

# DCUTCLUS

DAVAO CITY URBAN TRANSPORT  
CUM LAND USE STUDY

GOVERNMENT OF THE REPUBLIC OF  
THE PHILIPPINES

FINAL REPORT

VOLUME IV

SUPPORTING REPORT

DECEMBER, 1981

MINISTRY OF  
PUBLIC WORKS  
AND  
HIGHWAYS

JAPAN  
INTERNATIONAL  
COOPERATION  
AGENCY

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THE PHILIPPINES**

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### **VOLUME IV**

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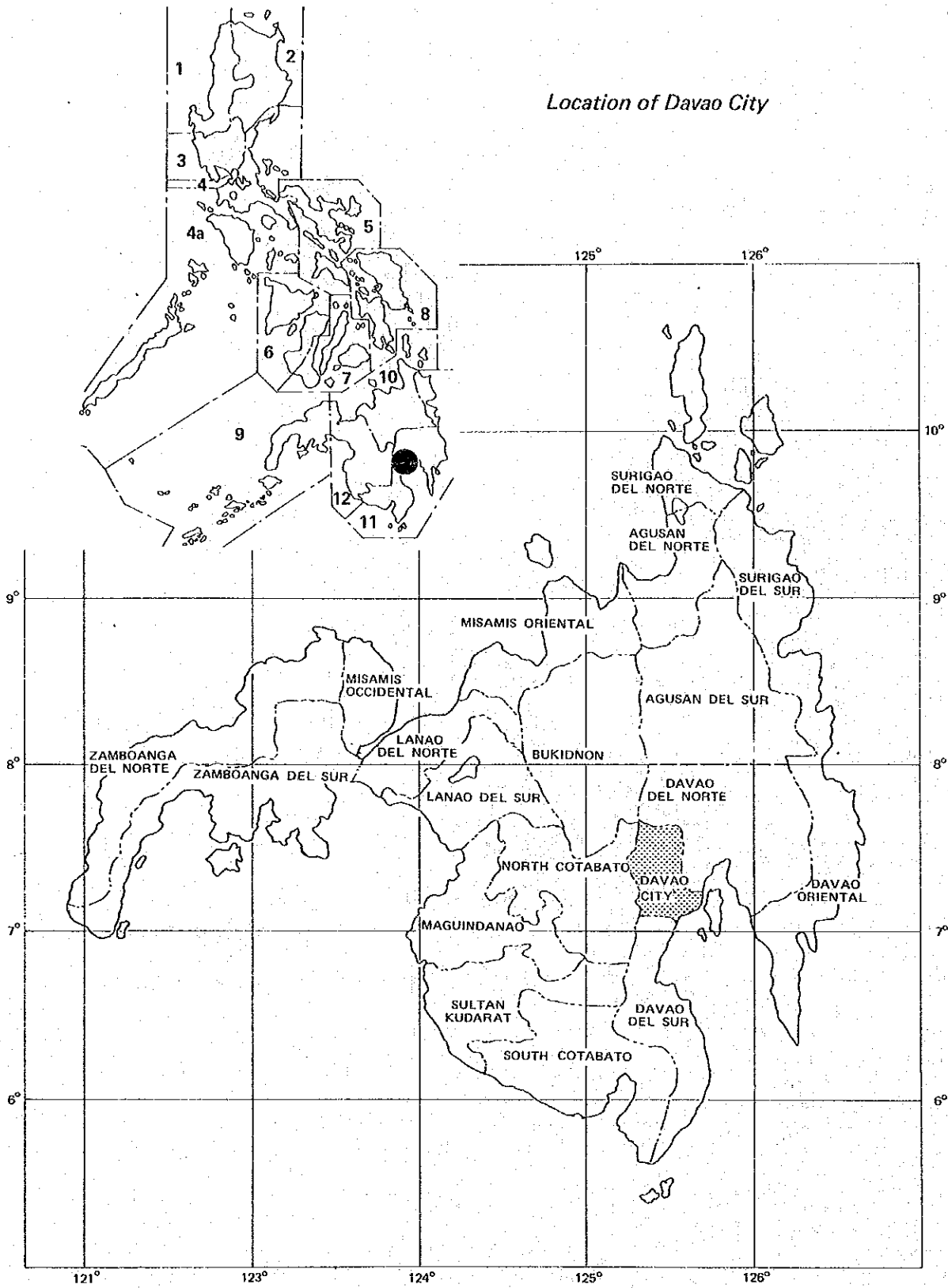
**DECEMBER, 1981**

**MINISTRY OF  
PUBLIC WORKS  
AND  
HIGHWAYS**

**JAPAN  
INTERNATIONAL  
COOPERATION  
AGENCY**

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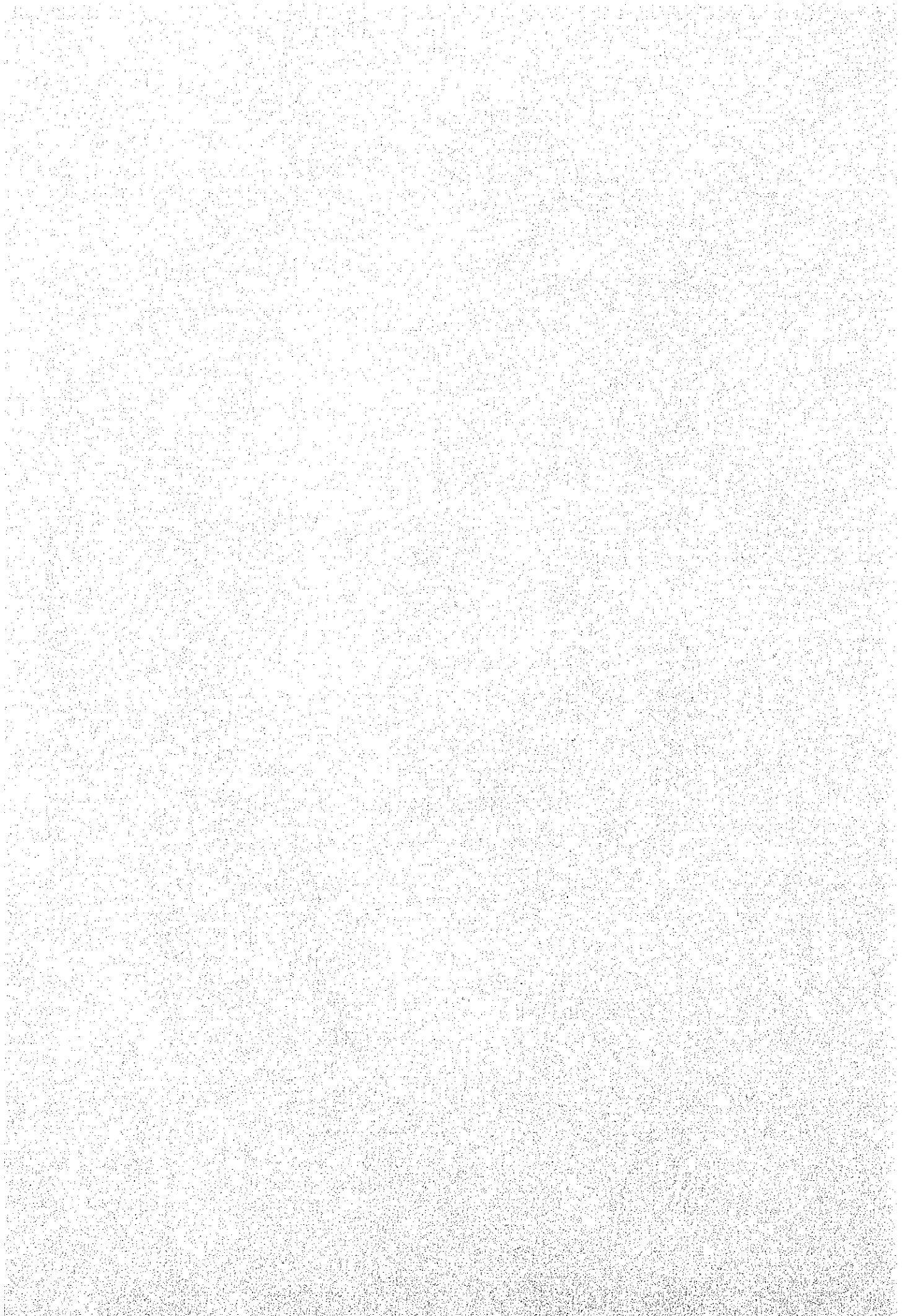
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## 1. INTRODUCTION

### 1-1. Objectives

Davao City Urban Transport Cum Land Use Study is being undertaken by the Ministry of Public Highways (MPH) in cooperation with the Davao City government and Japan International Cooperation Agency (JICA) which is responsible for implementation of the technical cooperation programme of the Government of Japan.

The objective of the study is to formulate a master plan of the urban transportation system for Davao City taking into consideration the land use plan of the said City. The master plan will be composed mainly of the road network system, traffic management and the mass transit system.

The Person-Trip Survey (P.T. Survey), in other words O-D survey by home interview, obtains the facts of existing conditions concerning the movements of people in Davao City area. The results of the survey will reveal the existing transportation problems which are essential in the formulation of a sound and economical plan for the improvement of Davao City's transportation system. Information as to where, when and how people travel will be obtained by this Person-Trip Survey.

### 1-2. Survey Area

The survey area includes Poblacion (Davao City proper), Buhangin, Bunawan, Talomo and Toril. This survey covers 4,838 (8%) sample households in 63 barangays.

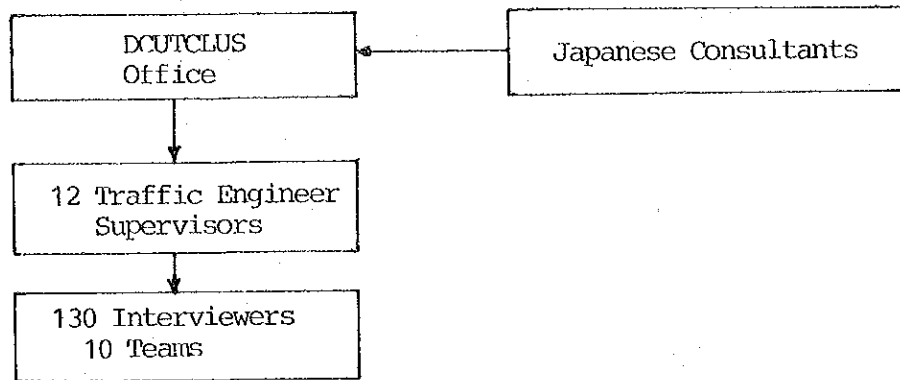
### 1-3. Survey Period

The Person-Trip survey starts on November 12 and ends on December 10, 1979. December 11-17 is reserved as supplementary interview week.

### 1-4. Authority for the Survey

The survey is undertaken by authority of the Ministry of Public Highways.

1-5. Organization of the Survey



2. ADMINISTRATIVE MATTERS

2-1. Certificate of Appointment

As an interviewer, you will be given an appointment as such and an identification card will be issued accordingly. You must bring your ID while conducting interviews.

2-2. Responsibility of an Interviewer

Your work requires tactness in approaching people. Attention to the smallest detail and a sense of responsibility in keeping the information confidential is a must. Take note of the following:

- a) You ask the questions correctly
- b) You record the replies given to you
- c) You check the answers so that it will be thoroughly in consistent with every other reply. In some instance, observation will help.

2-3. Supervision

You are to perform your duties under the direct supervision of the Traffic Supervisor. He is your immediate chief and all problems you may encounter during the home interview must be passed to him.

2-4. Supplies and Working Materials

- a) Person-Trip Survey Interviewer's Manual
- b) Home Interview Form
- c) Sampling List (Household List)
- d) Envelope

- e) I.D. Card
- f) Zone Code lists
- g) Mongol pencil
- h) Call-back card

2-5. Confidential Nature of Information

Information obtained by you during the home interview must be held strictly confidential and must not be passed to any other person except to bonafide employees of the Davao City Urban Transport Cum Land Use Study Team. This data cannot be used for purposes of taxation, investigation and law enforcement procedures. Violation of the rules of confidentiality of information will be dealt with accordingly.

3. GENERAL INSTRUCTIONS TO INTERVIEWERS

3-1. Procedure of the Survey

a) Survey Schedule - The survey schedule is shown in Table I.

b) First Training

The supervisors will explain to you the general instructions of the Interviewer's Manual. Pre-tests will be conducted to let you understand how to fill up the Home Interview Form. You will be assigned to a certain Barangay.

c) Second Training

You will be explained about the mistakes you are apt to commit on the basis of the Pre-test results.

d) Supply of Necessary Materials

Necessary materials for the interview will be supplied on November 12, 1979. Do not forget to get your supplies. Materials will be supplied on Mondays.

TABLE I. PERSON-TRIP SURVEY SCHEDULE

DATE		DAY	SCHEDULE
Oct. 29 & Nov. 2		Mon.-Fri.	First Training
Nov. 5 & Nov. 9		Mon.-Fri.	Second Training
November	12	Monday	Supply of Materials
	13		Home Interview
	14		-ditto-
	15	Thursday	-ditto- Submission of completed forms and progress report
	16		-ditto-
	17		-ditto-
	18	Sunday	
November	19	Monday	Submission of completed forms, progress report and supply of materials
	20		Home Interview
	21		-ditto-
	22	Thursday	-ditto- Submission of completed forms and progress report
	23		-ditto-
	24		-ditto-
	25	Sunday	
	26	Monday	Submission of completed forms, progress report and supply of materials
	27		Home Interview
	28		-ditto-
	29	Thursday	-ditto- Submission of completed forms and progress report
	30		-ditto-
December	1		-ditto-
	2	Sunday	
	3	Monday	Submission of completed forms, progress report and supply of materials
	4		Home Interview
	5		-ditto-
	6	Thursday	-ditto- Submission of completed forms and progress report
	7		-ditto-
	8		-ditto-
	9	Sunday	
	10	Monday	Submission of completed forms, progress report and supply of materials
	11		Supplemental Interview Week
	12		
	13	Thursday	
	14		
	15		
	16	Sunday	
	17		

e) Conduct Home Interviews

You will conduct home interviews from Tuesday to Saturday. You will obtain information on all trips made by a person on the day previous to the interview. Trip information shall be limited to weekdays only. Therefore, interviews on Sundays and Mondays will be strictly prohibited.

f) Progress Report

You are required to make a report to your supervisor on the progress you have made during the past days. Your progress will be reported every Monday and Thursday. At the same time, any problem and/or questions you encounter during the interviews will be consulted to your supervisor.

g) Submission of Home Interview Forms

You will submit all the Home Interview forms that are properly filled out to your supervisor every Monday and Thursday. Be sure that all items in the Home Interview Forms are complete and there are no information missing. Your supervisor will check the forms submitted. If any information is missing, you are required to visit again the person you failed to secure the necessary data needed.

3-2 Whom to Interview

You will be given the Sampling Lists (Lists of Households sampled). There is only one name of person on each household on the sampling list. However, you are required to interview all members of the household except those persons who are six years old and younger.

3-3. How to Conduct an Interview

It is very essential that you will be polite at all times. Introduce yourself politely, "Good Morning Sir/Madam. I am (give your name), from the Davao City Urban Transport Study Team. You have probably heard that we are conducting a Person-Trip Survey by home interview." You may be asked to enter and

sit down, but do not always expect this courtesy. Be prepared to interview under inconvenient circumstances. Be friendly with the person you are interviewing. Do not discuss politics, religion or any other controversial subject. Avoid argument or a prolonged discussion on any question. Be prompt in doing your work. Do not waste time. When you have finished the interview, thank the interviewees and proceed to the next household.

#### PROCEDURE

- a) Find the household listed in the sampling list. The zone code lists will help you find the house. If you can not find the house, ask the neighbors or Barangay Captain. Consult directly your supervisor if you encounter the following circumstances:
  1. All members of the household have transferred.
  2. A person in the sampling list can not be identified in the address listed.
  3. A house in the sampling list is demolished or vacant.
- b) Identify the person who is listed in the sampling list.
- c) Write the names, ages and sex of all other members of the household in the sampling list. Exclude members who are six years old and younger.
- d) Household members should be interviewed one by one or one after the other. Ask all questions in the home interview form. One interview form is for one person. However, if the person interviewed made more than five trips on the previous day of the interview, use one more form.
- e) When the interview on one person is finished, check the forms if there is any missing information. If none, proceed to another person.
- f) If you can not finish the interviews on all members of the household by the absence of some members or any other reasons, leave a call-back card informing the date of your re-visit.
- g) When all members have been interviewed, put all forms in one envelope and write the code number of the household and other information on the envelope.

- h) Proceed to another household.

#### ACCOMPLISHMENT

Interviewers are expected to interview two households per day including re-visits and time used in going from one household to another. They have to interview ten households per week. You have to complete the interview at the rate of ten households per week.

#### 3-4. How to Ask questions

Should any person refuse to answer the questions in the form, explain to him that the information is strictly confidential, that it will not be available to any person except to certain members of the study team and that it is to be used only for transport planning purposes. Explain also that the statements he makes are not self-incriminating.

However, if after all tactful means have been resorted to and you still fail to get the necessary information, write in the remarks of the sampling list "Refused to answer" and report this matter to the supervisor. Interviewers should not argue or lose their temper.

#### 3-5. How to Accomplish the Home Interview Form

- a) Use a Mongol pencil to record the information
- b) Write legibly and firmly
- c) Follow the numerical sequence of the items in the form. Complete the entries for each person before asking questions for the next one.
- d) Some of the items have code number to be entered as answers. In accordance with the interviewee's reply, enter the appropriate code number.
- e) Other items require a check (✓) or write entry in the spaces provided for. Write legibly.
- f) If an error is committed, erase it properly and write the correct entry on the space provided for.

3-6. Checking the day's work

After completing each day's work, check if entries in the form are correct and consistent with other questions. The forms you will submit to your supervisor will be checked three times. Forms having mistakes and/or lack of information will be returned for reinterview.

3-7. Liaison with the Office

Interviewers are required to contact the Office at least twice a week, Monday and Thursday, to report the progress of work and discuss problems you have encountered during the interview. You may seek advice from time to time. In cases when the interviewer can not make on the spot decisions, see and obtain instructions from the supervisor on any day.

3-8. Submission of Home Interview Forms

Interviewers are required to submit all interview forms they have completed during the previous days. Submission day is every Monday and Thursday. All forms belonging to a household will be put in one envelope. A sampling list they have filled up with names, ages and sex of all members of a household except 6 years old and younger, will be also submitted.

In case of incomplete interviews on members of a household because of absence or any other reasons, interview forms of this household shall not be submitted. However, the number of persons they have interviewed will be reported.

The supervisor will check all forms submitted in your presence and if he found out that the data are incomplete, these will be returned. Appropriate instructions will be given and necessary materials will be supplied for the week.

3-9. Completion of Work

The target date of the survey is December 10, 1979. Interviewers are required to fulfill their assignment by this date.

You must submit all the forms you have completed and return all unused materials on December 10, 1979. The forms submitted



will be checked three times and incomplete forms will be returned for re-visits. Your work will be considered complete upon the supervisor's approval.

### 3-10. Callbacks and Refusal

You may fail to interview some members of the household or encounter a household that refuses to be interviewed. Write "callback" or "refusal" in the remarks of the sampling list as the case may be.

In callbacks, make a return visit at the earliest opportunity. It is advisable to inform the maid, the children or the neighbors when the interviewer intends to return. You should leave a callback card informing the date of your next call. It may be convenient to make an appointment by telephone whenever possible.

Make at least three callbacks. If the interviewer still fails to contact the members of the household on his/her third call, report the matter to the supervisor.

If a household refuses to be interviewed, revisit the household and try to persuade the members to cooperate. If the interviewer fails, also report the matter to the supervisor.

### 3-11. Cooperation with the Barangay Captain

Interviewers will be assigned to a certain Barangay. All the interviewees live in the barangay where you are assigned. It is advisable to get some orientation from the Barangay Captain at the beginning of the survey. When the interviewers find it difficult to locate the address listed in the sampling list or when your interviewees refused to be interviewed, he/she may ask the Barangay Captain's help. However, don't ask too much. Try to solve the problem by yourself.

## 4. DETAILED INSTRUCTIONS TO INTERVIEWERS

### 4-1. General Instructions

- a) The main purpose of the survey is to obtain information on all trips made by all members of the household except those

persons who are six (6) years old and younger on the day previous to the day of interview.

- 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. For example, when interviewing on Saturdays to obtain trip data for Friday, the hours will be 3:00 A.M. Friday and 3:00 A.M. Saturday.
- c) One interview form is for one person. However, those who made trips more than 5 times on the day previous to the interview should be entered in another sheet.
- d) You have to change the way you ask questions to PUJ, AC, Taxi, Truck and Private Car drivers. The method of asking questions will be explained later.
- e) Entry of data for those who are out from home shall be as follows:
  - o The interviewee is out from home when you visit, make callbacks at different times for three times. If you still fail to interview, consult your supervisor.
  - o The interviewee is out from home for a full day when you visit and also during the previous day, enter the reason in the Form. Questions 1 to 6 shall be answered by one of the family members.
  - o Hospital - Write the reason in the form.
  - o Living outside the Person-Trip Survey area, for example a student attending school in Manila, write the reason in the Sampling List.
- f) Those who are living together with the other household members, shall be also interviewed. For example, student boarders.

#### 4-2. Sampling List (Interviewer's Copy)

Name of interviewer, Code No., District, Barangay, Purok and Address will be given to you, likewise with the name, age and sex of No. 1 person will be given. Your first work is to

complete the sampling list. You are to ask the name, age and sex of all the members of the household excluding those who are 6 years old and younger, and write them down in the sampling list legibly.

Those who are boarding in the same household shall be included in the sampling list. Signatures of the family head and yours are required.

4-3 . Home Interview Form (Refer to Appendix-1)

a  b  c Supervisor's Check, Second Check, Third Check

You are not required to enter these blocks.

d Code Number

You are not required to fill up code numbers. These will be filled up by the Supervisor.

e Interview Result

You are not required to fill up INTERVIEW RESULT. These will be filled up by the Supervisor. When the interviewer gets back the home interview forms previously submitted to the supervisor, refer to INCOMPLETE ITEMS. Incomplete items will be written for your reference.

1 ADDRESSES

1-1. HOME

Enter the complete home address of the interviewee.

1-2. OFFICE

1-3. SCHOOL

Enter the complete office or school address of the interviewee. Do not forget to write the Barangay and District names.

2 SEX

Check the block.

3 AGE

Enter the age of the interviewee as of November 12, 1979.

4 OCCUPATION

Check the block of the corresponding occupation of the interviewee. The detailed classification of occupation will be referred to Appendix-2. If you can not classify the corresponding occupation, enter a definite description.

5 INDUSTRY

Check the block of the corresponding industry of the interviewee. The detailed classification of industry will be referred to Appendix-3. If you can not classify the corresponding occupation, enter a definite description.

6 POSSESSION OF DRIVERS LICENSE

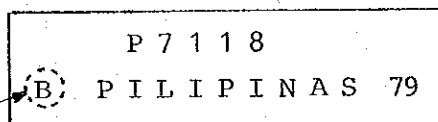
Check the block.

7 TO BE ANSWERED BY THE HEAD OF THE FAMILY

The following four questions, 7.1.1, 7.1.2, 7.2 and 7.3 will be answered by the head of the family only. You are not required to ask these questions to the rest of the household members. When the head of the family is out of the Person-Trip Survey Area during the survey period, a representative of the household can answer these questions.

7.1.1 PLATE CLASSIFICATION

An example of vehicle plate is shown below.



This classification is referred in the Home Interview Form. Check the block of the corresponding plate classification. If the family owns more than one type of vehicle, check the corresponding number of blocks.

The meaning of these abbreviations are:

- 1. B ..... Bantam
- 2. L ..... Light
- 3. H ..... Heavy
- 4. J ..... Jeep
- 5. S ..... Service Jeep, Pick-up, Van
- 6. T ..... Truck

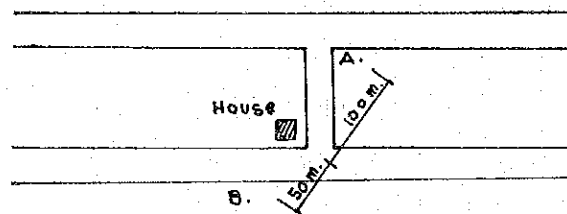
**7.1.2** NO. OF UNITS

Enter each and the total number of private-use vehicles owned by the household. For example, if the household owns two B and one J, enter 2, 1, and 3 for B, J and total, respectively.

**7.2** HOW FAR WILL IT TAKE YOU TO RIDE PUBLIC TRANSPORTATION FROM HOME?

Enter the approximate distance and time from the house to the public transportation route or the jeepney/bus stop where the interviewee is usually using. Public transportation, in this case, include only PUJ Jeepney, AC Jeepney and PU Bus. The door-to-door public transportation such as PU Taxi and Tricycle is excluded.

Example:



The interviewee usually walk to a point A, enter 100 m.

**7.3** HOW MUCH IS YOUR MONTHLY FAMILY INCOME?

Check the block of the corresponding family income. Family income means the total sum of all members monthly income. For example, a husband, a wife and an eldest son earns ₱1,000, ₱500 and ₱400 per month, respectively, FAMILY INCOME is ₱1,900. Check the block of 1001 - 2000.

**8** TRIP NUMBER

Definition of Trip

- a) A "trip" is defined as the one-way travel from one point (origin) to another point (destination) for a particular purpose, such as one of the purposes listed in **17** of the Home Interview Form.

Round trips to and from work, to and from shopping, to and from the theater, etc., represent at least two trips in each case; one for the travel to the place of work, shopping or theater and one for the return travel.

- c) A continuous round trip, such as a pleasure drive through the park, must also be considered as two trips. The farthest distance reached during the drive being recorded as the end of the first trip (destination) and the beginning of the second (Origin) trip.
- d) In general, stops are regarded as the end of the trip and the beginning of another, unless the stops are made for relatively unimportant purpose which do not determine the route of travel, such as dropping a letter in a mail box at the road side, buy a package of cigarettes, gasoline purchase or buy light refreshments.

Stops of this nature ordinarily do not control the route of travel and should be disregarded. Of course, stops made to avoid conflict with traffic or to comply with directions of traffic control signs and signals also should be disregarded.

- e) Stops which direct the route of travel, such as transacting business at a bank, visiting a friend, eating a meal, shopping, picking up or discharging a passenger at some specific location should be considered the end of one trip and the beginning of another.

In most cases, the person being interviewed will automatically give the proper location to be considered at the end of a trip because of his desire to get some specific location for some specific purpose, but it shall be your responsibility to check these information.

- f) Even if more than one mode of transportation is used in travelling from one point to another for a particular purpose, it is considered as one trip. Stops for the purpose of changing mode of transportation are parts of one trip.

For example, a student left his residence and took a jeepney, then he changed a ride to AC and arrived at the school. In this case, the travel from his residence to the school is one trip for the purpose of going to "SCHOOL".

- g) Some occupations create travel of circuitous nature involving several stops for a similar purpose, such as a doctor visiting his customers, or a real estate agent in the course of his work and other similar occupation. Travel of this nature is important in a city to portray it clearly, the travel between each stop should be recorded as a separate trip, showing the purpose from "BUSINESS TO BUSINESS".

It is realized that some occupation in this category such as door-to-door salemen, public utility meter readers and certain deliverymen, may make so many stops which are only a few houses apart but which would be classified as trips according to the above definition. Extremely short trips such as these would not be significant in the subsequent tabulations to be prepared for the analysis. To avoid these unnecessary complications, only trips which made from one barangay to another or greater in length, are to be recorded.

For those who belong to occupation mentioned above, disregard entirely any travel between stops which are within one Barangay.

- h) The following travels shall not be considered as trips, even if each travel has its own purpose.

- o A travel less than 50 meters in distance.
- o A travel within the same building or the same lot.  
For example, the city house building, school building, school campus, hotel garden, park, beach, etc.
- o A travel within the same farm land, rice field, coconut plantation field, fish pond, etc.

- i) When a parson did not make any travel, it shall be recorded as Zero (0) trip. Enter Zero (0) in the block of ORIGIN OF TRIP NO. 1. Examples are shown in Appendix-4.

9

## ORIGIN

The ORIGIN means the place where the trip started. In connection with ORIGIN, three questions shall be asked.

9.1

### WHERE DID THIS TRIP BEGIN?

Enter the Address, Barangay and District of the ORIGIN. When the trip began outside of Davao City, enter also Province or Municipality.

In most cases, the Origin of Trip No. 1 will be the address of the interviewee's residence. However, one may have stayed in his friend's house or in the hotel. In this case, the ORIGIN is his friend's house or the hotel, as the case may be.

The Origin of Trip No. 2 has to be the DESTINATION OF TRIP No. 1. Therefore, there is no need to fill up the ORIGIN OF TRIP NO. 2 and so on.

Remember that to know the ORIGIN and the DESTINATION is one of the most important survey items.

9.2

### INSTITUTION

Enter the corresponding code number of the institution of ORIGIN. Codes of institution are listed in 16 ORIGIN-DESTINATION.

INSTITUTION of Trip No. 2 of ORIGIN has to be the same as INSTITUTION OF DESTINATION of Trip No. 1. Therefore, no need to fill up. Refer to Appendix 5 INSTITUTION GROUP.

9.3

### TIME STARTED

Enter the approximate time when the trip started. The interviewee might forget the time when he started the trip. The interviewer can ask indirect questions to get this information. Assuming that the interviewee is a student, for example, the interviewer can ask the time the class starts and usual travel time required from the interviewee's residence to the school, so that the interviewer can compute approximately the time the interviewee left the house. Use tactful approach to get information. Do not forget to enter "TIME STARTED" of every trip.



10 DESTINATION

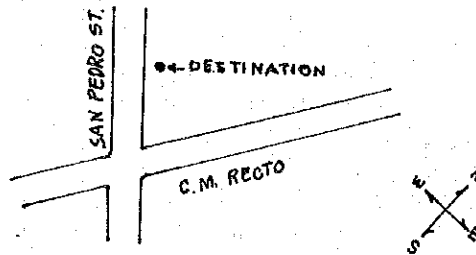
The DESTINATION means the place where the trip ended. In connection with DESTINATION, three questions shall be asked.

10.1 WHERE DID THIS TRIP END?

Enter the Address, Barangay and District of the DESTINATION. When the trip ended outside of Davao City, enter also Province or Municipality. The interviewer has to get full information of the DESTINATION, so that the supervisor and coders can also identify the place easily. The interviewee may not be able to answer the address of the DESTINATION. In this case, the interviewer has to get the following combination of information.

Case -1. Street/Highway name, Direction (North, East, etc.) and Nearest corner.

Example:

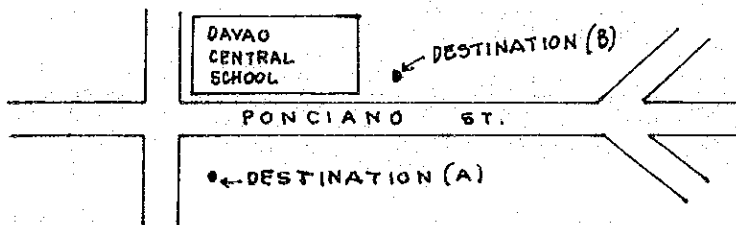


DESTINATION is North side of San Pedro St. near the corner of C.M. Recto Avenue.

Enter San Pedro St. - North/C.M. Recto Avenue or "C.M. Recto Avenue - West/San Pedro St."

Case-2. Street/Highway name and a monumental building or a famous facility.

Example:



DESTINATION (A) is the opposite side of Davao Central School along Ponciano St.. Enter "Ponciano St./opposite Davao Central School".

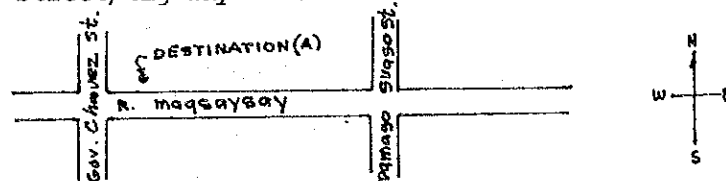
DESTINATION (B) is near Davao Central School along Ponciano St.. Enter "Ponciano St./Near Davao Central School".

Monumental buildings and famous facilities are as follows: School, College, Church, Regional Office, Hospital, Barangay center, Fire Station, Hotel, Bank, Market, Terminal, Park, Cemetery, Athletic and Recreational facilities.

Be careful when these are referred to as the DESTINATION. A bank, for example, may have several branch offices in Davao City. Therefore, the name of the branch office has to be defined as well as the name of the bank. Zone code list will be a good guide.

Case -3. Street/Highway names and Direction.

Example:



DESTINATION (A) is North of R. Magsaysay Avenue between Chavez St. and Damaso Suazo St.

Enter "R. Magsaysay Avenue - South/Chavez St., Damaso Suazo St."

Case-4. Street/Highway name and Subdivision or Village name.

10.2 INSTITUTION

Enter the corresponding code number of institution of the DESTINATION. Codes of institution are listed in 16 ORIGIN-DESTINATION.

10.3 TIME ARRIVED

Enter approximate time when the trip ended.

11 PURPOSE OF TRIP

Enter the corresponding code number of PURPOSE OF TRIP. Codes of PURPOSE OF TRIP are listed in 17.

Refer to Appendix-6 Classification of Purpose of Trip. When the purpose of trip does not belong to nine (9) classification, enter the purpose.

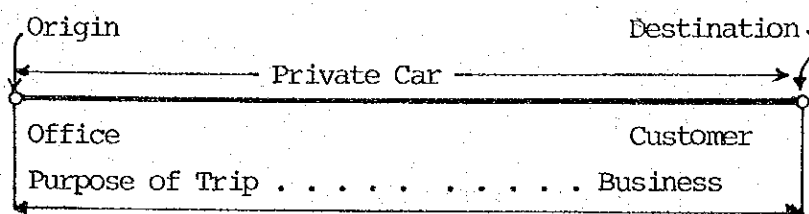
12

MODE OF TRAVEL

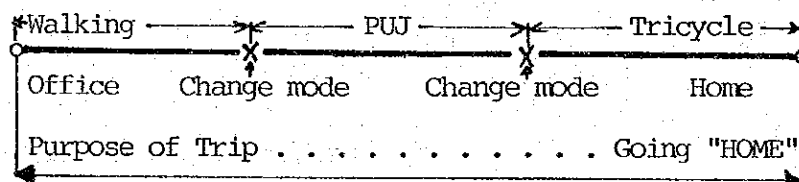
Enter the corresponding code number of MODE OF TRAVEL. Codes are listed in 18 MODE OF TRAVEL.

Refer to Appendix - 7 Classification of MODE OF TRAVEL. Remember that one trip may be composed of more than one mode. In this case, enter codes of all modes.

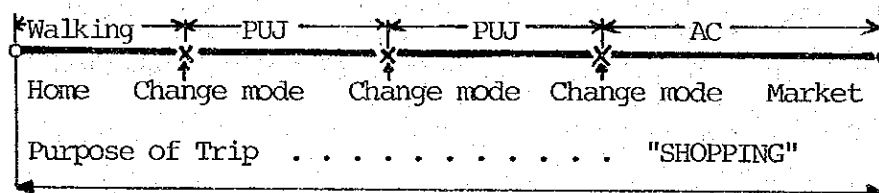
Example -1.



Example -2.



Example -3.



Enter as follows:

Example-1

Mode of Travel

4

Example-2

Mode of Travel

1
7
10

Example-3

Mode of Travel

1
7
7
8

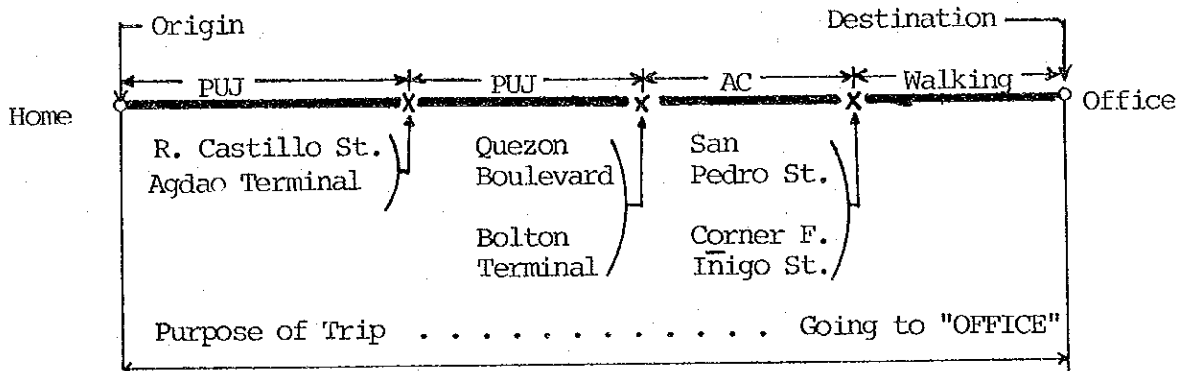
13

WHERE DID YOU CHANGE YOUR MODE OF TRAVEL?

Enter the address of the place where the interviewee changed his mode of travel. In case he did not know the address, use

the following conditions:

- o Street name and the nearest monumental building or famous facility
- o Street name and the nearest corner
- o Street name and terminal name
- o Route number and the nearest corner or the nearest monumental building (PUJ only)



Enter as follows:

12 MODE OF TRAVEL	13 WHERE DID YOU CHANGE YOUR MODE OF TRAVEL
7	R. Castillo St./Agdao Terminal
7	Quezon Blvd./Bolton Terminal
8	San Pedro St./F. Inigo Street
1	

Use the following abbreviations:

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

**14** NO. OF PERSONS IN THE VEHICLE INCLUDING DRIVER

This question is for only two modes of travel, namely AUTOMOBILE and TRUCK. When the interviewee used the rest of travel modes, the interviewer is not required to get information.

There are two questions. One is NO. OF PERSONS IN THE VEHICLE INCLUDING DRIVER. Enter the number of persons riding in the vehicle including driver. The other is "DID YOU DRIVE". When the interviewee drove the vehicle, the answer is "YES". Mark (✓) in the block of YES.

**15** KIND OF PARKING

This question is for only two modes of travel, namely AUTOMOBILE and TRUCK. When the interviewee used the rest of travel modes, the interviewer is not required to get information.

Enter the corresponding code number of the kind of parking. Codes are listed in **19** KIND OF PARKING. Refer to Appendix -8 Classification of KIND OF PARKING

**16** ORIGIN - DESTINATION

This is the classification of institution at ORIGIN and DESTINATION. The interviewer is required to select corresponding institution from among them to fill up **9.2** and **10.2**. Refer to Appendix-5 INSTITUTION GROUP.

**17** PURPOSE OF TRIP

This is the classification of PURPOSE OF TRIP. The interviewer is required to select corresponding PURPOSE OF TRIP from among them to fill up **11**. Refer to Appendix -6 Classification of Purpose of Trip.

**18** MODE OF TRAVEL

This is the classification of MODE OF TRAVEL. The interviewer is required to select corresponding MODE OF TRAVEL from among them to fill up **12**. Refer to Appendix -7 Classification of MODE OF TRAVEL.

**19** KIND OF PARKING

This is the classification of KIND OF PARKING. The interviewer is

required to select corresponding KIND OF PARKING from among them to fill up [15]. Refer to Appendix -8 Classification of KIND OF PARKING.

[20] NAME OF INTERVIEWEE

Ask the interviewee to enter his name in [20] THE INTERVIEWER'S NAME.

[21] DATE

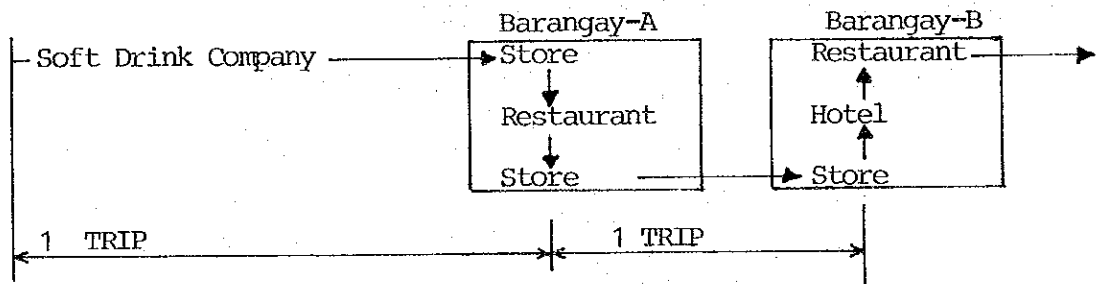
You are required to enter the date when the interviewee made the travel.

4-4. Drivers for Delivery Services and Their Helpers

In case the interviewee is a driver for delivery services or a helper of such, write "Driver" or "Helper" just above the block of [4] occupation. Mark "√" in the block of "6 . Worker in Transport" as his occupation and "6. Transport, Communication and Storage" as his Industry.

They usually make a lot of stops which may be only a few houses apart, while they are delivering goods. Extremely short trips such as these are difficult to obtain accurately, laborious to record and would not be significant. To avoid these unnecessary complications, only trips which are made from one barangay to another or greater in length, are required to be recorded.

Example:



From a Company to Barangay -A ..... One Trip

From Barangay A to Barangay -B ..... One Trip

A trip from a store to a restaurant in Barangay-A shall not be recorded as a trip.

4-5. Drivers of Public Utility Vehicles

In case the interviewee is a driver of a public utility vehicle, write the name of it he drives just above the block of [4] Occupation. Public utility vehicles include PU Jeepney, AC Jeepney, FU Bus, Taxi PU and Tricycle. Mark "✓" in the block of "6. Worker in Transport" as his occupation and "6. Transport, Communication and Storage" as his Industry.

Trips made by them will be classified into two. One is business trip which is made for the purpose of passenger transportation. Even when a trip is made without a passenger, it shall be included in the business trip if it is intended to find a passenger. The other is private trip which is made for his own purpose, such as going to work, taking a meal, visiting friends, going shopping, etc..

You are not required to record business trips, when the interviewee is a driver of a public utility vehicle.

In case a driver drives a public utility vehicle from or to his house, the case shall be considered as the start or the end of a business trip. When a private trip is made during the driver's working hours, it shall be neglected.

4-6. Private Car Driver Employed by Owner

In case the interviewee is a private car driver employed by the owner, write "Private car driver" just above the block of [4] Occupation. Mark "✓" in the block of "6. Worker in Transport," as his occupation and "6. Transport, communication and Storage" as his Industry.

Trips made by them will be classified into two. One is business trip which is made for the purpose of the owner, the owner's family and/or the company. The other is private trip which is made for his own purposes, such as going to work, taking a meal, visiting friends, going shopping, etc.. You are not required to record business trips, when the interviewee is a private car driver employed by the owner.

APPENDIX-1 HOME INTERVIEW FORM

DAVAO CITY URBAN TRANSPORT CUM LAND USE STUDY, 1979  
HOME INTERVIEW FORM

IMPORTANT NOTICE:

The data obtained here will be used for the Comprehensive Transport Planning of Davao City. Your cooperation will be highly appreciated.

MINISTRY OF PUBLIC HIGHWAYS  
CITY GOVERNMENT OF DAVAO

a) SUPERVISOR'S CHECK	b) SECOND CHECK	c) THIRD CHECK

CODE NUMBER		
ZONE	HOUSEHOLD	INDIVIDUAL

INTERVIEW RESULT	
COMPLETE NO. OF TRIPS	INCOMPLETE ITEMS

1.1 HOME	2. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	4. OCCUPATION <input type="checkbox"/> 1. Professional Worker <input type="checkbox"/> 2. Administrative Worker <input type="checkbox"/> 3. Clerical Worker <input type="checkbox"/> 4. Sales Worker <input type="checkbox"/> 5. Farmer <input type="checkbox"/> 6. Worker in Transport <input type="checkbox"/> 7. Craftsman <input type="checkbox"/> 8. Service Worker <input type="checkbox"/> 9. Pupil <input type="checkbox"/> 10. Student <input type="checkbox"/> 11. Housewife <input type="checkbox"/> 12. Jobless	5. INDUSTRY <input type="checkbox"/> 1. Agriculture and Mining <input type="checkbox"/> 2. Manufacture <input type="checkbox"/> 3. Electricity, Gas, Water and Sanitary Services <input type="checkbox"/> 4. Construction <input type="checkbox"/> 5. Commerce <input type="checkbox"/> 6. Transport, communication and Storage <input type="checkbox"/> 7. Government Services <input type="checkbox"/> 8. Services <input type="checkbox"/> 9. Pupil <input type="checkbox"/> 10. Student <input type="checkbox"/> 11. Housewife <input type="checkbox"/> 12. Jobless	6. Possession of Driver's License 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No	7. TO BE ANSWERED BY THE HEAD OF THE FAMILY		
1.2 OFFICE					7.1 VEHICLES OWNED 7.1.1 Plate Classification <input type="checkbox"/> 1. B <input type="checkbox"/> 2. L <input type="checkbox"/> 3. H <input type="checkbox"/> 4. J <input type="checkbox"/> 5. S <input type="checkbox"/> 6. T TOTAL	7.2 How far will it take you to ride public transportation from home? Distance ( M. ) Time Spent ( Min. )	7.3 How much is your monthly family income? <input type="checkbox"/> 1. P 500 and below <input type="checkbox"/> 2. 501-1000 <input type="checkbox"/> 3. 1001-2000 <input type="checkbox"/> 4. 2001-5000 <input type="checkbox"/> 5. 5001 and over
1.3 SCHOOL					3. AGE		

8. TRIP NO.	9. ORIGIN		10. DESTINATION			11. PURPOSE OF TRIP	12. MODE OF TRAVEL	13. WHERE DID YOU CHANGE YOUR MODE OF TRAVEL?	14. NO. OF PERSONS IN VEHICLE INCLUDING DRIVER	15. KIND OF PARKING
	9.1 WHERE DID THIS TRIP BEGIN?	9.2 INST. TUITION	9.3 TIME STARTED	10.1 WHERE DID THIS TRIP END?	10.2 INST. TUITION					
1			AM						( )	Did You Drive? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No
2	NO NEED TO FILL UP		AM						( )	Did You Drive? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No
3	NO NEED TO FILL UP		AM						( )	Did You Drive? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No
4	NO NEED TO FILL UP		AM						( )	Did You Drive? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No
5	NO NEED TO FILL UP		AM						( )	Did You Drive? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No

20. NAME OF INTERVIEWEE: _____	16. ORIGIN DESTINATION 1. Residence 2. Commercial Institution 3. Office Institution 4. Factory 5. Education and Welfare Institution 6. Transportation Station 7. Warehouse 8. Farm 9. Others	17. PURPOSE OF TRIP 1. Work (Office) 2. School 3. Business 4. Medical and Dental 5. Social, Recreation 6. Eat Meal 7. Shopping 8. Church 9. Home	18. MODE OF TRAVEL 1. Walking 2. Bicycle 3. Motorcycle 4. Automobile 5. Truck 6. Bus 7. PU/ Jeepney 8. AC Jeepney 9. Taxi, PU 10. Tricycle 11. Others	19. KIND OF PARKING 1. Street 2. Free Parking 3. Paid Parking 4. Not Parking
21. DATE: _____				
NAME OF INTERVIEWER: _____				
SIGNATURE _____				



APPENDIX-2. OCCUPATION GROUP

1. Professional Workers
  - o Architects, Engineers and Surveyors
  - o Chemists, Pharmacists, Natural and Agricultural Scientists
  - o Professors and Teachers
  - o Physicians, Surgeons and Dentists
  - o Nurses, Midwives, Professional Medical Workers N.E.C. and Medical Technicians
  - o Lawyers and Jurists
  - o Clergymen, Charitable and Social Welfare Workers
  - o Accountants, Social Scientists and Related Workers
  - o Draftsmen, Technicians and Semi-Professional Workers N.E.C.
2. Administrative Workers
  - o Government Officials
  - o Directors, Managers and Working Proprietors
3. Clerical Workers
  - o Bookkeepers, Accounting Clerks and Cashiers
  - o Stenographers and Typists
  - o Office Machine Operators
  - o Clerical Workers, N.E.C.
4. Sales Workers
  - o Working Proprietors, Wholesale and Retail Trade
  - o Insurance and Real Estate Salesmen, Salesmen of Securities and Services and Auctioneers
  - o Travelling Salesmen and Manufacturer's Agents
  - o Salesmen and Related Workers
  - o Shop Assistants and Related Workers
5. Farmers
  - o Farmers and Farm Managers
  - o Farm Workers (Wage or Unpaid)
  - o Hunters and Related Workers
  - o Fishermen and Related Workers

- o Loggers and Other Forestry Workers
  - o Foremen, Mines and Quarries
  - o Miners and Quarrymen
  - o Well Drillers and Related Workers
  - o Mineral Theaters
6. Workers in Transport
- o Deck Officers, Engineer Officers and Pilots Ship
  - o Deck and Engine Room Ratings, Ship, Barge Crews and Boatmen
  - o Aircraft Pilots, Navigators and Flight Engineers
  - o Drivers, Firemen and Brakemen, Railway
  - o Drivers, Road Transport
  - o Conductors, Railway and Road Transport
  - o Inspectors, Supervisors, Traffic Controllers and Dispatchers and other Workers, Transport, N.E.C.
  - o Telephone, Telegraph and Related Telecommunication workers
  - o Mail Carriers and Messengers.
7. Craftsmen
- o Spinners, Weavers, Knitters, Dyers and Related Workers
  - o Tailors, Sewers, Embroiderers and Related Workers
  - o Footwear Makers and Leather Workers
  - o Furnacemen, Rollers, Drawers, Molders, 2 Related Metal making and Treating Workers
  - o Precision Instrument Mechanics, Watch Repairers and Related Workers
  - o Toolmakers, Machinists, Plumbers, Welders, Platers and Related Workers
  - o Electricians and Related Electrical and Electronics Workers
  - o Carpenters, Cabinetmakers and Related Workers
  - o Painters
  - o Bricklayers, Masons and Other Construction Workers N.E.C.
  - o Compositors, Pressmen, Engravers, Bookbinders and Related Workers
  - o Potters, Kilnmen, Glass and Clay farmers and Related Workers
  - o Millers, Bakers, Brewers and Related Food and Beverage Workers
  - o Chemical and Related Process Workers
  - o Tobacco Preparers and Tobacco Product Makers

- o Craftsmen and Production process Workers N.E.C.
  - o Packers, Labellers and Related Workers
  - o Stationary Engine and Excavating and Lifting Equipment Operators and Related Workers
  - o Stevedore and Related Freight Handlers
  - o Laborers N.E.C.
- 8, Service Workers
- o Firefighters, Policemen, Guards and Related Workers
  - o Housekeepers, Cooks, Maids and Related Workers
  - o Waiters, Bartenders and Related Workers
  - o Building Caretakers, Cleaners and Related Workers
  - o Barbers, Hairdressers, Beauticians and Related Workers
  - o Launderers, Dry Cleaners and Pressers
  - o Athletes, Sportsmen and Related Workers
  - o Photographers and Related Camera Operators
  - o Embalmers and Undertakers Service, Sports and Related Workers N.E.C.

APPENDIX -3      INDUSTRY GROUP

1. Agricultural and Mining
  - o Agricultural Production and Services
  - o Hunting, Trapping and Game Propagation
  - o Forestry and Logging
  - o Fishing
  - o Mining and quarrying
2. Manufacturing
  - o Food Manufactured
  - o Beverages
  - o Tobacco Products
  - o Textiles
  - o Footwear, Other Wearing Apparel and Made-up Textile Goods
  - o Wood and Cork Products, Except Furniture
  - o Paper and Paper Products
  - o Printing, Publishing and Allied Industries
  - o Leather and Leather Products, Except footwear and Other

- Wearing Apparel
- o Rubber Products
- o Chemicals and Chemical Products
- o Products of Petroleum and Coal Non-Metallic Mineral Products, Except Products of Petroleum and Coal
- o Basic Metal Industries
- o Metal Products, Except Machinery and Transport Equipment
- o Machinery, Except Electrical Machinery
- o Electrical Machinery, Apparatus, Appliances and Supplies
- o Transport Equipment
- o Miscellaneous Manufacturer
- 3. Electricity, Gas, Water and Sanitary Services
  - o Electricity, Gas and Steam
  - o Waterworks and Supply
  - o Sanitary and Similar Services
- 4. Construction
  - o Construction by General Contractors
  - o Construction by Special Trade Contractors
- 5. Commerce
  - o Wholesale Trade
  - o Retail Trade
  - o Banks and Other Financial Institutions
  - o Insurance
  - o Real Estate
- 6. Transport, Communication and Storage
  - o Transport
  - o Communication
  - o Storage and Warehousing
- 7. Government Services
  - o Government Services
  - o Community Services

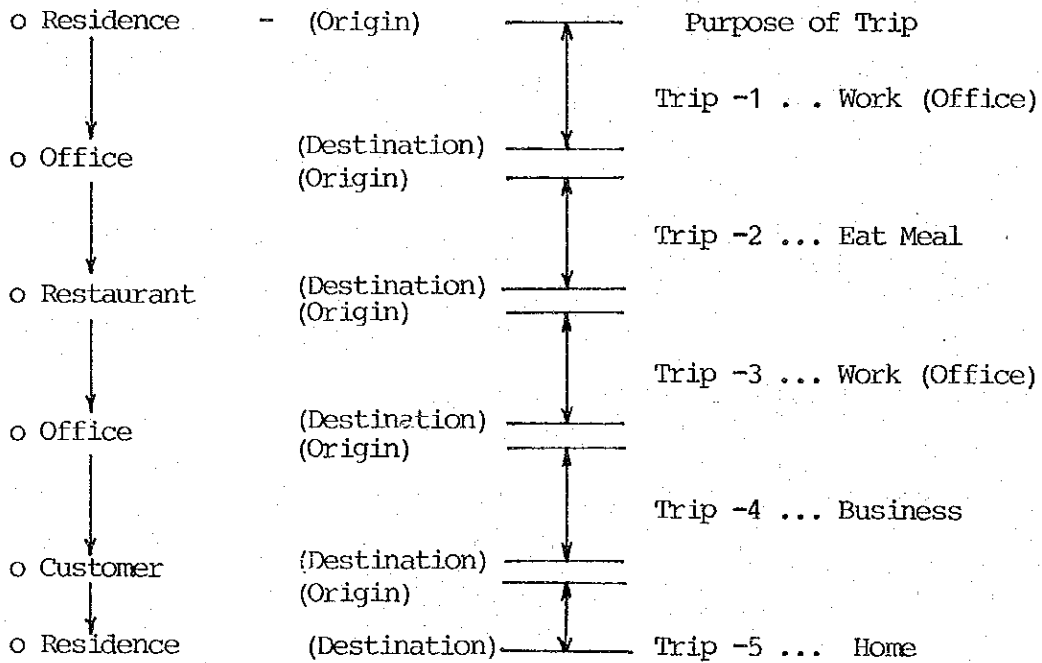
8. Services

- o Business Services
- o Recreational Services
- o Personal Services

APPENDIX-4 EXAMPLES OF TRIP

Example-1.

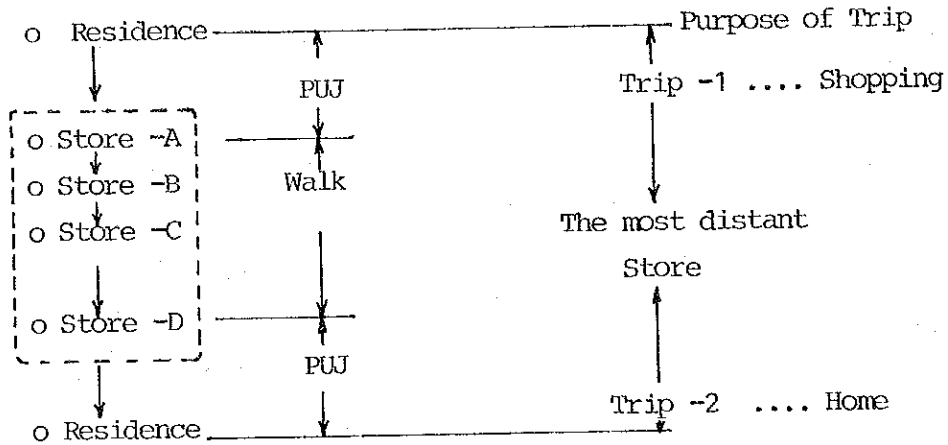
An interviewee went to office by taking PUJ and AC. He worked in the office in the morning. At noon, he went to a restaurant to take lunch. After lunch, he returned to his office. He visited his customer then returned to his house.



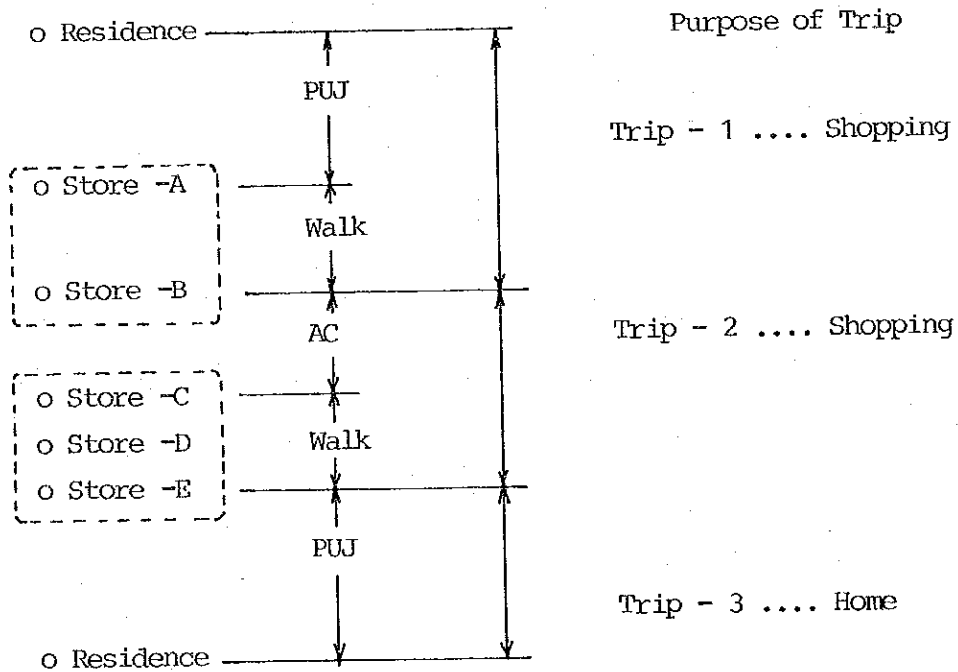
Example -2.

An interviewee went shopping and visited several stores and returned home.

Case -1

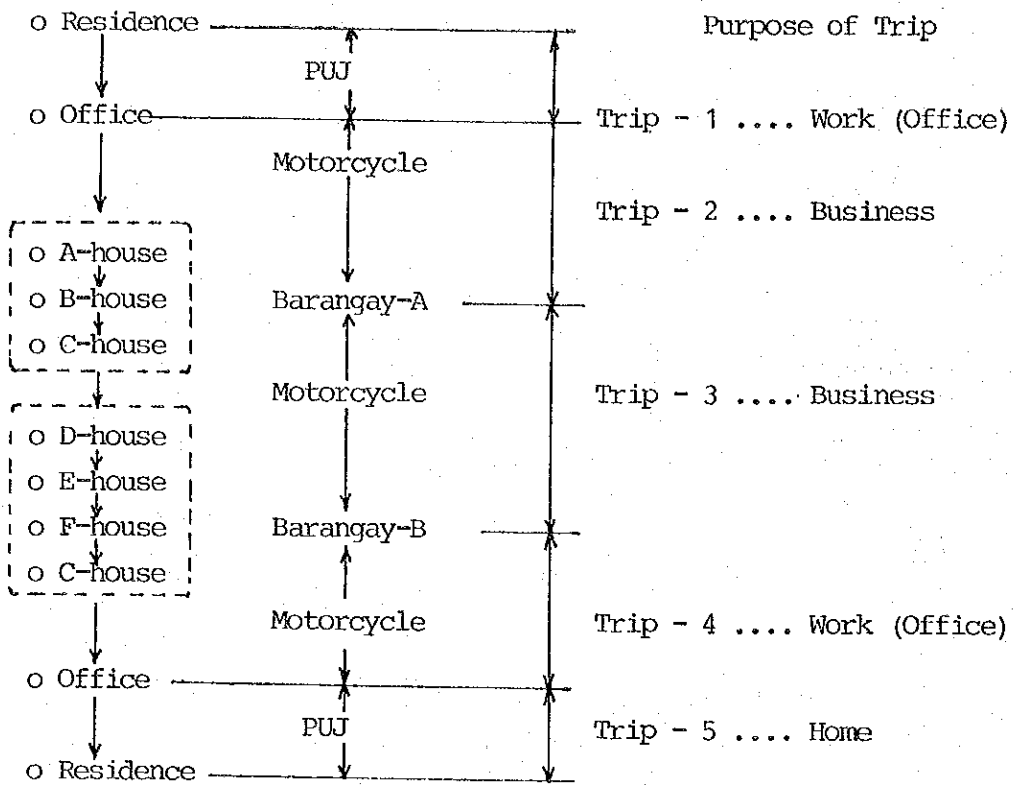


Case #2



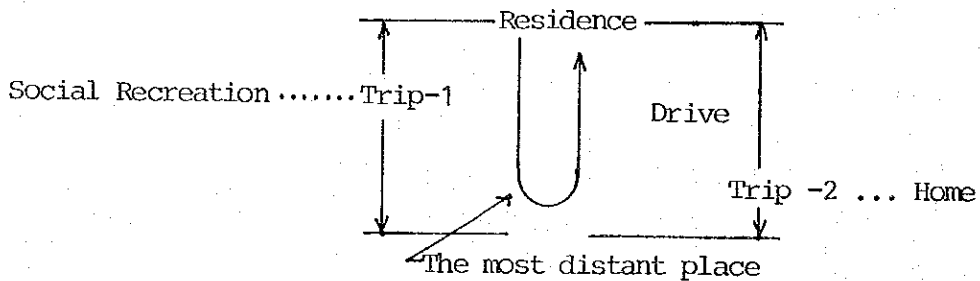
Example - 3.

An interviewee is a door-to-door salesman or a similar occupation, such as a deliveryman, a mailman, etc.



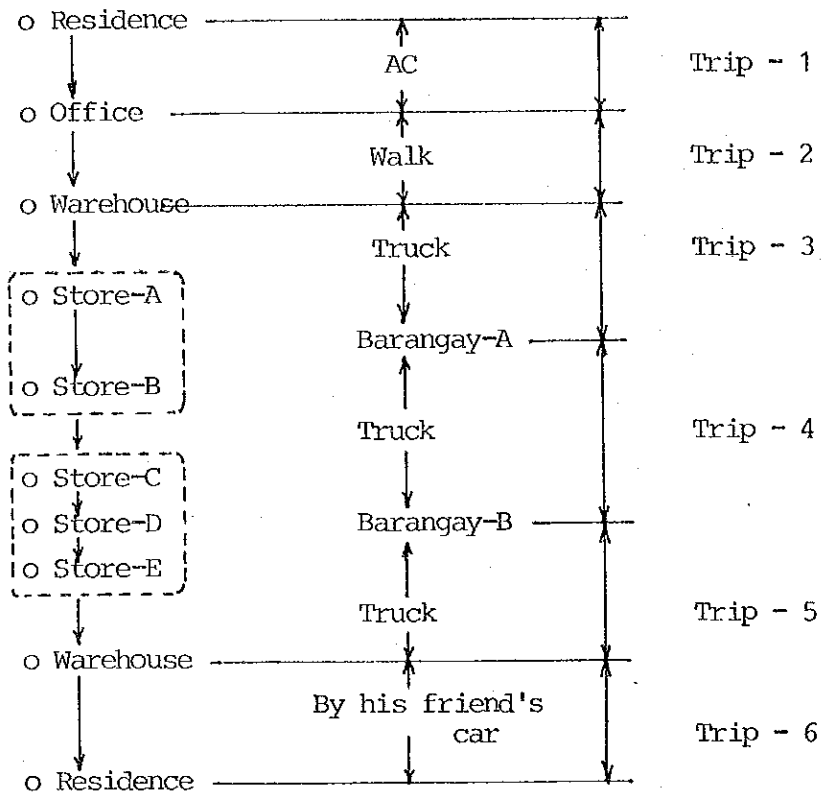
Example -4.

An continous round trip such as a pleasure drive, taking a walk, running for exercise, etc.



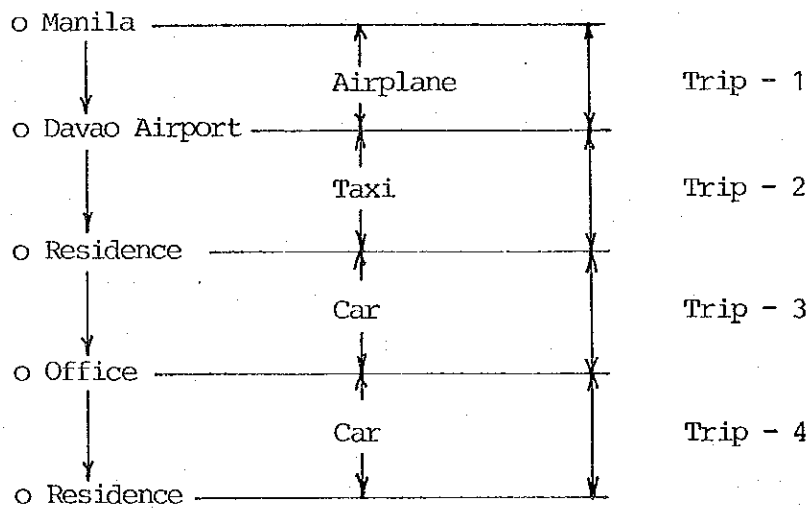
Example -5.

An interviewee is a truck driver.



Example - 6.

An interviewee arrived from Manila by airplane.





QUESTIONS:

1. Example -1  
Answer other information required to complete the Home Interview Form.
2. Example - 2 Case - 2  
Answer the mode of travel for each trip.
3. Example - 3  
Answer the origin and the destination for each trip.
4. Example - 4  
Answer the similar nature of trips.
5. Example - 5  
Answer the purpose of each trip. Answer the possible institution of each origin and destination.
6. Example - 6  
Answer the purpose of each trip.

APPENDIX - 5 INSTITUTION GROUP

1. Residence
  - o Residence, Apartment, etc.
2. Commercial Institution
  - o Department Store, Store, Eating house, Restaurant, Wholesale store, Market, Hotel, Theater, Tavern, Bar room, etc.
3. Office Institution
  - o City office, Courthouse, Police Office, other government office
  - o Private office, etc.
4. Factory
  - o Factory, Drainage and Water Institution

- o Damping Institution
- 5. Education and Welfare Institution
  - o School, College, Library, Church, Hospital
  - o Clinic, Gym, Playground, Park
- 6 Transportation Station
  - o Terminal
  - o Parking
- 7. Warehouse
- 8. Farm
  - o Farm
  - o Fishery institution
  - o Forestry institution
- 9. Others
  - o Street
  - o The site of construction
  - o Beach
  - o Park
  - o etc.

APPENDIX - 6 CLASSIFICATION OF THE PURPOSE OF TRIP

1. Work (Office)

This purpose of a trip is applicable when a person goes or returns to the place where he is working daily on either a full time basis or a part time basis.

A person whose working place is the same as the place he is living, for example, a person who runs his store in his house, a resident maid or a live-in employee, does not usually make trips for this purpose.

2. School

This purpose of a trip is applicable when a person goes or returns to the place where he is studying daily. Schools include elementary schools, high schools, colleges, universities, night schools, typist schools, music schools, folk dance schools, etc.. Trips made by teachers and employees at such institution are excluded.

3. Business

This purpose of a trip is applicable when a person is performing his duty as an employee or an employer. This item includes the cases as follows:

A farmer --- to a field, a fisherman - - - to a fish pond or the sea, a salesman --- to customers, a laborer --- to a construction site, a driver --- to a delivery, a manager --- to a meeting or a conference, a doctor --- to a patient, a driver --- to a car repair shop or a gasoline station, a resident maid or a live-in employee --- to shopping as a part of duty.

4. Medical and Dental

This purpose of a trip is applicable when a person makes a trip for consultation about health with doctors, dentists, etc. Trips made by doctors or nurses to see patients are excluded.

5. Social Recreation

This purpose of a trip include the following acts:

- o Attending a party, a civic meeting, a meeting of social group, a wedding ceremony, a funeral, etc.
- o Visiting friends, relatives, etc.
- o Going to movies, drinking, dancing, etc.
- o Playing basketball, football, baseball, tennis, etc.
- o Playing cards, chess, etc.
- o Going driving, swimming, fishing, etc.
- o Gambling
- o Taking refreshment, snack, merienda, etc.
- o Haircut, beauty treatments, etc.

6. Eat Meal

This purpose of a trip is applicable when a person makes a trip for taking a regular meal. When a person goes to home to eat meal at noon and after the meal, he returns to the office, a trip purpose shall be included in this classification instead of a trip to "Home".

7. Shopping

This purpose of a trip is applicable when a person makes a trip to do some shopping, regardless of the purchase. Trips made to a store for the purpose of "Just Looking" are classified as shopping even though no purchase is made. Trips made for repairs to radios, tape recorders, electric appliances, cleaning and pressing clothes, etc., are also included.

8. Church

This purpose of a trip is applicable when a person goes to church.

9. Home

This purpose of a trip is applicable when a trip is made to go home from work, School, Business and other items listed in "Purpose of Trip".

APPENDIX -7 CLASSIFICATION OF MODE OF TRAVEL

1. Walking
2. Bicycle
3. Motorcycle
4. Automobile includes cars and jeeps
5. Truck includes pick-ups, vans, trucks, trailers and tankers
6. Bus includes PU big buses (seat capacity exceeds over 40 seats) and PU mini buses (seat capacity at 40 maximum)
7. PUJ Jeepney (seat capacity is over 9 including a driver's seat)
8. AC Jeepney (seat capacity is maximum 9 including a driver's seat)
9. Taxi, PU include taxis and PU Mini-car
10. Tricycle
11. Others includes school buses, company buses, airplanes, ships, animal drawn, etc.

APPENDIX - 8 CLASSIFICATION OF PARKING

1. Street --- Parking at road side
2. Free Parking --- Parking at public or private lot free from any charge
3. Paid Parking --- Parking at public or private lot with charge
4. Not Parking --- This is applicable when a driver stops momentarily to pick up or discharge passengers and has no intentions of parking for a period longer than necessary to do this.

SURVEY MANUALS-1.2

PERSON-TRIP SURVEY

SUPERVISOR'S MANUAL

C O N T E N T S

1. GENERAL
2. ROLES OF TRAFFIC ENGINEER SUPERVISORS
3. ORGANIZATION, ASSIGNMENT AND SCHEDULE
  - 3-1. Organization of Person-Trip Survey
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4. WORK ACTIVITY
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  - 4-4. Progress Report on Home Interview
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  - 4-8. Supervision of 2nd check, 3rd check and  
Coding
  - 4-9. Progress Report on 2nd check, 3rd check  
and Coding

1. GENERAL

This manual describes the roles of the Traffic Engineer Supervisors during the Person-Trip Survey.

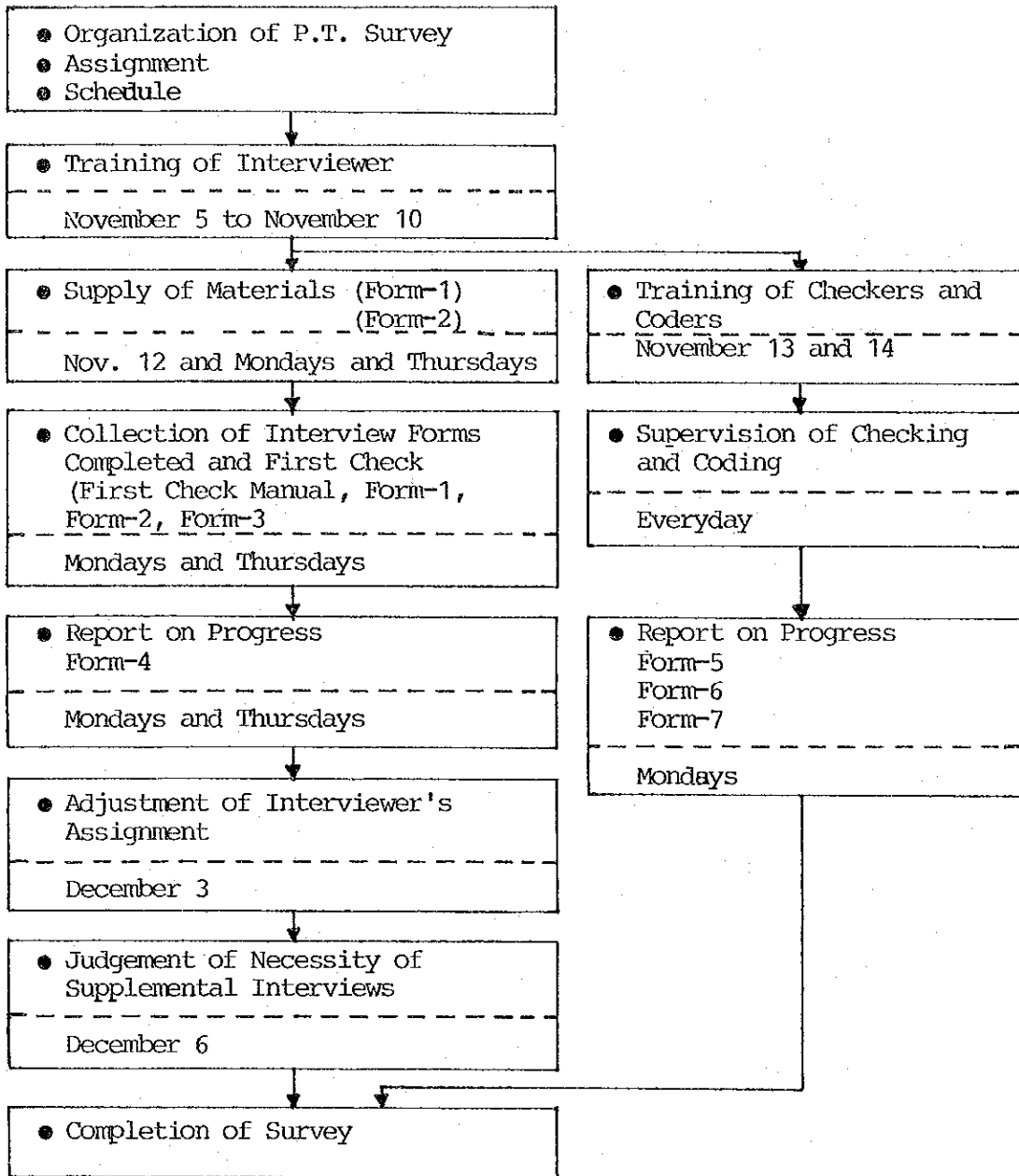
The roles of the Traffic Engineer Supervisors are so important that the success of the survey depends upon them. They have to guide and control about 130 interviewers and 40 checkers and coders. At the same time, more than 25,000 data sheets have to be handled systematically. The Traffic Supervisor's strong leadership, supervision and guidance to the Interviewers, the Checkers and the Coders is expected during the survey.

2. ROLES OF TRAFFIC ENGINEER SUPERVISORS

The roles of the Traffic Engineer Supervisors are listed in Chart - 1.

CHART -1

ROLES OF TRAFFIC ENGINEER SUPERVISORS



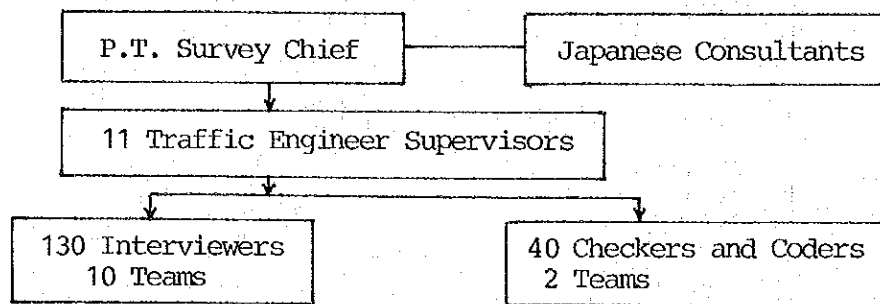


3. ORGANIZATION, ASSIGNMENT AND SCHEDULE

3-1. Organization of Person-Trip Survey

The organization of the Person-Trip Survey is shown in Chart-2.

Chart -2 Organization of Person-Trip Survey



The Traffic Engineer Supervisors are required to guide and supervise Interviewers, Checkers and Coders. The Traffic Engineer Supervisors have to report the progress of the work and the problems encountered to the P.T. Survey Chief.

3-2. Assignment of Traffic Engineer Supervisors

The Traffic Engineer Supervisors are assigned to certain barangays as shown in Table-1. Each Traffic Engineer Supervisor is responsible to his area for all processes of the Survey from the training of Interviewers to the coding.

TABLE -1 ASSIGNMENT OF TRAFFIC SUPERVISOR

Traffic Engineer Supervisor	District	No. of Sample House holds	Barangay		No. of Interviewers
			Name	No. of sample House-holds	
Team - 1	Bunawan 6 Barangays	549	Lasang	53	2
			Bunawan	114	3
			Mahayag	13	1
			Tibungco	154	4
			Ilang	64	2
			Panacan	151	4
			TOTAL	549	16
Team - 2	Buhangin -1 3 Barangays	505	Sasa	195	6
			Pampanga	94	3
			Buhangin	216	6
			TOTAL	505	15
Team - 3	Buhangin -2	604	Agdao	604	15
			TOTAL	604	15
Team -4	Poblacion-1 13 Barangays	572	1	32	1
			2	38	1
			3	36	1
			4	54	1
			5	62	1
			6	58	1
			7	66	1
			8	51	2
			34	52	1
			35	33	1
			38	39	1
			39	30	1
			40	21	1
			TOTAL	572	13
Team - 5	Poblacion-2 12 Barangays	443	9	43	1
			10	35	1
			11	30	
			12	18	1
			13	21	
			14	20	1
			15	52	1
			16	16	
			17	18	1
			18	33	1
			19	114	3
			20	43	1
TOTAL	443	11			

Traffic Engineer Supervisor	District	No. of Sam- ple House- holds	Barangay		No. of Inter- viewers
			Name	No. of Sam- ple House- holds	
Team -6	Poblacion-3 15 Barangays	653	21	50	1
			22	73	2
			23	45	1
			24	41	1
			25	26	1
			26	30	
			27	59	1
			28	37	1
			29	39	1
			30	44	1
			31	59	1
			32	44	1
			33	48	1
			36	24	1
			37	34	1
	TOTAL		653	14	
Team - 7	Talomo-1 3 Barangays	348	Bucana	156	4
			Ma-a	167	5
			M. Pangl	25	1
	TOTAL		348	10	
Team - 8	Talomo-2 2 Barangays	443	Matina Crossing	387	10
			Matina Aplaya	56	2
			TOTAL	443	12
Team - 9	Talomo-3 4 Barangays	307	Talomo	188	5
			B. Gallera	63	2
			Dumoy	49	2
			Baliok	7	
	TOTAL		307	9	
Team - 10	Toril 4 Barangays	415	Crossing Bayabas	116	3
			Toril	156	4
			Daliao	105	3
			Lizada	38	1
			TOTAL	415	11

3-3. Traffic Engineer Supervisor's Schdule

The Supervisor's schedule is shown in Table -2.

TABLE -2. SUPERVISOR'S SCHEDULE

Date	Day	Schedule
Nov. 5 and Nov. 10	Monday and Saturday	o Training of Interviewers
Nov. 12	Monday	o Supply of Materials
13	Tuesday	o Training of Checkers
14	Wednesday	o Training of Coders
15	Thursday	o First check of Forms submitted o Progress Report
16		o Supervision of 2nd check, 3rd check and coding
17		
18	Sunday	
19	Monday	o First check of Forms submitted o Progress Report o Supervision of 2nd check, 3rd check, and coding o Supply of Materials
20		o Supervision of 2nd check, 3rd check and coding
21		- ditto-
22	Thursday	o First check of Forms submitted o Progress Report o Supervision of 2nd check, 3rd check and coding
23		o Supervision of 2nd check, 3rd check and coding
24		
25	Sunday	
26	Monday	o First check of Forms submitted o Progress Report o Supply of Materials o Supervision of 2nd check, 3rd check and coding
27		o Supervision of 2nd check, 3rd check and coding
28		o -ditto-
29	Thursday	o First check of Forms submitted o Progress Report o Supervision of 2nd check, 3rd check and coding
30		o Supervision of 2nd check

Date	Day	Schedule
Dec. 1	Saturday	
2	Sunday	
3	Monday	<ul style="list-style-type: none"> <li>o First check of Forms submitted</li> <li>o Progress Report and Adjustment of Interviewers Assignment</li> <li>o Supply of Materials</li> <li>o Supervision of 2nd check, 3rd check and coding</li> </ul>
4		o Supervision of 2nd check, 3rd check and coding
5		o -ditto-
6	Thursday	<ul style="list-style-type: none"> <li>o First check of Forms submitted</li> <li>o Progress Report and Judgment of necessity of supplemental interviews</li> <li>o Supervision of 2nd check, 3rd check, and coding</li> </ul>
7		o Supervision of 2nd check, 3rd check and coding
8		
9	Sunday	
10	Monday	<ul style="list-style-type: none"> <li>o First check of Forms submitted</li> <li>o Progress Report and Adjustment of checkers and coders</li> <li>o Instruction of supplemental interviews to interviewer</li> <li>o Supply of Materials</li> <li>o Supervision of 2nd check, 3rd check and coding</li> </ul>
11		o Supervision of 2nd check, 3rd check and coding
12		o -ditto -
13	Thursday	<ul style="list-style-type: none"> <li>o First check of Forms submitted</li> <li>o Progress Report</li> <li>o Supervision of 2nd check, 3rd check and coding</li> </ul>
14		o Supervision of 2nd check, 3rd check and coding
15		o -ditto -
16	Sunday	
17	Monday	<ul style="list-style-type: none"> <li>o First check of Forms submitted</li> <li>o Progress Report</li> <li>o Receive all un-used materials from interviewers</li> <li>o Supervision of 2nd check, 3rd check and coding</li> </ul>
18	Tuesday	o Complete all works

4. WORK ACTIVITY

4-1. Training of Interviewers  
(November 5 to November 9)

Reliability of the data obtained by the Survey depends upon the interviewers. It is very important for the interviewers to know the objectives and the contents of the survey in detail. Therefore, the training of the interviewers has to be planned carefully and conducted effectively by the Traffic Engineer Supervisors.

The Interviewer's Manual will be used as a textbook for the training of the interviewers. The following items will be stressed during the training:

- Definition of Trip
- Exact information on Origin and Destination
- How to fill up the Form
- Pre-Test
- Demonstration of the interview

The Interviewers will be divided into two groups.

Group-1

Bunawan	- - - - -	16 Interviewers
Buhangin-1	- - - - -	15 Interviewers
Buhangin-2	- - - - -	15 Interviewers
Poblacion-1	- - - - -	13 Interviewers
Poblacion-2	- - - - -	11 Interviewers
TOTAL	- - - - -	70 Interviewers

Group-2

Poblacion- 3	- - - - -	14 Interviewers
Talomo-1	- - - - -	10 Interviewers
Talomo-2	- - - - -	12 Interviewers
Talomo-3	- - - - -	9 Interviewers
Toril	- - - - -	11 Interviewers
TOTAL	- - - - -	56 Interviewers

The training schedule is shown in Table-3.

TABLE-3. INTERVIEWER'S TRAINING SCHEDULE

Date	Day	Group-I	Group-2
Nov. 5	Monday	Explanation of Interviewer's Manual	-
6	Tuesday	Explanation of Interviewer's Manual, Pre-Test	Explanation of Interviewer's Manual
7	Wednesday	Discussion on Pre-Test Result, Demonstration by Interviewer	Explanation of Interviewer's Manual, Pre-Test
8	Thursday	Individual interview of Interviewer by Supervisors	Discussion on Pre-Test Result, Demonstration by Interviewer
9	Friday	Final instruction	Individual interview of Interviewer by Supervisors
10	Saturday	-	Final instruction

a) Explanation of Interviewer's Manual.

- Objectives of the survey
- Schedule of the survey
- How to fill up the form
- Definition of a trip
- How to get and record the exact information on Origin and Destination
- Etc.

An interviewer will be supplied three sheets of Interview Forms for the Pre-test.

b) Pre-Test

An interviewer will interview three persons. Ask an interviewer to record and report time spent for one interview.

c) Check of the Pre-Test result

The Traffic Engineer Supervisor will check the interview forms submitted by an interviewer. The Traffic Engineer Supervisor

will meet an Interviewer for 20 to 30 minutes and give him proper advices after checking the Forms. Record time spent for checking of one sheet of the Form. Also record items which will be mistaken by an interviewer.

d) Demonstration of Interview

The demonstration of an interview will be conducted by Interviewers. All interviewers are expected to learn the tactful approach to an interviewee through the demonstration.

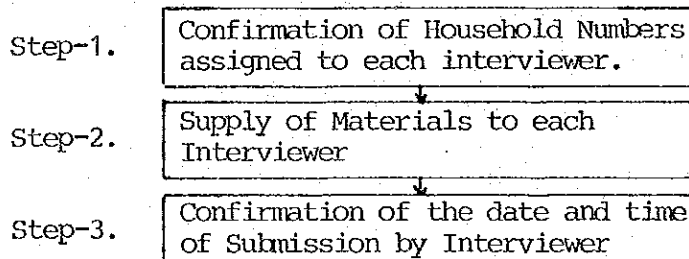
e) Final instruction

The Traffic Engineer Supervisor will give final instructions on the basis of the analysis of the Pre-Test results. Items which will be commonly mistaken by an Interviewer will be explained in detail.

4-2. Supply of Materials  
(Every Monday)

The Interview forms and other materials enough for one week will be supplied to Interviewers every Monday.

The procedure is shown in Chart-3.



Step-1. Confirmation of Household Numbers assigned to each Interviewer

- o Fill up Form-1. HOUSEHOLDS ASSIGNMENT TO INTERVIEWER. Select corresponding sampling lists. Prepare to supply the sampling list of Interviewer's copy to Interviewers. Keep the sampling list of Supervisor's copy.



Step-2. Supply of Materials to Each Interviewer

- Prepare the following materials and supply them to the Interviewers.

1. Sampling List	-----	15 sheets
2. Home Interview Form	-----	70 sheets
3. Zone Code Table	-----	1 set
4. Zone Code Map	-----	1 sheet
5. I.D. Card	-----	1
6. Pencil with eraser	-----	1
7. Envelope	-----	12
8. Paper bag	-----	1
9. Call-back card	-----	10

To be supplied every Monday ----- 1, 2, 7, 9

To be supplied on November 12 ----- 3, 4, 5, 6, 8

- These materials will be put in a paper bag. Ask each interviewer to check if they are all complete prior to supply.
- Prepare in advance so that no confusion occurs on Mondays.

Step-3. Confirmation of the date and time of Submission by Interviewer

- Inform each interviewer what time of the day and where to come back to submit the interview forms completed.
- Use Form-2 INTERVIEWER'S SUBMISSION SCHEDULE

4-3. Collection of Home Interview Forms and First check (Every Monday and Thursday)

All the home interview forms of the households completed will be submitted to the Traffic Engineer Supervisors by the Interviewer on Mondays and Thursdays.

The following checks must be conducted by the Traffic Engineer Supervisors.

- Check the number of the household members listed in the sampling list of Interviewer's copy and compare the number in Supervisor's copy.

- Check the Home Interview Forms  
Refer to First Check Manual.
- To find mistakes and/or missing information at the initial stage is very important. Therefore, the first check must be done carefully.
- After checking the Interview Forms of a household, mark "√" in the block of the corresponding household in the Form-1.
- Fill up Form-3 HOME INTERVIEW FORM RETURN STATUS
- Proceed the Interview Forms completed to the 2nd check.

4-4. Progress Report on Home Interview  
(Every Monday and Thursday)

Fill up FORM-4 HOME INTERVIEW PROGRESS REPORT (Each Interviewer) and report it to the Person-Trip Survey Chief.

4-5. Adjustment of Interviewers assignment  
(December 3)

Each interviewer is assigned to a certain barangay. However, the assignment must be adjusted in accordance with the progress of the work. When the Traffic Supervisor finds it difficult to accomplish the work within the scheduled time, consult the Person-Trip Survey Chief.

4-6. Judgment of necessity of supplemental interviews  
(December 6)

The progress of the work will be reviewed. If the progress of a certain barangay is judged not to reach the target by December 10, the matter shall be reported to the Person-Trip Survey Chief. The preparation for the supplemental interview has to be done in accordance with the instruction of the Person-Trip Survey Chief.

4-7. Training of Checkers and Coders  
(November 13 and 14)

The training of Checkers and Coders will be conducted prior to the start of work.

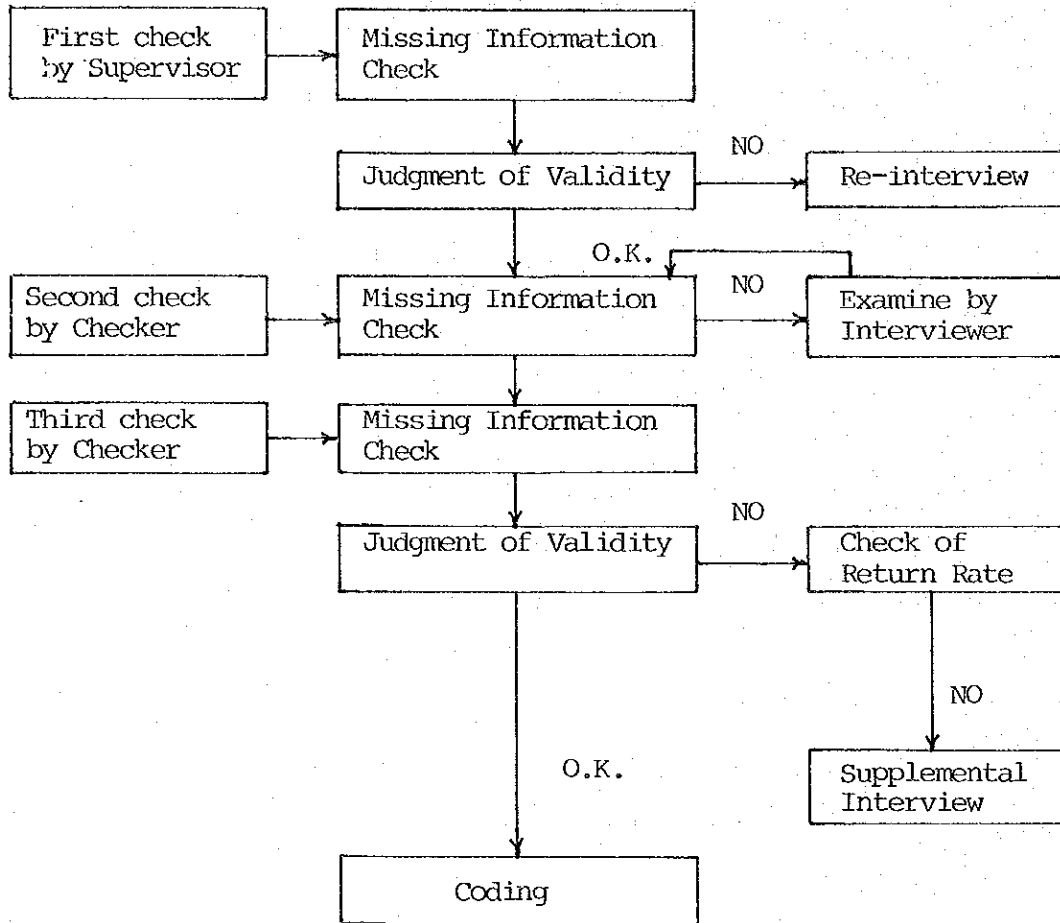
Second check Manual, Third Check Manual and Coding Manual will be used.

4-8. Supervision of 2nd check, 3rd check and coding

The Traffic Engineer Supervisors are required to supervise the work of 2nd check, 3rd check and coding.

Thousands of data sheets are going to be handled. Therefore, the systematic data sheets management is required. Pay attention not to mix up data sheets.

The check procedure is shown in Chart-3.



- 4-9. Progress Report on 2nd check, 3rd check and coding  
(Every Monday)

The progress of 2nd check, 3rd check and coding work is checked everyday. Fill up Form -5, 6 and 7 and report them to the Person-Trip Survey Chief every Monday.

Form -5      PROGRESS REPORT ON 2ND CHECK

Form -6      PROGRESS REPORT ON 3RD CHECK

Form -7      PROGRESS REPORT ON CODING

A P P E N D I X

F O R M S

### HOUSEHOLD ASSIGNMENT TO INTERVIEWER

BARANGAY \_\_\_\_\_

ZONE CODE NO. \_\_\_\_\_ DATE: \_\_\_\_\_

Interviewers Name	HOUSEHOLD NO.					
	1st Week	2nd Week	3rd Week	4th Week	5th Week	(Total)
Sub - Total						
Sub - Total						

INTERVIEWER'S SUBMISSION SCHEDULE

DATE OF SUBMISSION \_\_\_\_\_

SUPERVISOR'S NAME \_\_\_\_\_

	Time	Interviewer's Name	Assigned Barangay	Remarks
1.	8:00 - 8:30			
2.	8:30 - 9:00			
3.	9:00 - 9:30			
4.	9:30 - 10:00			
5.	10:00 - 10:30			
6.	10:30 - 11:00			
7.	11:00 - 11:30			
8.	11:30 - 12:00			
	BREAK TIME			
9.	1:00 - 1:30			
10.	1:30 - 2:00			
11.	2:00 - 2:30			
12.	2:30 - 3:00			
13.	3:00 - 3:30			
14.	3:30 - 4:00			
15.	4:00 - 4:30			
16.	4:30 - 5:00			

HOME INTERVIEW FORM RETURN STATUS

BARANGAY \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

ZONE CODE NO. : \_\_\_\_\_ DATE : \_\_\_\_\_

Interviewer's Name	Household No.	No. of Household Members	No. of Persons							Refused	Others
			Interviewed			Out from Home					
			1st Visit	2nd Visit	3rd Visit	1st Visit	2nd Visit	3rd Visit			
Sub-Total											



**FORM - 4 HOME INTERVIEW PROGRESS REPORT  
(EACH INTERVIEWER)**

BARANGAY \_\_\_\_\_ ZONE CODE NO. \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

Interviewer's Name	Date	Status											Total		
		Nov. 15	19 (Mon)	22	26 (Mon)	29	Dec. 3 (Mon)	6	10 (Mon)	13	17 (Mon)				
	Forms Collected on the day														
	Cumulative														
	Forms Collected														
	Target														
	Difference														
	Actual Progress														
	Target Progress														
	Forms Collected on the day														
	Cumulative														
	Forms Collected														
	Target														
	Difference														
	Actual Progress														
	Target Progress														

FORM - 5 SECOND CHECK PROGRESS REPORT

BARANGAY \_\_\_\_\_ ZONE CODE NO. \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

NOVEMBER

	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Progress on the day																
Cumulative Progress																
% to Total																

DECEMBER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Progress on the day																					
Cumulative Progress																					
% to Total																					

FORM - 6 THIRD CHECK PROGRESS REPORT

BARANGAY : \_\_\_\_\_ ZONE CODE NO. \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

NOVEMBER

	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Progress on the day																
Cumulative Progress																
% to Total																

DECEMBER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Progress on the day																					
Cumulative Progress																					
% to Total																					

FORM - 7 CODING WORK PROGRESS REPORT

BARANGAY: \_\_\_\_\_ ZONE CODE NO. \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

NOVEMBER

	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Progress on the day																
Cumulative Progress																
% to Total																

DECEMBER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Progress on the day																				
Cumulative Progress																				
% to Total																				

FORM-8 HOME INTERVIEW PROGRESS REPORT  
( EACH BARANGAY )

BARANGAY \_\_\_\_\_ ZONE CODE NO \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

Barangay Name	Status	Date	Nov. 15	19 (Mon)	22	26 (Mon)	29	Dec. 3 (Mon)	6	10 (Mon)	13	17 (Mon)	Total
	Forms Collected on the day												
	Cumulative	Forms Collected											
		Target											
		Difference											
	Progress	Actual Progress											
Target Progress													
	Forms Collected on the day												
	Cumulative	Forms Collected											
		Target											
		Difference											
	Progress	Actual Progress											
Target Progress													

SURVEY MANUALS-1.3

CHECK MANUAL

C O N T E N T S

1. INTRODUCTION
2. FIRST CHECK
  - 2.1 Procedure
  - 2.2 STEP-I: Arrangement and check of the interview form by interviewers
  - 2.3 STEP-II: Submission of interview forms completed
  - 2.4 STEP-III: Check of the contents in the interview form
  - 2.5 STEP-IV: Check of the interview form return status
  - 2.6 STEP-V : Collection of interview forms.
  - 2.7 STEP-VI: Report of the progress of home interviews
3. SECOND CHECK
  - 3.1 General
  - 3.2 Procedure
  - 3.3 STEP-I: Distribution of interview forms by the supervisors
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  - 3.5 STEP-III: Collection of interview forms
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4. THIRD CHECK
  - 4.1 General
  - 4.2 Procedure

- 4.3 STEP-I: Distribution of interview forms by supervisors
- 4.4 STEP-II: Final check and judgement of validity of interview form by examiners
- 4.5 STEP-III: Collection of interview forms
- 4.6 STEP-IV: Progress report of 3rd check to the group leader

1. INTRODUCTION

Interview forms submitted by interviewers will be checked 3 times, namely the first check, the second check and the third check. The first check will be undertaken by the supervisors on the submission day of the interview forms. To be mainly checked is whether there is any missing information in the interview form. The second check will be conducted by the examiners. Detailed check will be done in this stage. Consistency of information obtained from interviewees will be also checked. In the third check, validity of the interview form will be checked. If accepted, interview forms will be proceeded to coding.

2. FIRST CHECK

2.1 Procedure

The first check is done when the interviewer submits the interview forms to the Supervisor on every Monday and Thursday.

The procedure is shown in the Fig-1. As this check exerts an important influence upon the validity of data, it is necessary that the supervisors recognize the procedure completely.

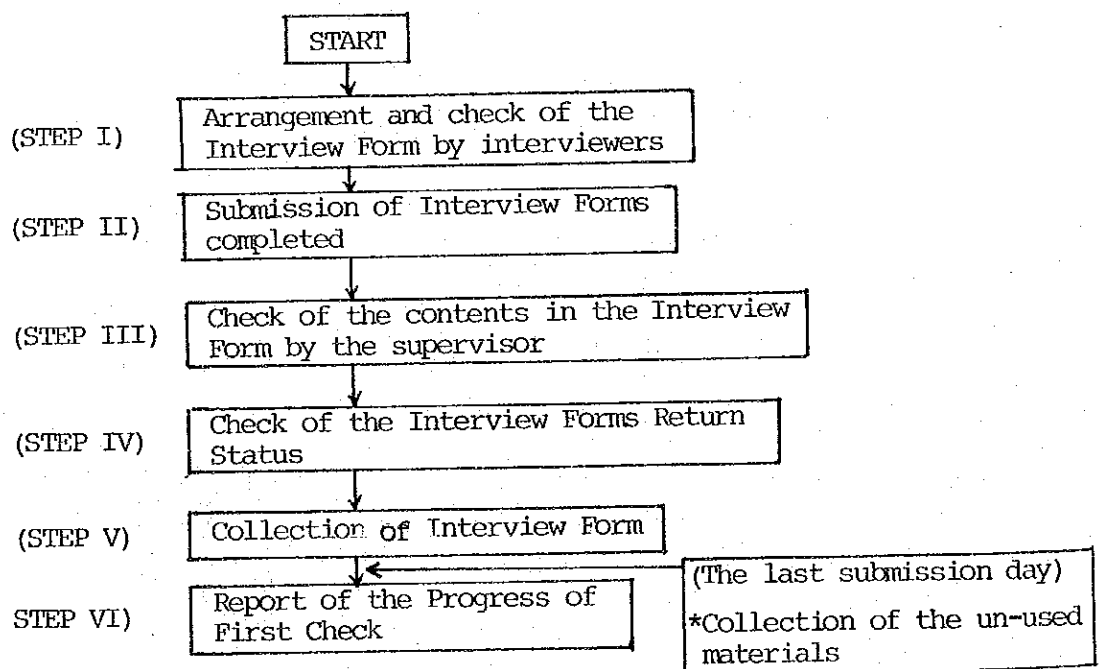


Fig-1. Procedure of First Check



The following is the explanation of the detailed procedure in each step.

2.2 STEP-I: Arrangement and check of the Interview Forms by Interviewers.

Prior to submission of interview forms to the supervisor by interviewers, the supervisor should instruct interviewers to conduct checking in the following items:

- 1) Confirm the number of Interview Forms and sampling lists which should be submitted. The Interview Forms and the sampling lists should be arranged in accordance with the household numerical order and the number of interview forms should be checked.
- 2) Check of missing information
  - i) Envelope for Interview Forms  
- - - Zone Code No., Household No. and Name of head of household
  - ii) Check of missing information in the Interview form
  - iii) Check of "Remarks" in the sampling list (the way of utilization for the column of Remarks in the sampling list is mentioned later.)
  - iv) Interviewer should make a memo which notes the questions and problems encountered during interviews to ask to the supervisor.

2.3 STEP-II: Submission of interview forms completed

The supervisor receives the interview forms completed from the interviewer directly. On this occasion, the supervisor should confirm the following items, then check the contents of the Interview Form.

- 1) In accordance with the schedule listed in FORM-2 Interviewer's Submission Schedule, the supervisor meets the interviewer one by one and confirms the name

of Barangay and zone code number assigned to each interviewer.

- 2) Confirm the number of forms of each household. In order to check the forms by each household, it is necessary that the interview forms must be kept in an envelope by household unit. The supervisor should confirm the number of households interviewed and corresponding sampling lists. The number of persons interviewed in the household should be compared with the number of family members in the sampling lists.

2.4 STEP-III: Check of the contents in the Interview Form

It is necessary that the supervisor himself checks the interview forms which have been submitted by the interviewer. The check, in this step, is very important, therefore, it must be done in detail. At least, the following items must be checked perfectly.

- 1) Check of missing information in the interview form and the sampling list.
  - i) Check of the interview form envelope

Check the Zone Code No., household No. and the name of household head on the envelope
  - ii) Sampling List

Check the condition of recovery which should be filled up in the column of "Remarks" in the sampling list.
  - iii) Check of missing information in the Interview Form. Check every item whether the entry is complete.

When the supervisor finds missing information in the interviewer form and the sampling list, the supervisor asks the reason of omission to the interviewer. When the interviewer's answer is not satisfactory, the supervisor should instruct re-interview to the interviewer.

2) Check of the contents in the interview form

The supervisor checks the contents of the interview form concentrating on the following items which exert the most important influence upon the validity of the interview result.

- i) Whether Zone Code No. and household No. in the interview form are the same as the one in the household envelope and the sampling list.
- ii) Individual Characteristics
  - o Whether the entries are made for age and sex
  - o Whether age and sex in the interview form are the same as the one in the sampling list.

If the supervisor finds discrepancy between these data, the supervisor should ask the reason to the interviewer about the items.

- iii) Whether the Barangay names of the origins and destinations of trips are entered. In case of no entry, the supervisor should instruct the interviewer to enter Barangay names of these items referring to the zone code list. If the Barangay names are not identified, the supervisor should instruct re-interview to the interviewer.
- iv) Whether the purpose of the trip is consistent with institution of the origin or the destination.

Example:

- a) The purpose of the trip is "going to school or work", however, the destination is not "Education" or "Office" institution.
- b) The purpose of the trip is "going home", however, institution of the destination is not "Residence".

If the supervisor cannot identify the reason of inconsistency between items, the supervisor will instruct re-interview to the interviewer.

v) Others

The supervisor will inform the result of first check to the interviewers and instruct them how to take care of items which are commonly mistaken.

2.5 STEP-IV: Check of the Interview Form Return Status

After checking the interview forms, the supervisor will check the return status in each household through the comparison between the interview form and the sampling list.

- 1) The supervisor will confirm "Remarks" in the sampling list through the comparison between the sampling list and the interview form.

In case of no entry in "Remarks" in the sampling list, the supervisor will instruct the interviewer to fill up "Remarks".

NO.	NAME	SEX	AGE	REMARKS			
				1st visit	2nd visit	3rd visit	Remarks
1				✓			
2				X			
3							

Legend:            ✓ : Interviewed  
                       X : Absence  
                           : Refusal  
                           : Others (Transfer, Death or others)

Fig-1. Utilization of the column of "Remarks" in the Sampling List.

- 2) Preparation of the FORM-3 HOME INTERVIEW FORM RETURN STATUS, and FORM-4 HOME INTERVIEW PROGRESS REPORT.

- 3) Instruction with regard to the progress and the status of home interview. The supervisor will check the progress of home interviews. The estimated progress is at the rate of approximately 2 to 3 households per man-day. In case of slow progress, the supervisor will ask the reason and give the adequate instruction to the interviewer.

Example:

- i) In case of absence - change time to visit.  
\*Ask a neighbor time when the interviewee is usually at home.
- ii) In case of refusal - check the attitude of the Interviewer to approach the interviewee. Ask the barangay Captain's help.
- iii) In case of non-availability of interviewer -  
Arrange another interviewer.

#### 2.6 STEP-V: Collection of Interview Forms

The supervisor will collect the interview forms which have been completed the first check and keep the forms in the place designated.

- 1) When more than 90% of members of a household have been interviewed and the results of first check have been satisfactory to the Supervisor, the Supervisor collects and receives interview forms of the household. However, the interviewer should continue the interview of the rest of household members.
- 2) The household which has the return rate of less than 90% of the members, the supervisor will not collect interview forms until next submission day. However, in case of the household which is expected not to reach the return rate of 90% until next recovery day, it is necessary that the supervisor consults the group leader.

- 3) The supervisor will arrange and keep the collected interview forms to the place designated by household unit. (The shelves for arrangement will be prepared for each zone).

2.7 STEP-VI: Report of the Progress of Home Interviews

For centralized control to check the progress of home interviewer, the supervisor will report the progress of home interview to the group leader.

The supervisor will fill up FORM-4 HOME INTERVIEW PROGRESS REPORT (EACH INTERVIEWER) and submit them to the group leader. The reporting day is the submission day or the next day.

\*Collection of the un-used materials

The supervisor will collect the un-used survey materials supplied to the interviewer on the final submission day.

3. SECOND CHECK

3.1 General

The purpose of 2nd check is to undertake the check more in detail and perfect than 1st check. The 2nd check is done by examiners and the supervision and the management of this work is done by the Supervisor.

3.2 Procedure

The procedure of 2nd check is shown in Figure-1.

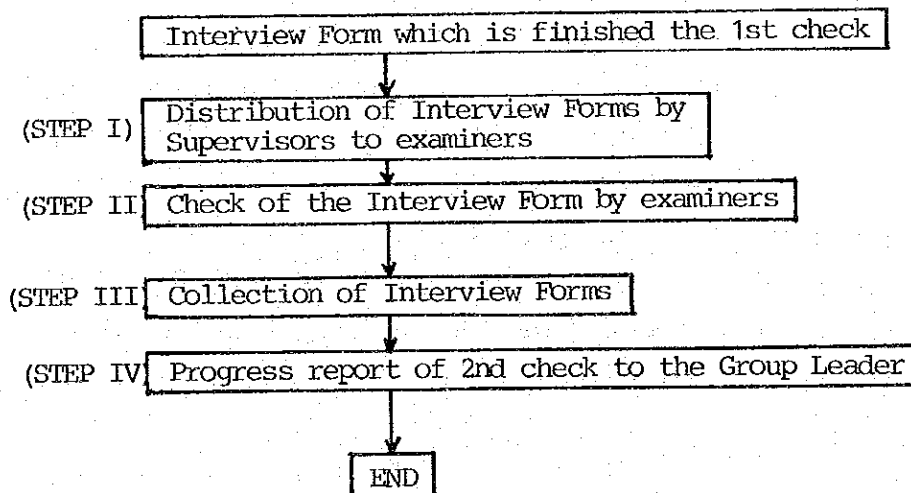


Figure-1 The procedure of 2nd check.

The following is the explanation of the detailed procedure in each step.

3.3 STEP-I: Distribution of Interview Forms by the supervisors

When the Supervisor distributes the forms to examiners, the Supervisor should instruct the following items;

- 1) When the check is finished, the examiner should mark the check "√" in the column of "Second Check" of the interview form.
- 2) This check should be done by each household and after finishing the check of all members of one household completely, the examiner submits the interview forms enclosed in the household envelope to the Supervisor.
- 3) Check must be done carefully. If the examiner finds the questions in the form, the examiner should conform to the instruction of the Supervisor.

3.4 STEP-II: Check of Interview Forms by examiners

Mainly, the items of the interview form are classified into the following three items:

- i) Items concerning control of the form, [a] to [e] and [20].
- ii) Items concerning the individual characteristics and the head of household, [1] to [7].
- iii) Items concerning the trip information, [8] to [15] and [21].

The contents of check and the way of transaction to above items are shown on the following tables.

Table -1. Items concerning control of the interview form

Items	2nd check	Way of correction
[d] Code number	<ol style="list-style-type: none"> <li>No entry of Zone number</li> <li>No entry of household number</li> <li>No entry of individual number</li> </ol>	<ol style="list-style-type: none"> <li>Refer to the Sampling List</li> <li>Refer to the Sampling List</li> <li>Refer to the Sampling List in the columns of age and sex</li> </ol>
[e] Result	<ol style="list-style-type: none"> <li>No entry of the number of trips</li> <li>The number of trips is zero (0) and no reason is given.</li> </ol>	<ol style="list-style-type: none"> <li>Count the number of trips from column of [8] and fill up</li> <li>Consult the supervisor</li> </ol>

Table -2 Items concerning the individual characteristics and the head of household

Items	2nd check	Way of correction
[1] Address	<ol style="list-style-type: none"> <li>No entry of Home Address</li> </ol>	<ol style="list-style-type: none"> <li>Fill up the zone number from [d]</li> </ol>
[1.1] Home	<ol style="list-style-type: none"> <li>The address of home is different from sampling list and zone Number.</li> </ol>	<ol style="list-style-type: none"> <li>Give the priority to the home address. However, the address is located in the same barangay, no amendment is necessary.</li> </ol>
[1.2] Office	<ol style="list-style-type: none"> <li>No entry</li> </ol>	<ol style="list-style-type: none"> <li>Check if he is a jobless. If not, consult the supervisor</li> </ol>
[1.3] School	<ol style="list-style-type: none"> <li>No entry</li> </ol>	<ol style="list-style-type: none"> <li>Check if he is a student. If so, consult the supervisor.</li> </ol>
[2] Sex	<ol style="list-style-type: none"> <li>No entry</li> </ol>	<ol style="list-style-type: none"> <li>Refer to the Sampling List or judge from name</li> </ol>
[3] Age	<ol style="list-style-type: none"> <li>No entry</li> <li>6 years old and below</li> </ol>	<ol style="list-style-type: none"> <li>Refer to the Sampling List</li> <li>Eliminate</li> </ol>



4	Occupation	1. Selected two or more	1. Select one, judging from the activity of the day
5	Industry	1. Selected two or more	1. Select one, judging from the occupation
6	License	1. In case of being marked in the column of "1 <input checked="" type="checkbox"/> Yes," and the age of interviewee is 17 years old and below.	1. change the mark into the column of "2 <input checked="" type="checkbox"/> No."
7	Head of Family		
7.1.1, 7.1.2		1. No entry is made for one of two questions.	1. When 7.1.1 is answered and no unit is entered, enter one (1) in 7.1.2.
7.2	Distance time	1. Check unit of distance if it is in meter. 2. Check unit if it is in minutes.	1. When unit is km., convert it to meter. 2. When unit is other than minute, convert it to minutes.
7.3	Income	1. No entry	1. No entry is accepted

Table -3 Concerning the trip information

Items	2nd check	Ways of correction	
8	Trip No.	1. Check if the trip is described in accordance with the definition. 2. In case of 5 trips and more 3. Check if the last trip ended at home	1. If not; consult the supervisor 2. Using two or more interview forms 3. If not, consult the supervisor.
9	Origin		
9.1	Beginning of Trip	1. Check the place of the beginning of trip. (it is considered that	1. The discrepancy between place and institution of the beginning of trip is found, con-

		most of the places of the places of beginning of first trip is home)	sult the supervisor.
		2. No entry of the name of Barangay	2. Refer to the Zone Code Lists. The examiner should fill up the name of Barangay.
9.2	Institution	1. Check the institution of origin	1. The discrepancy between place and institution of the origin is found, consult the supervisor.
9.3	Time	1. Time started is later than arrival time of designation	1. The mistake between AM and PM of time is found, correct the time considering the activity of the interviewee.
		2. Time started is earlier than time arrived of the previous trip	2. The discrepancy of departure time as compared with the arrival time of previous trip is found, make proper judgement.
10	Destination	1. Check if there is a contradiction in the place of destination and the purpose of trip. (Example, the purpose of trip is "going to school", however, the place of destination is "Home".)	1. Considering the purpose of trip, the examiner should correct the place of destination. However, report it to the supervisor before amendment. 2. Refer to 1.1, 1.2, 1.3 or Zone Code List.
10.2	Institution	1. Check if there is a contradiction in the institution of destination and the purpose of trip.	1. Considering the purpose of trip, the examiner should correct. However, report to the supervisor before amendment.

10.3	Time	1. Earlier than departure time.	1. The mistake between AM and PM of Time is found, correct the time considering the time of departure.
11	Trip Purpose	1. Check if there is contradiction between the institution of destination and the purpose	1. The examiner should correct the institution of destination considering the purpose of trip. However, report it to the supervisor before amendment.
		2. Check if each trip has the same purpose	2. If so, consult the supervisor.
12	Mode	1. In spite of using bus or PUJ, the interviewee has not mode of walking before and after using these transportation.	1. The examiner should revise considering the distance between home and bus or PUJ route. Refer to 7.2.
13	Place of changing mode	1. No entry of the name of Barangay at the place of mode changed.	1. Refer to Zone Code List and enter the name of barangay.
14	No. of Persons	1. The interviewee did not use Automobile or Truck, but the entry was made.	1. In this case, eliminate the no. of persons in 14.
15	Parking	1. This item was filled up by the person who did not drive. 2. When the interviewee drove the private car or truck, however, this was not filled up.	1. Eliminate the entry 2. Enter 4 <input checked="" type="checkbox"/> "Not Parking"

3.5      STEP-III: Collection of Interview Forms

After checking all members of a household, the examiner should submit the interview forms to the supervisor according to the following procedures:

- 1) The interview form which have been finished the 2nd check should be marked the check " √ " in **[B]**.
- 2) The interview forms which are completed the 2nd check for all members of one household, must be put into the household envelope and submitted to the supervisor.
- 3) The supervisor should confirm the number of forms and record on Form-5.
- 4) The supervisor will mark the check "√" on the envelope using a blue pentel pen, and keep them in the place designated.
- 5) The supervisor distributes, another forms which are to be checked, to the examiner.

3.6      STEP-IV: Progress Report of 2nd check to the Group leader

The supervisor reports the daily progress which is recorded on Form-5 to the group leader.

#### 4. THIRD CHECK

##### 4.1 General

The purpose of 3rd check is to conduct the final check of contents of the interview form and to judge the validity of the information in the interview form.

The 3rd check is done by examiners. The supervision and management of this work is done by supervisors.

##### 4.2 Procedure

The procedure of 3rd check is shown in Figure-1.

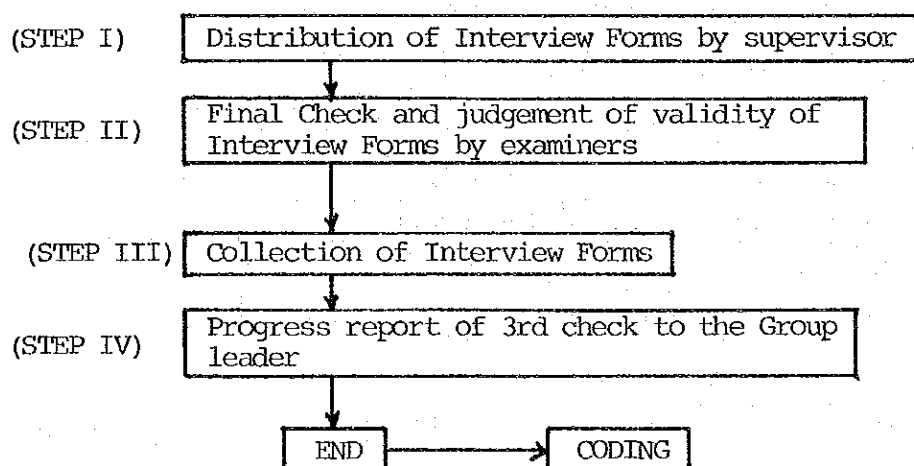


Figure-1 Procedure of 3rd check

##### 4.3 STEP-I: Distribution of Interview Forms by Supervisors

When the supervisor distributes the interview forms to examiners, the supervisor should instruct the following items to examiners;

- 1) When the check is finished, the examiner should mark the check "√" in  of "3rd check" in the interview form.
- 2) This check should be done by each household. After having finished the check of all members of one household completely, the examiner submits the interview forms which are put into the household envelope to the Supervisor. If

the examiner finds the invalid forms, they must be separated from valid forms and handed to the Supervisor.

- 3) Check must be done carefully. If the examiner finds the questions in the form, he should conform to the instruction of the Supervisor.

4.4 STEP-II: Final check and judgement of validity of Interview Form by Examiners

The examiner is required to check all items whether they are all complete. The judgement of validity of the interview form is based on the following criteria.

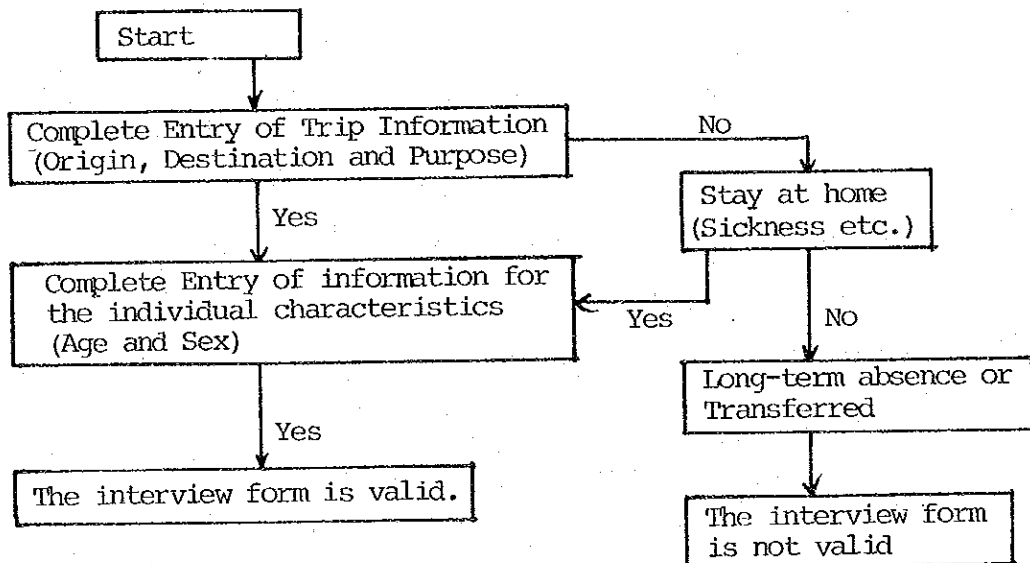


Figure-2. Basic criteria for Judgement of validity of Interview Form.

1) Conditions for validity of the interview form

The interview form which satisfies the following all conditions is judged to be valid.

- i) Complete entries for the age and sex concerning to the individual characteristics.
- ii) Complete entries for the places of the origin and the destination and the purpose concerning the trip.

- iii) The interview form is valid in the following cases, even if the interviewee made no trip;
  - 1. Stayed at home in the whole day by reason of sickness.
  - 2. The trip of interviewee was short in distance within 50 meters.
  - 3. The interviewee moved within a site of institution the whole day.
- 2) Conditions for invalidity of the interview form
 

The interview form is not valid under the following conditions;

  - i) Forms which do not satisfy the conditions for validity.
  - ii) Long-term absence
  - iii) Refusal
  - iv) Transfer, Death, etc.

4.5 STEP-III: Collection of Interview Forms

When the check for all members of one household has been finished completely, the examiner should submit the interview forms to the Supervisor in accordance with the following procedure.

- 1) The interview forms which have been finished the check should be marked the check "√" in "Third Check", of the interview form. The forms which are not valid should be marked as "not valid" in  of "Third Check" clearly.
- 2) The interview forms which have been finished the check for all members of one household, will be put into the household envelope and submitted to the Supervisor. The interview forms which are not valid will be taken out from the household envelope and reported to the Supervisor.
- 3) The Supervisor should confirm the number of forms and record it in Form-6.
- 4) The Supervisor will mark the check "√" on the

envelope by green pentel pen and keep them in the place designated.

5) The Supervisor distributes another forms to examiners.

4.6 STEP-IV: Progress report of 3rd check to the group leader

The Supervisor will report the daily progress which is recorded in Form-6 to the Group Leader.