should always be informed and consulted about these matters.
- 7) Spot Check on Field: The supervisors will conduct a spot check once every week. Spot checking hours are between 3:00 and 6:00 p.m. At least two interviewing teams should be located and aided by their supervisor.

2.3 INTERVIEWER'S MANUAL

2.3.1 How to Conduct an Interview

- 1) Secure the approval of the Barangay Captain of the area to be sampled. Proceed by locating the address of your sample household as indicated in the sampling list.
- 2) Introduce yourself politely. "Good morning Sir/Madam. I am (give your name), from the Ministry of Transportation and Communications. We are conducting a Home Interview Survey for the Metro Manila Area." Show your ID card and introduction letters.
- 3) Proceed with the interview. Be prompt in doing your work. Do not waste time. If an interviewee refuses to answer the questions in the form, explain to him that the information is strictly confidential, and that it will not be available to any person except to certain members of the study team for transport planning purposes. However, never antagonize or force him to answer.
- 4) After completing each day's work, check if entries in the form are correct and consistent with other entries. Forms with mistakes or which lack information will be returned for re-interview.

2.3.2 How to Fill up the Questionnaires

- 1) **General:** Study the questionnaire forms (See Appendix 1) carefully until you understand the objectives of the interview completely. General points to be taken into account are given as follows:
 - a) Obtain information on all trips made by each member of the household, except those persons below seven years old.
 - b) The 24-hour period, for which trip information is to be collected, begins at 3:00 a.m. and extends until 3:00 a.m. the following day.
 - c) Use additional FORM 3 sheets if more than 6 trips have been made.
 - d) Entry of data for household members with insufficient replies should be dealt with as follows:
 - i) Question (1) to (6) in FORM 1 may be answered by one of the family members, if the household head is not available.
 - ii) If the interviewee is not home when you visit, make two call-backs at different times. If you still fail to interview him, try the household next door or consult your supervisor.
- 2) **Specific instructions for each questionnaire item:**
 - a) Household Information (FORM 1)
 - Q1 Name of Household Head: Enter the complete name of the household head.
 - Q2 Address of Household: Enter the complete home address of the interviewee.
 - Q3 How many reside in your household? Enter the number of family members under seven years old, as well as those seven years old and above, by sex. Also enter the number of household helpers by sex.

Q4 What is the total monthly household income? Check the block of the corresponding monthly household income. This means the total amount of all members' income per month. An average figure should be used if the income varies greatly during the year.

Q5 How many vehicles are owned by household members? Enter the number of vehicles owned by type. If the vehicle is under a lease-purchase condition, consider it as 'owned'.

Q6 How many vehicles were garaged at or near your house by household members? Enter the number of units of vehicles garaged at or near the house, that is, brought home or owned by household members.

b) Household Members' Information (FORM 2)

Q1 Name of Household Member: Enter the complete name of the interviewee.

Q2 Age: Enter the age of the interviewee on the survey day.

Q3 Sex: Put a check mark on the appropriate block.

Q4 Work Address; Q5 School Address: Enter the complete work and/or school address of the interviewee.

Q6 Occupation: Check the appropriate block which corresponds to the occupation of the interviewee. A detailed classification of occupations is given in Appendix 2. If the interviewee has more than one occupation (for example, he is a service worker during daytime and a student in the evening), check the appropriate boxes but give priority to the occupation with the higher income.

For example: 1. Service worker
2. Student

Q7 Employment Sector: Check the block which corresponds to the employment sector of the interviewee. A detailed classification on employment sectors is given in Appendix 3.

Q8 Monthly Income: Check the block which corresponds to the members' total monthly income.

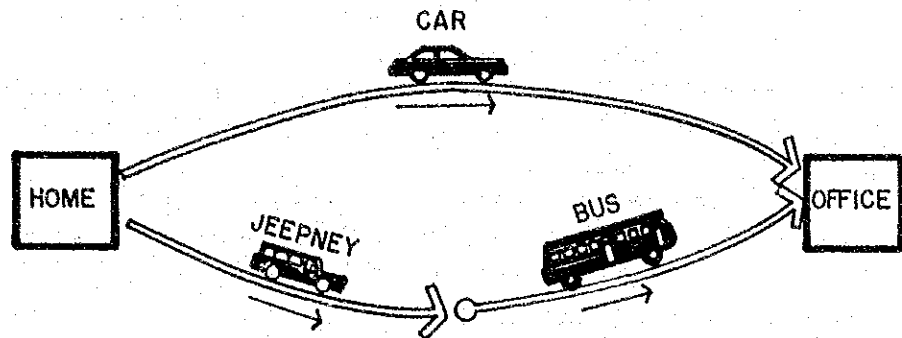
Q9 Type of Driver's License Held: Check the block which corresponds to the license held by the interviewee.

Q10 List of Places Visited on the Survey Day: List down the places that the interviewee visited on the survey day. Give the type of establishments or institutions and not the addresses.

For example: 1. movie
2. school
3. bank

c) Trip Information (FORM 3)

A "Trip" is defined as the "one-way" travel from origin to destination for a particular purpose. It is counted by trip purpose and not by mode of travel. For instance, there are two means of going to your office from your home: one is by private car and the other is by public transport (See illustration below). The former is considered as one trip as you obviously have to drive straight to work from your house. In the case of public transport, you may use a jeepney from your home to the bus stop and then change modes from jeepney to bus and proceed to your office. This may look like two trips; however, since there is only one purpose for both modes of travel — "from home to work" — you have made only one trip.

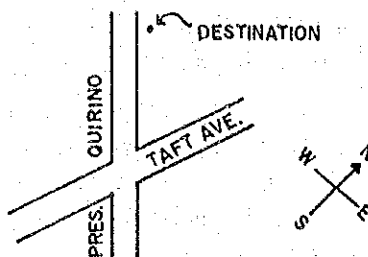


All trips have to be considered no matter how short they are. As long as the interviewee leaves one place and proceeds to another, this should be noted down as a trip; for example, from home to nearby store, office to restaurant, shop to bank. The definition of a trip may be better understood by referring to the examples illustrated in Appendix 4.

- Q1 Origin:** This means the place where the trip started. The following information on ORIGIN is necessary: address, barangay, and district. If the trip began outside Metro Manila, enter also the municipality and province. In most cases, the ORIGIN of Trip No. 1 will be the interviewee's residence. However, one may have stayed in a friend's house or hotel, as the case may be. The ORIGIN of Trip No. 2 has to be the DESTINATION of Trip No. 1. Remember that ORIGIN and DESTINATION are important survey items.
- Q2 Institution of Origin:** Enter the corresponding code number. The codes for the institutions are listed on the left side of FORM 3 and its detailed institutional classifications are listed in Appendix 5.
- Q3 Time Started:** Enter the approximate time the trip started. The time should be given in hours and minutes, either a.m. or p.m. The interviewer can ask indirect questions to obtain the needed information. Assuming that the interviewee is a student, the interviewer can ask the time the class starts and the usual time required to travel from the interviewee's residence to school. The interviewer can, thus, approximately determine the time the interviewee left the house. Be tactful. Do not forget to enter "TIME STARTED" for every trip.
- Q4 Time of Arrival:** Enter the approximate time the trip ended.
- Q5 Institution of Destination:** Enter the corresponding code number. The codes for the institutions and their classifications are the same as those for INSTITUTION OF ORIGIN.
- Q6 Destination:** This means the place where the trip ended. The following information on DESTINATION are needed: address, barangay, and district. If the trip ended outside of Metro Manila, enter also municipality and province. The interviewer has to obtain complete information of the DESTINATION, so that the supervisors and coders can easily identify the place. If the interviewee cannot provide the address of the DESTINATION, the interviewer has to get the following combination of information.

Case 1. Street/Highway name, direction (For example, North, East), and nearest corner.

Example:



DESTINATION is north of Pres. Quirino Avenue, near the northeast corner of Taft Ave. Enter "Pres. Quirino Ave. North/Northwest corner Taft Avenue."

Case 2. Street/Highway name and a prominent building or a famous landmark.

Example:

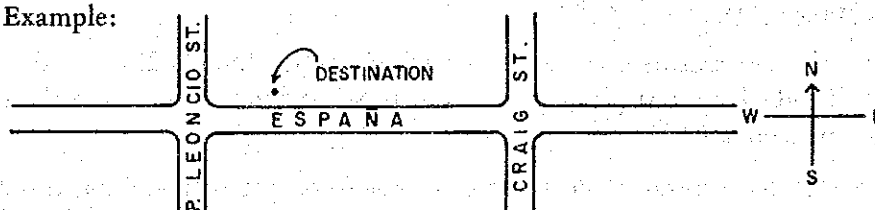


DESTINATION is on the opposite side of Philippine Women's University along Taft Ave. Enter "Taft Ave./opposite Philippine Women's University."

Examples of prominent buildings and famous landmarks include school, college, church, regional office, hospital, barangay center, fire station, hotel, bank, market, terminal, park, cemetery, athletic and recreational facilities, subdivision, or village name. Be careful when these are referred to as the DESTINATION. A bank, for example, may have several branches in Metro Manila. Therefore, the name of the bank, as well as the branch office, has to be defined.

Case 3. Street/Highway name and direction and nearest Intersections

Example:



DESTINATION is North of Espana between P. Leoncio St, and Craig St. Enter "Espana - North/P. Leoncio St., Craig St."

Q7 Trip Purpose: Enter the corresponding code number. Codes of TRIP PURPOSE are listed on the left side of Q7 in FORM 3 and their classifications are listed in Appendix 6.

Q8 Mode of Travel: Enter the corresponding code number in the boxes marked "original mode" and "next mode". The codes are listed on the left side of Q8 in FORM 3. Information as to whether the interviewee is the driver or the passenger of the vehicle should be given. Write "D" for driver and "P" for passenger, next to the code numbers.

Q9 Transfer: Enter the address of the place where the interviewee changed his mode of travel or vehicle in the boxes marked.

For "(No.) Transfer" cases when the address is not familiar to the interviewer, the following may be used:

- Street name and the nearest prominent building or famous landmark.
- Street name and terminal name
- Route number and the nearest corner, or the nearest monumental building (PUJ only).

The following abbreviations may be used:

St.	:	Street
Hwy.	:	Highway
Ave.	:	Avenue
Blvd.	:	Boulevard
Sch.	:	School
R.O.	:	Regional Office
Hosp.	:	Hospital
Htl.	:	Hotel
Term.	:	Terminal
Mkt.	:	Market

3. EDITING/CODING MANUAL

3.1 GENERAL

- Data processing initially starts with the manual editing and coding of information on accomplished questionnaire forms submitted by the interviewers. The Manual for Editing/Coding is used to ensure that a uniform and systematic procedure is adopted for handling and processing of forms.
- The Manual for Editing/Coding is composed of three sections namely: Supervisor's Manual, Editor's Manual, and Coder's Manual.

3.2 SUPERVISOR'S MANUAL

- The supervisors for both editors and coders (both editing and coding functions were handled by a single person in the JUMSUT HIS Survey) have the following areas of responsibilities:
 - 1) Transmittal of documents to and from different sections should all be covered by a duly filled transmittal slip to:
 - a) Control the flow of documents
 - b) Prevent loss of documents
 - c) Trace misplaced documents easily
 - d) Serve as a concrete basis for daily accomplishment reports.
 - 2) Assignments of HIS forms to individual coders for coding should be done, as much as possible, in batches; one barangay (1 envelope) per coder.
 - 3) Guide and instruct coders with regards to the proper coding scheme of the survey.
 - 4) Tackle minor problems.
 - 5) Clarify all doubtful entries of the questionnaire forms.
 - 6) Handle, file and store submitted forms systematically.

- 7) Note down any problems and recommended solutions for discussion with the Staff Assistant.
- 8) Comply with the weekly activities/requirements as follows:
 - a) Submit a daily accomplishment report on the previous day's work to the Staff Assistant every morning.
 - b) Submit a detailed weekly attendance report every Thursday afternoon.
 - c) Ensure that all overtimes are duly authorized by the HIS Coordinator, through the Staff Assistant, for job monitoring purposes.

3.3 EDITOR'S MANUAL

3.3.1 General

- Upon receipt of interview forms from his Supervisor, the editor should check the following items:
 - a) Control of data
 - Zone Code No.
 - Household No.
 - No. of Household Members' Sheets
 - b) Household Information (FORM 1)
 - c) Household Members Information (FORM 2)
 - d) Trip Information (FORM 3)

3.3.2 Editing Procedures

- Items to be checked and corresponding measures to be taken are enumerated as follows:
 - a) On the control of data (Refer to page 1 of the questionnaire form in Appendix 1):

Item	Problem	Measures to be taken
Zone Code No.	— No HIS Zone No.	— Refer to Sampling List or consult the Interviewer indicated on the same page. Enter the proper code number.
	— No Traffic Zone No.	— same as above.
	— No Household No.	— same as above.
	— No. of H.H. Members' Sheets	— Check the number of FORM 2 sheets and enter proper code.

- b) On Household Information (Refer to FORM 1: page 4 of Appendix 1):

Items	Problems	Measures to be taken
Q2: Home Address	— No Home address entered	— Check address of trip origin on Form 3. This usually starts from "home". Enter proper information.
	— Home address different from sampling list.	— Give priority to entry in FORM 1. In this case, all zone code numbers should be amended on sampling list.

Q3: No. of Resi- dents	<ul style="list-style-type: none"> - No entry - Discrepancy in no. of people in Form 1 & Sampling List. 	<ul style="list-style-type: none"> - Refer to Sampling List and make proper entry. Also, count all FORM 2 sheets of that household. - Give priority to number of people listed in Form 1.
Q4: Monthly Income	<ul style="list-style-type: none"> - No entry - Discrepancy of Income in Form 1 and sum total of incomes from all Form 2 sheets. 	<ul style="list-style-type: none"> - Refer to all FORM 2 sheets of that household and derive total income. - Give priority to sum total of incomes from all FORM 2 sheets.
Q5: Vehicles Owned	<ul style="list-style-type: none"> - No entry - More than one vehicle 	<ul style="list-style-type: none"> - Accepted - Compare household income and no. of vehicles owned. Enter appropriate number of vehicles.
Q6: Vehicles Garaged Nearby	<ul style="list-style-type: none"> - No entry 	<ul style="list-style-type: none"> - Accepted.

c) On Household Member Information (Refer to FORM 2: page 5 of Appendix 1):

Items	Problems	Measures to be taken
Q2: Age	<ul style="list-style-type: none"> - No entry - 6 years old and below 	<ul style="list-style-type: none"> - Consult interviewer concerned. Make proper entry. - Reject Household member's FORM 2.
Q3: Sex	<ul style="list-style-type: none"> - No entry 	<ul style="list-style-type: none"> - Usually based on the name given. Otherwise, consult interviewer concerned.
Q4: Work Address	<ul style="list-style-type: none"> - No entry 	<ul style="list-style-type: none"> - Accepted if interviewee is jobless, a student, or a housewife. Otherwise, refer to "work" trips in FORM 3.
Q5: School Address	<ul style="list-style-type: none"> - No entry 	<ul style="list-style-type: none"> - Accepted if not a student. Otherwise, refer to "school" trips in FORM 3.
Q6: Occupation	<ul style="list-style-type: none"> - 2 or more entries 	<ul style="list-style-type: none"> - Give priority to occupation likely to have a higher income and encircle answer.

Q7: Employment Sector	- 2 or more entries	- Check sector which corresponds to above prioritized occupation.
Q8: Monthly Income	- No entry	- Accepted if interviewee is not a worker. If a worker, column entry should be "unknown".
	- With Entry	- Compare entry with total household income, column entry should be "unknown".
Q9: License	- With Entry	- If interviewee younger than 15 years change entry to "none".
Q10: Places visited on survey day	- No entry	- Accepted if no trips made. Otherwise, make proper entry of trips made.
	- Entry	- Check if number of places visited correspond to information on FORM 3.

d) On Trip Information (Refer to Form 3: pages 6-8 of Appendix 1):

Items	Problems	Measures to be taken
Trip Number	<ul style="list-style-type: none"> - No. of Trips is sum of all answers of Q10 in Form 2 plus 1 trip (at least) - First trip commenced from home and last trip ended at home - Sum of answers in Q10 of FORM 2 and No. of trips tally - 7 trips or more were made 	<ul style="list-style-type: none"> - Accepted - Accepted - Consult interviewer concerned - There should be two or more FORM 3 sheets used; trip no. and trip code no. should be changed. <p>Example: Trip No. 7, 8, 9, etc.</p>
Q1: Origin	<ul style="list-style-type: none"> - Discrepancy between place and institution of origin 	<ul style="list-style-type: none"> - Consult supervisor or interviewer concerned.
Q2: Institution of Origin	<ul style="list-style-type: none"> - Discrepancy between institution and code number indicated. 	<ul style="list-style-type: none"> - Correct code number according to type of institution in Q1.
Q3 & Q4: Time Started Time Arrived	<ul style="list-style-type: none"> - Time started is later than arrival time at destination of same trip. - Departure time of next trip earlier than arrival time of previous trip. 	<ul style="list-style-type: none"> - Correct time considering activity of interviewee. - Exercise proper judgment.

Q5: Institution of Destination	- Contradiction in institution of destination and purpose of trip.	- Consider purpose of trip. Report it to supervisor before amending.
Q6: Destination	- Contadiction in place of destination and purpose of trip. (Example, trip purpose is "to school", however, destination is home.)	- Correct place of destination according to trip purpose. Report to supervisor before amending.
Q7: Trip Purpose	- Column "g" on all trips have no entries	- Fill up all "g" columns of Trip Purpose. Showing trip chain. Example: Write "1" in "g" column of first trip to indicate trip starting from home.
	- All trips have the same purpose	- Consult supervisor
Q8: Mode of Travel	- Entry is walking	- Accepted only when place of transfer is quite far (more than 100 meters).

These checks should be done per household. Editors should make their corrections using a blue ballpen. After checking the answers of all members of one household, the editor puts the interview forms into its corresponding household envelope, puts a check mark on the envelope, and submits it to the supervisor. Checking must be done carefully. All problems with forms should be referred to the supervisor.

3.4 CODER'S MANUAL

3.4.1 Objective

- The purpose of coding is to translate the data collected by the interviewers into certain combinations of numbers known as codes, which are keypunched to enable analysis by a computer.

3.4.2 General

- For easy coding operations, the interview form is designed so that several of the entries made by the interviewers are self-coding, such as answers to inquiries about occupation and industry. When answers to inquiries are in the form of addresses or other written statements, it is necessary to determine appropriate code numbers.
- Complete and accurate information for analysis can be obtained only from forms filled out correctly and only if the computer data were input carefully. In writing code numbers, neatness and legibility are very important. Poorly formed or indistinct numerals are easily misinterpreted by the key-puncher resulting in errors, ruined cards and inefficient work.

3.4.3 Coding Procedures and Instructions

1) Coding is divided into the following three steps:

Step 1. Coding: Addresses and other written statements will be coded. Code numbers should be written on the interview form.

Step 2. Transcription: Code numbers written on the interview forms and other self-coding numbers should be transcribed in the proper columns, in "the office use portion" of the interview forms.

Step 3. Check of Transcription: Errors in transcription should be checked.

2) Coding Instructions

- a) For coding, use a pencil to fill up coding columns.
- b) A one time check will be done for coded forms. Use a red ballpen for data amendment during the course of checking. Priority is given to amendments.
- c) Code numbers should be written neatly and legibly on the interview form.
- d) Code numbers of address, origin, destination, and transfer points should be obtained from the Zone Code Map. The coders must take utmost care to select correct code numbers.
- e) In marking the code boxes, put a zero (0) before the code numbers to fill up all boxes.

For example: TRIP PURPOSE "1. To home" h

39	40
0	1

f) Whenever the coder finds questionable items or mistakes in the data of the interview form, he should consult his supervisor.

3) Items for Coding

- a) Zone Coding and Others: FORM 2 Q4 (work address) and Q5 (school address); FORM 3 Q1 (Origin), Q6 (Destination) and Q9 (Transfer Points) should be coded. The code numbers are indicated on a Zone Code Map.

When there are no entries for zone code, household code, or sequence code of interview, consult your supervisor.

When the entry is not complete, and only the city, municipality, or district name is entered, consult the base Zone Code Map and fill up the corresponding coding column as follows:

	Code Number
For example: Manila	100
Quiapo, Manila	130

- b) Household Information (FORM 1)

Q3 How many people reside in your household? Code from left-side to right-side as follows:

		UNDER 7 YRS. OLD	7 YRS. AND ABOVE	HOUSEHOLD HELPERS
1	MALE	1	1	
2	FEMALE	1	1	1
3	TOTAL	2	2	1

	(3)
1	0 1 0 1
2	0 1 0 1 0 1
3	0 2 0 2 0 1

When all columns have no entry, use Unknown Code 99 in all columns; when only some columns have no entry, there is no need to code the blank columns.

Q4 Monthly Household Income: Entry itself is the code number. Use code number 1, 2, 3, 4, ... to 11. In case of a "blank" entry, use Unknown Code 99 when the occupation (Q6) in FORM 2 is 1 to 7 and 12. When Q6 is 8 to 11, there is no need to code.

Q5 How many vehicles owned? Number of units of vehicles owned itself is the code number. When there is no entry, there is no need to code.

Q6 How many vehicles were garaged at or near your house by household member? Number of vehicles garaged itself is the code number. When there is no entry, there is no need to code.

c) Household Members' Information (FORM 2)

Q2 Age: Entry itself is the code number. When the age is more than 100, use 98 and when unknown, use 99.

Examples	Code Number
Age 35	35
Age 102	98
Unknown	99

Q3 Sex: Enter code 1 (for Male) or 2 (Female).

Q4 Work Address and Q5 School Address: In the case of an entry, locate the address on the Zone Code Map and enter its corresponding HIS Zone code no.

Q6 Occupation: Entry itself is the code number. A maximum of 3 occupations can be coded for persons with 2 or more occupations. However, code the main occupation in code boxes no. 46 and 47 and supplementary occupations in code boxes nos. 48 to 51.

For example:

7 : Professional Worker
9 : Student/University

(6)

46	47	48	49	50	51
0	7	0	9		

When no entry has been made, use "unknown" code 99.

For example:

(6)

46	47	48	49	50	51
9	9				

Q7 Employment Sector: Entry itself is the code number. In case of a "blank", use Unknown Code 99 when the occupation (Q6) is 1 to 7, 12, and 99. There is no need to code when Q6 is 8 to 11.

Q8 Monthly Income: Entry itself is the code number. In case of a "blank", use Unknown Code 99 when the occupation (Q6) is 1 to 7, 12 and 99. There is no need to code when Q6 is 8 to 11.

Q9 Type of Driver's License: Entry itself is the code number. Use the code number 1, 2, 3, or 4.

Q10 Places Visited on Survey Day: Enter the number of places visited as its code number.

d) Trip Information (FORM 3)

Q1 Origin and Q6 Destination: All origin and destination addresses should be located on the Zone Coding map and entry should be made on their corresponding HIS Zone code number. When origin and destination are the interviewees' home address, then refer to HIS Zone Code indicated on page 1 of the questionnaire forms.

Q2 & Q5 Institution of Origin and Destination: Entry itself is the code number. When unknown, use Code 99.

Q3 Time Started and Q4 Time of Arrival: Coding examples are shown as follows:

10	:	30	A M <input checked="" type="checkbox"/>	²⁴ C ²⁷
Hours		Minutes	P M <input type="checkbox"/>	1 0 3 0
2	:	20	A M <input type="checkbox"/>	²⁴ C ²⁷
Hours		Minutes	P M <input checked="" type="checkbox"/>	1 4 2 0

When the minutes show no entry, code the hours only and use code 99 for minutes.

10	:	_____	A M <input checked="" type="checkbox"/>	²⁴ C ²⁷
Hours		Minutes	P M <input type="checkbox"/>	1 0 9 9

When the hours have no entry, use unknown code 9999.

Q7 Trip Purpose: Entry itself is the code number. When unknown, use 99.

Q8 Mode of Travel: Entry itself is the code number. Coding is also required to indicate whether the interviewee is the driver or the passenger of the vehicle used. Write "D" for driver or "P" for passenger in code boxes nos. 43, 49, 55, 61, and 67.

Example:

Mode of	⁴¹ ⁴³	driver or
Travel	0 4 D	passenger

In case of a "blank" in mode of travel, use the unknown code 99. In case of a "blank" in driver or passenger, there is no need to code when the mode of travel is 1 (walking) or 11 (train); use the code number P when the mode of travel is 3, 5, 6, 7, 8, and 12; and use the unknown code 9 when the mode of travel is 2, 4, 9, 10, 13 and 14.

Q9 Transfer Point: Refer to Zone Coding map and follow the same procedure as Q1.

LIST OF APPENDICES

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Appendix 5	Classification of Institutions	27
Appendix 6	Classification of Trip Purposes	27

**Appendix 1
HIS Questionnaire Form**

INSTRUCTIONS FOR ANSWERING QUESTIONNAIRE FORMS

Please answer all the questions one by one according to its numbering.

Print the information in the space provided, or put a check mark in the appropriate box.

If you have doubts in answering any point in the questionnaire, please consult the interviewer.

Form 1. Household Information

1. Only the "head" of the household should complete Form 1. The head of the household is the Father, Mother or the household member who is responsible for the economic well being of the household.

Form 2. Household Members Information

1. Form 2 should be completed for every member of the household who is aged 7 years or older, one sheet per person.
2. In Question 6, "service workers" include firefighters, policemen, guards, housekeepers, maids, waiters, bartenders, building caretaker and cleaners, barbers, hairdressers, beauticians, launderers, sportsmen, photographers, and undertakers.
3. In Question 7, "commerce" include wholesale trade, retail trade, banks and financial institutions, insurance and real estate.

Form 3. Trip Information

1. Form 3 should be completed for every member of the household who is aged 7 years or older.
2. Provide the required information about ALL THE TRIPS, both home-based and non-homebased, during the survey date indicated in Form 3. The survey date covers 24-hours (one day) beginning at 3:00 a.m. and ending at 3:00 a.m. of the following day. For example, if the survey date is Jan. 28 (Friday), the information requested relates to the period from 3:00 a.m. Friday to 3:00 3:00 a.m. Saturday.
3. Start with the first trip (TRIP NO. 1) and proceed sequentially to the next trip. Give all informations on each trip.
4. If more than 6 trips were made on the survey date, record the information of TRIP 7, TRIP 8, TRIP 9, etc., on another sheet and number the trips accordingly.

THIS PORTION IS
FOR OFFICE USE
ONLY

HIS Zone No.

--	--	--

Traffic Zone No.

--	--	--

Household No.

--	--	--	--

No. H.H. Members' Sheets

--	--

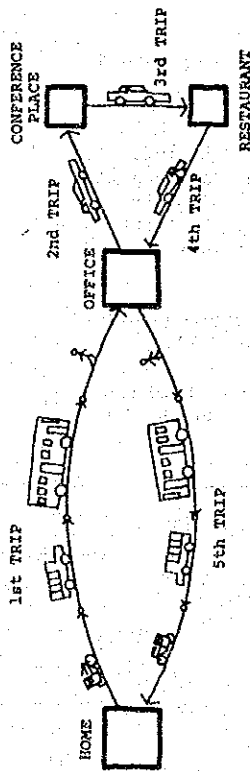
Supervisors' Check

	Date	Name
For Interviewers		
For Editors		
For Coders		

Appendix 1 (cont'd.)

Page 2, 3

ILLUSTRATION ON HOW TO FILL UP THE TRIP INFORMATION FORM
(In Case of Office Worker)



HOME	BUS	TRIP-BUS-BUS-WALK	1st TRIP	TO WORK	8:10	10:00	10:30	12:00	1:10	1:30	5:10	7:00
OFFICE	TRICYCLE	TRIP-BUS-BUS-WALK	2nd TRIP	TO DO BUSINESS	10:00	10:30	12:00	1:10	1:30	5:10	7:00	
CONFERENCE PLACE	CAR	CAR	3rd TRIP	TO EAT								
RESTAURANT	CAR	CAR	4th TRIP	BACK TO OFFICE								
OFFICE	WALK	WALK-BUS-BUS-TRICYCLE	5th TRIP	TO HOME								
HOME	TRICYCLE											

FORM 3 TRIP INFORMATION
INSTRUCTION: To be completed by every household member aged 7 years and over

TRIP INFORMATION		TRIP PURPOSE		TRIP MODE		TRIP STARTED		TRIP ARRIVAL		TRIP DESTINATION		TRIP PURPOSE		TRIP MODE		TRIP STARTED		TRIP ARRIVAL		TRIP DESTINATION	
1	HOME	TRICYCLE	TRIP-BUS-BUS-WALK	1st TRIP	TO WORK	8:10	10:00	10:30	12:00	1:10	1:30	5:10	7:00	TRICYCLE	WALK-BUS-BUS-TRICYCLE	5th TRIP	TO HOME				
2	OFFICE	TRICYCLE	TRIP-BUS-BUS-WALK	2nd TRIP	TO DO BUSINESS	10:00	10:30	12:00	1:10	1:30	5:10	7:00	TRICYCLE	WALK-BUS-BUS-TRICYCLE	5th TRIP	TO HOME					
3	CONFERENCE PLACE	CAR	CAR	3rd TRIP	TO EAT									CAR	CAR	4th TRIP	BACK TO OFFICE				
4	RESTAURANT	CAR	CAR	4th TRIP	BACK TO OFFICE									CAR	CAR	4th TRIP	BACK TO OFFICE				
5	OFFICE	WALK	WALK-BUS-BUS-TRICYCLE	5th TRIP	TO HOME									WALK	WALK-BUS-BUS-TRICYCLE	5th TRIP	TO HOME				
6	HOME	TRICYCLE												TRICYCLE							

Appendix 1 (cont'd.)

FORM 2 HOUSEHOLD MEMBER INFORMATION

INSTRUCTION: To be completed for every HOUSEHOLD MEMBER aged 7 years and over

THIS PORTION IS FOR OFFICE USE ONLY

(1) NAME

Family Name First Name M.I

(2) AGE

(3) SEX (Pls. Check) 1. MALE 2. FEMALE

(4) WORK ADDRESS

No. Street Barangay (a)
City / Municipality (b)

(5) SCHOOL ADDRESS

No. Street Barangay (a)
City / Municipality (b)

(6) OCCUPATION (Please Check)

- 01 SERVICE WORKER
- 02 ADMINISTRATIVE & EXEC. WORKER
- 03 SALES WORKER
- 04 CLERICAL WORKER
- 05 FACTORY WORKER / CRAFTSMAN
- 06 TRANSPORT WORKER
- 07 PROFESSIONAL WORKER
- 08 STUDENT / ELEM. SCHOOL
- 09 STUDENT / HIGH SCH. & UNIV.
- 10 HOUSEWIFE
- 11 JOBLESS
- 12 OTHER, SPECIFY

(7) EMPLOYMENT SECTOR (Please Check)

- 01 SERVICE INDUSTRY
- 02 SCHOOL
- 03 UNIVERSITY
- 04 GOVERNMENT
- 05 AGRICULTURAL MINING
- 06 MANUFACTURING
- 07 PUBLIC UTILITY COMPANY
- 08 CONSTRUCTION
- 09 TRANSPORTATION COMMUNICATIONS
- 10 HOME BASED
- 11 COMMERCE
- 12 OTHER, SPECIFY

(8) MONTHLY INCOME (Please Check)

- 01 Below P 300
- 02 301 to 500
- 03 501 to 700
- 04 701 to 900
- 05 901 to 1000
- 06 1001 to 1500
- 07 1501 to 2000
- 08 2001 to 2500
- 09 2501 to 3000
- 10 3001 to 4000
- 11 4001 to 5000
- 12 ABOVE 5000

(9) STATE TYPE OF DRIVER'S LICENSE HELD.

1. STUDENT 2. NON - PROF. 3. PROFESSIONAL 4. NONE

(10) Please list all the places you visited on survey day.

- 1) _____ 6) _____
- 2) _____ 7) _____
- 3) _____ 8) _____
- 4) _____ 9) _____
- 5) _____ 10) _____

1 3
2

11 14
HH

15 16
HHM

(2)

19 20
(3)

21

(4)
30 32

(5)
38 40

(6)
46 51

(7)
52 53

(8)
54 55

(9)
56

(10)
57 58

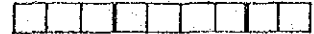
(11)
79 80

2 4

FORM 3 TRIP INFORMATION GIVE DETAILS OF ALL TRIPS TAKEN ON _____, 1983

INSTRUCTION: To be completed for every HOUSEHOLD MEMBER aged 7 years and over

ORIGIN AND DESTINATION		1st TRIP		2nd TRIP		3rd TRIP		4th TRIP		
ORIGIN AND DESTINATION 1. Residence (Home) 2. Commercial Institution 3. Office / Bank 4. Factory / Workshop 5. School / Universities 6. Recreational Place 7. Medical and 8. Religious and 9. Wholesale and Retail Shop 10. Restaurant and Entertainment 11. Others	(1) ORIGIN Where did this trip begin? (Give address/ Land Mark, Famous Bldg nearby)		No. _____ Street _____ Barangay _____ Municipality _____		NO NEED TO FILL UP. INFORMATION IS SAME AS IN DESTINATION OF 1st TRIP		NO NEED TO FILL UP. INFORMATION IS SAME AS IN DESTINATION OF 2nd TRIP		NO NEED TO FILL UP. INFORMATION IS SAME AS IN DESTINATION OF 3rd TRIP	
	(2) INSTITUTION OF ORIGIN		Hours Minutes AM PM _____ : _____ : _____ : _____		Hours Minutes AM PM _____ : _____ : _____ : _____		Hours Minutes AM PM _____ : _____ : _____ : _____		Hours Minutes AM PM _____ : _____ : _____ : _____	
(3) TIME STARTED FOR OFFICE USE ONLY		Hours Minutes AM PM _____ : _____ : _____ : _____		Hours Minutes AM PM _____ : _____ : _____ : _____		Hours Minutes AM PM _____ : _____ : _____ : _____		Hours Minutes AM PM _____ : _____ : _____ : _____		
(4) TIME OF ARRIVAL		Hours Minutes AM PM _____ : _____ : _____ : _____		Hours Minutes AM PM _____ : _____ : _____ : _____		Hours Minutes AM PM _____ : _____ : _____ : _____		Hours Minutes AM PM _____ : _____ : _____ : _____		
(5) INSTITUTION OF DESTINATION		No. _____ Street _____ Barangay _____ Municipality _____		No. _____ Street _____ Barangay _____ Municipality _____		No. _____ Street _____ Barangay _____ Municipality _____		No. _____ Street _____ Barangay _____ Municipality _____		
(6) DESTINATION		Where did this trip end? (Give address/ Land Mark, Famous Bldg nearby)		Where did this trip end? (Give address/ Land Mark, Famous Bldg nearby)		Where did this trip end? (Give address/ Land Mark, Famous Bldg nearby)		Where did this trip end? (Give address/ Land Mark, Famous Bldg nearby)		
(7) TRIP PURPOSE		No. _____ Street _____ Barangay _____ Municipality _____		No. _____ Street _____ Barangay _____ Municipality _____		No. _____ Street _____ Barangay _____ Municipality _____		No. _____ Street _____ Barangay _____ Municipality _____		
(8) MODE OF TRAVEL If you transferred to another vehicle / Mode of Travel during the Trip, state the Mode you changed to and the place of Alignment (Give Street Intersection / Famous Side- or Land Mark).		Original Mode _____ Next Mode _____ Next Mode _____ Next Mode _____ Next Mode _____		Original Mode _____ Next Mode _____ Next Mode _____ Next Mode _____ Next Mode _____		Original Mode _____ Next Mode _____ Next Mode _____ Next Mode _____ Next Mode _____		Original Mode _____ Next Mode _____ Next Mode _____ Next Mode _____ Next Mode _____		
(9) TRANSFER		1st Transfer _____ 2nd Transfer _____ 3rd Transfer _____ 4th Transfer _____		1st Transfer _____ 2nd Transfer _____ 3rd Transfer _____ 4th Transfer _____		1st Transfer _____ 2nd Transfer _____ 3rd Transfer _____ 4th Transfer _____		1st Transfer _____ 2nd Transfer _____ 3rd Transfer _____ 4th Transfer _____		
(10) TRIP PURPOSE		1. Home 2. School (to study) 3. To Work 4. Private business (other than 5, 7, 8, 9, 10) 5. Employer's business (business engagement) 6. Medical 7. Social 8. Eating 9. Shopping 10. Church 11. Others		1. Home 2. School (to study) 3. To Work 4. Private business (other than 5, 7, 8, 9, 10) 5. Employer's business (business engagement) 6. Medical 7. Social 8. Eating 9. Shopping 10. Church 11. Others		1. Home 2. School (to study) 3. To Work 4. Private business (other than 5, 7, 8, 9, 10) 5. Employer's business (business engagement) 6. Medical 7. Social 8. Eating 9. Shopping 10. Church 11. Others		1. Home 2. School (to study) 3. To Work 4. Private business (other than 5, 7, 8, 9, 10) 5. Employer's business (business engagement) 6. Medical 7. Social 8. Eating 9. Shopping 10. Church 11. Others		
(11) MODE OF TRAVEL		1. Walking 2. Motorcycle 3. Tricycle 4. Car / Jeep 5. Jeepney 6. Taxi 7. Mini-Bus 8. Standard Bus 9. Van / Pick-up 10. Truck 11. Train 12. School Bus 13. Water transport 14. Others If Driver, write D. If Passenger write P after mode of travel.		1. Walking 2. Motorcycle 3. Tricycle 4. Car / Jeep 5. Jeepney 6. Taxi 7. Mini-Bus 8. Standard Bus 9. Van / Pick-up 10. Truck 11. Train 12. School Bus 13. Water transport 14. Others If Driver, write D. If Passenger write P after mode of travel.		1. Walking 2. Motorcycle 3. Tricycle 4. Car / Jeep 5. Jeepney 6. Taxi 7. Mini-Bus 8. Standard Bus 9. Van / Pick-up 10. Truck 11. Train 12. School Bus 13. Water transport 14. Others If Driver, write D. If Passenger write P after mode of travel.		1. Walking 2. Motorcycle 3. Tricycle 4. Car / Jeep 5. Jeepney 6. Taxi 7. Mini-Bus 8. Standard Bus 9. Van / Pick-up 10. Truck 11. Train 12. School Bus 13. Water transport 14. Others If Driver, write D. If Passenger write P after mode of travel.		
THIS PORTION IS FOR OFFICE USE ONLY		PLS. continue to answer next trip		PLS. continue to answer next trip		PLS. continue to answer next trip		PLS. continue to answer next trip		



TRIP INFORMATION	5th TRIP	6th TRIP																														
(1) <u>ORIGIN</u> Where did this trip begin? (Give Address/ Land Mark, Famous Bldg. nearby)	NO NEED TO FILL UP INFORMATION IS SAME AS IN DESTINATION OF 4th TRIP	NO NEED TO FILL UP. INFORMATION IS SAME AS IN DESTINATION OF 5th TRIP																														
(2) <u>INSTITUTION OF ORIGIN</u>																																
(3) <u>TIME STARTED</u>	Hours Minutes AM <input type="checkbox"/> PM <input type="checkbox"/>	Hours Minutes AM <input type="checkbox"/> PM <input type="checkbox"/>																														
FOR OFFICE USE ONLY	19 11) 21 22 23 24 C 27	19 11) 21 22 23 24 C 27																														
(4) <u>TIME of ARRIVAL</u>	Hours Minutes AM <input type="checkbox"/> PM <input type="checkbox"/>	Hours Minutes AM <input type="checkbox"/> PM <input type="checkbox"/>																														
(5) <u>INSTITUTION of DESTINATION</u>																																
(6) <u>DESTINATION</u> Where did this trip end? (Give the Address Land Mark, Famous Bldg. nearby)	No. Street Barangay Municipality	No. Street Barangay Municipality																														
FOR OFFICE USE ONLY	28 d 31 32 33 34 f 36	28 d 31 32 33 34 f 36																														
(7) <u>TRIP PURPOSE</u>	To	To																														
(8) <u>MODE of TRAVEL</u>	Original Mode	Original Mode																														
(9) <u>TRANSFER</u> If you transferred to another vehicle / mode during the Trip, state the Mode you changed to and the Place of Alightment. (Give street Intersection / Famous Bldg. or Land Mark). If Driver write D If Passenger write P after mode of travel	<table border="1"> <tr><td colspan="2">TRANSFER POINT</td></tr> <tr><td>1st Transfer</td></tr> <tr><td>2nd Transfer</td></tr> <tr><td>3rd Transfer</td></tr> <tr><td>4th Transfer</td></tr> <tr><td>PLS. continue to answer next trip</td></tr> </table>	TRANSFER POINT		1st Transfer	2nd Transfer	3rd Transfer	4th Transfer	PLS. continue to answer next trip	<table border="1"> <tr><td colspan="2">TRANSFER POINT</td></tr> <tr><td>1st Transfer</td></tr> <tr><td>2nd Transfer</td></tr> <tr><td>3rd Transfer</td></tr> <tr><td>4th Transfer</td></tr> <tr><td>Thank you.</td></tr> </table>	TRANSFER POINT		1st Transfer	2nd Transfer	3rd Transfer	4th Transfer	Thank you.																
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44 j 46	47 k 49	50 l 52																														
53 m 55	56 n 58	59 o 61																														
62 p 64	65 q 67	79 80																														
		8 4																														

Appendix 2 Classification of Occupations

1. Service Workers

- Fire fighters, Policemen, Guards and Related Workers
- Housekeepers, Cooks, Maids and Related Workers
- Waiters, Bartenders, and Related Workers
- Building Caretakers, Cleaners and Related Workers
- Barbers, Hairdressers, Beauticians and Related Workers
- Launderers, Dry Cleaners, and Pressers
- Photographers and Related Camera Operators
- Embalmers and Undertakers, Sports, and Related Workers

2. Administrative and Executive Workers

- Government Officials
- Directors, Managers, and Working Proprietors

3. Sales Workers

- Working Proprietors, Wholesale and Retail Trade Workers
- Insurance and Real Estate Salesmen, Salesmen of Securities and Services and Auctioneers
- Travelling Salesmen and Manufacturer's Agents
- Salesmen and Related Workers

4. Clerical Workers

- Bookkeepers, Accounting Clerks, and Cashiers
- Stenographers and Typists
- Office Machine Operators
- Clerical Workers, N.E.C.

5. Factory Workers and Craftsmen

- Spinners, Weavers, Knitters, Dyers, and Related Workers
- Tailors, Sewers, Embroiders, and Related Workers
- Footwear Makers and Leather Workers
- Furnacemen, Rollers, Drawers, Molders, Related Metal Making and Treating Workers
- Precision Instrument Mechanics, Watch Repair and Related Workers
- Toolmakers, Machinists, Plumbers, Welders, Platers and Related Workers
- Electricians and Related Electrical and Electronics Workers
- Carpenters, Cabinetmakers and Related Workers
- Painters
- Bricklayers, Masons and Other Construction Workers N.E.C.
- Compositors, Pressmen, Engravers, Bookbinders and Related Workers
- Potters, Kilnmen, Glass and Clay farmers and Related Workers
- Millers, Bakers and Related Food and Beverage Workers

- Chemical and Related Process Workers
- Tobacco Preparers and Tobacco Product Makers
- Craftsmen and Production Process Workers N.E.C.
- Packers, Labellers and Related Workers
- Stationary Engine and Excavating and Lifting Equipment Operators and Related Workers
- Stevedore and Related Freight Handlers
- Laborers N.E.C.

6. Workers in Transport and Communications

- Deck Officers, Engineers, Officers, and Pilots-Ship
- Deck and Engine Room Rating, Ship, Barge Crews and Boatmen
- Aircraft Pilots, Navigators and Flight Engineers
- Drivers, Firemen and Brakemen-Railway
- Conductors of Railway and Road Transport Vehicles
- Inspectors, Supervisors, Traffic Controllers and Dispatchers, and other Workers Transport, N.E.C.
- Telephone, Telegraph and Related Telecommunication Workers
- Mail Carriers and Messengers

7. Professional Workers

- Architect, Engineers and Supervisors
- Chemist, Pharmacists, Natural and Agricultural Scientists
- Professors and Teachers
- Physicians, Surgeons, and Dentists
- Nurses, Midwives, Professional Medical Workers N.E.C. and Medical Technicians
- Lawyers and Jurists
- Clergymen, Charitable and Social Welfare Workers
- Accountants, Social Scientists and Related Workers
- Draftsmen, Technicians and Semi-professional Workers N.E.C.

8. Students/Elementary School

- Elementary School

9. Students/High School and University

- High School
- College
- University
- Vocational School

10. Jobless

11. Others

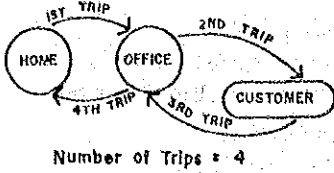
- Farmers, Fishermen, Hunters, etc.
- Members of the Armed Forces (Army, Navy, Air Force)
- Others (should be specified in blank space).

Appendix 3 Classification of Employment Sectors

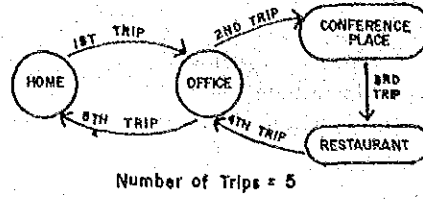
1. Service Industry
 - Business Services
 - Recreational Services
 - Personal Services
2. School
 - School (Elementary School and High School) Professors and Related workers
3. University
 - College, University and Vocational School Professors and Related Workers
4. Government
 - Government Services
5. Agricultural and Mining
 - Agricultural Production and Services
 - Hunting, Trapping and Game Propagation
 - Forestry and Logging
 - Fishing
 - Mining and Quarrying
6. Manufacturing
 - Food Manufacture
 - Beverages
 - Tobacco
 - Textiles, Footwear, Other Wearing Apparel and Made-up Textile Goods
 - Wood and Cork Products, Except Furniture
 - Paper and Paper Products
 - Printing, Publishing, and Allied Industries
 - Leather and Leather Products, Except Footwear and Other Wearing Apparel
 - Rubber and Chemical Products
 - Products of Petroleum and Coal, Non-Metallic Mineral Products and Coal
 - Basic Metal Industries
 - Machinery, Except Transport Machinery and Equipment and Electrical Machinery
 - Electrical Machinery, Apparatus, Appliances and Supplies
 - Transport Equipment
7. Public Utility Company
 - Electricity, Gas and Steam
 - Waterworks and Supply
 - Sanitary and Similar Services
8. Construction
 - Construction by General and Special Trade Contractors
9. Transport, Communications, and Storage
 - Transport and Communications
 - Storage and Warehousing
10. Home-Based
 - Employment in a residence
11. Commerce
 - Wholesale and Retail Trade
 - Banks and Estates
12. Others (Activities not adequately classified)

Appendix 4 Examples of Trips

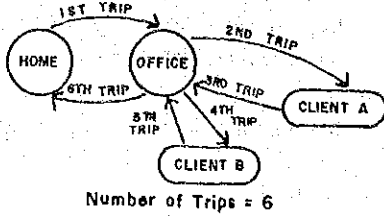
Example 1 SERVICE WORKERS



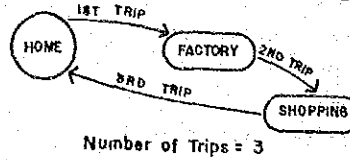
Example 2 ADMINISTRATIVE AND EXECUTIVE WORKERS



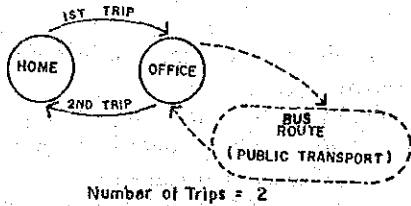
Example 3 SALES WORKERS



Example 4 FACTORY WORKERS & CRAFTSMEN

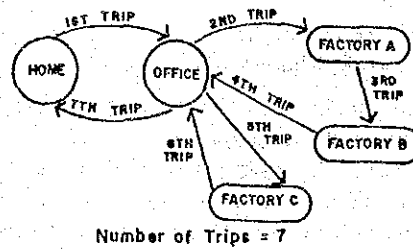


Example 5 TRANSPORT WORKERS
A. BUS DRIVER

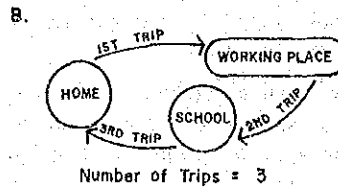
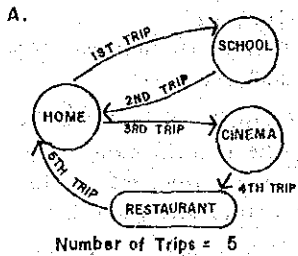


Note: For the public transport workers, their place of work i.e., Transport Route, is not considered as a trip.

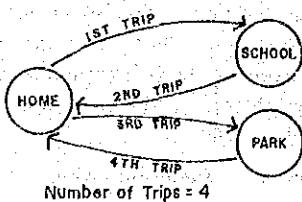
B. TRUCK DRIVER



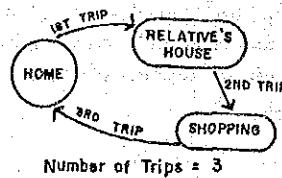
Example 6 HIGH SCHOOL, COLLEGE & UNIVERSITY STUDENTS



Example 7 STUDENTS OF ELEMENTARY SCHOOLS



Example 8 HOUSEWIVES



Appendix 5 Classification of Institutions

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Residence <ul style="list-style-type: none"> - Residence, Apartment 2. Commercial Institution <ul style="list-style-type: none"> - Hotel, Theater, and other similar institutions 3. Office/Bank <ul style="list-style-type: none"> - City Office, Courthouse, Police Office and other Government Offices - Private Office 4. Factory/Warehouse <ul style="list-style-type: none"> - Factory, Construction site - Warehouse 5. School/University <ul style="list-style-type: none"> - Elementary School, High School, College, Vocational School - Library | <ol style="list-style-type: none"> 6. Recreational Center <ul style="list-style-type: none"> - Bowling, Golf, Tennis Court - Playground, Park, Open Space 7. Medical and Welfare <ul style="list-style-type: none"> - Hospital, Clinic 8. Religious and Social Institution <ul style="list-style-type: none"> - Church, Mosque - Art Center, Museum 9. Wholesale and Retail Shops <ul style="list-style-type: none"> - Department Store, Store, Wholesale, Supermarket, Wet Markets 10. Restaurant and Entertainment Establishments <ul style="list-style-type: none"> - Restaurant, Coffee Shop, Night Club, Pub, Beer Hall, and other similar establishments 11. Others (should be specified) |
|--|---|

Appendix 6 Classification of Trip Purposes

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. To Home: applicable when a trip is made to go home from work, school, business, etc. 2. To Work (Office): applicable only when a person goes to his work place on either a full-time or part-time basis. A person whose working place is the same as his home (for example, a person who runs a store in his house, a resident maid or a live-in-employee) does not usually make trips for this purpose. 3. To School: applicable when a person goes or returns to the place where he is studying. Schools include elementary schools, typing schools, music schools, folk dance schools, etc. Trips made by teachers, and school employees are not school trips but are considered work trips. 4. Private: applicable when a person is performing work related to his personal activities, for example, following up a loan application and other similar activities. 5. Business Engagement: applicable if the task being performed is business in nature. 6. To seek Medical Help (Medical): applicable when a person makes a trip for consultation (about health) with doctors, dentists, and other similar professionals. Trips made by doctors or nurses to see patients are excluded. | <ol style="list-style-type: none"> 7. To Socialize (Social): may include the following activities: <ul style="list-style-type: none"> - Parties, civic meetings, social group meetings, wedding ceremonies, funerals, and other similar occasions - Visiting friends, relatives, and other similar activities - Going to movies, drinking, dancing, and other similar activities - Playing cards, chess, and other similar activities - Driving, swimming, fishing, and other similar activities - Gambling - Taking refreshments, snacks, and other similar activities 8. To eat (Eating): applicable when a person makes a trip to take a regular meal. Trips to eat a meal at home (at noon) from office, after which he goes back to his office, are included. 9. To shop (Shopping): applicable when a person makes a trip to do some shopping, regardless of purchase. Trips made to a store for the purpose of "just looking" are also included, even if no purchase is made. Trips made for repairs of radios, tape recorders, electric appliances, cleaning and pressing clothes, and other similar activities are included as well. 10. To Church: applicable when a person goes to church for services. 11. Others: should be specified in the blank space. |
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