

CHAPTER VII. EDUCATION

This chapter is made up of three sections and contains 46 questions.

SECTION A: PRESCHOOL EDUCATION: Aimed at obtaining information on the attendance of children under 7 years of age (up to 6 years, 11 months and 29 days) to specialized sites where they are in charge of their education, attention and care;

SECTION B: SCHOOL EDUCATION: Destined to know the educational characteristics of the population aged 7 years and older;

SECTION C: JOB TRAINING: Aimed at collecting information from the population aged 7 and over on job training courses.

A. OBJECTIVES

The objectives of this chapter are:

- Establish levels of enrollment (enrollment), attendance, coverage, and spending on preschool education and its impact on education, health, and living standards.
- Study the training levels of the educational system, the levels of schooling, instruction levels, calculate coverage indicators of internal efficiency and quality, as well as the means of access to the educational system.
- Establish relationships between indicators of education and income, health, participation in the work well-being and poverty levels.

B. REFERENCE PERIOD

Most of the questions have the SCHOOL YEAR 2000 as a reference period. The Educational Level reached, has as a reference period the time of the Survey, that is, the maximum grade reached by the members of the household up to the date on which it is carried out. the interview in that household. For training questions, the reference period will be the last 12 months.

Two periods are used for expense questions:

- a) The annual expenses paid at the beginning of the school year and
- b) Monthly expenses and average monthly expenses_____

C. THE INFORMANT

The type of informant required for this section depends on age. For people under 12 years of age, the ideal informant is the mother or father. Remember that the Living Conditions Survey methodology requires direct informants. People 12 years of age and older will be direct informants in all cases.

d. DEFINITIONS

For the correct application of this chapter, take into account the following definitions:

- **Formal Education:** It is authorized, regulated and defined by the Ministry of Education. It is what a person receives at the pre-primary, primary, secondary and university levels. Intermediate and technical careers at the university level and normal schools that train teachers are included.

The National Formal Education System includes the following levels:

- **Preschool or Pre-primary Education:** They are care or learning centers for children generally under 7 years of age, here they include both adaptation centers such as Nurseries, Maternity, Nursery, Pre-kindergarten and Child Guidance Centers where they take care of the infants and, the educational centers such as the Kindergarten or Kindergartens, the child's house, etc.
- **Nursery, Nursery or Nursery:** These are institutions whose main task is the care of children and infants, generally up to 3 years of age. They can be free or paid, public or private. In these institutions they are provided with food and in some of them they have medical service. Some institutions (private and public companies) have this benefit for the children of workers. They are regulated by provisions issued by the Ministry of Labor, the Ministry of Social Welfare and the Ministry of Education.
- **Primary Education:** This type of education is compulsory for all minors between the ages of seven (7) and twelve (12) years of age. However, it is possible to find students between the ages of six (6) and fourteen (14) years old, attending primary school.
- **PRONADE (National Self-Management Program for Educational Development):** This program seeks to increase coverage and improve the quality of services in rural areas by providing financial resources to organized communities, which administer the educational service in a decentralized manner, strengthening community self-management, to expand the educational services of the primary level in the rural area, taking the school to distant places that the services cannot cover. These Centers for boys and girls between 7 and 12 years of age, are generally located in rural areas, directed by the Community Educational Committees (COEDUCA).
- **Adult Education:** It is the instruction offered to adults as an opportunity to learn to read and write, or to complete studies at the primary level.
- **Secondary Education:** This educational level has as a prerequisite the approval of primary education, it is in turn a requirement for higher education. Secondary education is made up of two cycles:
 - **Basic Cycle:** Of a general and exploratory nature of culture, it is usually approved in three (3) years. Requires certificate of completion of primary studies.
 - **Diversified or Vocational Cycle:** It is part of secondary education and its purpose is to prepare students for a trade or profession. The prerequisite is to have a basic cycle certificate. Vocational education (professional and technical) offers the following specialties: teaching, agriculture, business, tourism, computing, high school, and others.
- **Higher Education:** It is taught in universities and other specialized study centers where it is required as a minimum condition to have passed secondary or secondary education. This education is subdivided as follows:

- **University:** It is the education at a higher level that is taught in the universities of Guatemala or abroad. • **Post-graduate:** Specialized courses that have the completion of a university degree as a minimum requirement. It can be of different durations such as one, two or three years, master's degrees or doctorates that are studied in the country or abroad.
- **Illiterate:** It is the person who does not know how to READ AND WRITE. If the person only knows how to READ or only WRITE, they are considered illiterate. People who only write their name or only sign are not literate.
- **Instruction level:** Refers to the highest grade or year of approved instruction reached by people within the formal education system, be it Adult Education, Primary, Secondary, University and Postgraduate Level.

IMPORTANT NOTE:

Ask the questions in this Chapter in the order established for each of the household members, keep in mind that children UNDER 7 YEARS OLD are those who are up to 6 years, 11 months and 29 days old, that is, they have not reached 7 years of age. at the time of the survey; Children 7 YEARS OLD AND OLDER, are those who at the date of the survey have turned 7 or older. This is important to identify the parts or group of questions that should be applied according to the established age groups. The following table will allow you to correctly apply the questions to each member of the household:

AGE GROUP	PART	QUESTIONS	OBSERVATIONS
Under 7 years (up to 6 years, 11 months and 29 days)	Section TO	Preschool education P1 to P9	If you answer category 7 in Q1, go to the next person and follow the sequence.
7 years old and over (in completed years)	Section B.	School Education P1 to P29	In the event that in P1 Section "A" you respond to category 6, go to P1 Section "B".
7 years old and over (in completed years)	Section C.	Training P1 to P8	Only people aged 7 and over pass to P1 Section "C".

SECTION A. PRESCHOOL EDUCATION

Before starting the application of this section, verify the date of birth of the children in the household and apply the questions only to children under 7 years of age.

Keep the "tab" of the form open to know the name of the people, memorize the child's name, so you can refer to him in all questions, and to make the interview smoother and more enjoyable.

INSCRIPTION

Q1. The aim is to know the proportion of boys and girls under 7 years of age who were enrolled or enrolled in preschool education, emphasizing the type of school where they enrolled: nurseries, pre-kindergarten and kindergarten, etc. _____

For the correct application of some categories of this question, take into account the nature of the establishment that the child attends.

Transcribe the code in the corresponding box according to the answer of the informant. If you are informed that you attend a public or private primary school, despite not having turned 7, transcribe the code "6", do not ask any more questions in Section A and go to Section "B" (P1).

If you are told that the child was not enrolled or enrolled, write down the code "7" and continue the survey with the next person.

Example:

In rural areas the high school is also known by the name of Spanish.

Keep in mind the following starting ages for the study.



Nursery 0-2 years

Pre-K 3 years

kindergarten 4 years

infants 5 years

high school 6 years

P2. TYPE OF EDUCATIONAL CAMPUS. With this question we want to know if the establishment is public, private or a cooperative, etc. _____

Write down in the corresponding space the code of the information obtained. Please note the following definitions:

- . Ministry of Education (code "1"): These are the establishments directed, administered, controlled and financed by the Ministry of Education.
- . PRONADE (code "2"): These are the establishments managed by the Community Educational Committees (COEDUCA) and financed by the Ministry of Education. The COEDUCAS are committees in each community that are in charge of selecting and hiring teaching staff from the schools in their respective communities.
- . NEU's –New Unitary Schools- (code "3"): These are the establishments managed by the Community Educational Committees (COEDUCA) and financed by the Ministry of Education.
- . Other Central Government Institution (code "4"): They are administered and financed by the different Ministries and decentralized public institutions, other than the Ministry of Education.
- . Municipal (code "5"): These are the establishments financed and managed by the municipalities or city halls.
- . Cooperative (code "6"): These are the establishments financed and managed by the municipalities, mayors, the community and the Ministry of Education.
- . Community (code "7"): They are financed or paid for and administered by the community itself and work in the home, the premises of the Community Board or underutilized classroom of a school, etc.
Include in this category those cases where the Government subsidizes a part of the costs but is managed by the community.
- . Private (code "8"): They are financed and managed in their entirety or in their majority by individuals, companies, churches or private companies.
- . NGO's –Non-Governmental Organization (code "9"): They are instances of civil society that are in charge of directing and financing different programs, aimed at specific populations. The NGOs administer state programs many times the state is not identified as a financier as in the NGOs, in this case it is necessary to probe the informant more so as not to award establishments to NGOs when they are from the state.
- . Other, which one (code "10"): When the child is enrolled in an establishment other than those previous.

When the answer is Ministry of Education, ask if the school is in a program like PRONADE or NEUS or not. To write down the answer, schools for extra-curricular education (CENACEP) must be included.



ANNUAL EXPENSES (IN QUETZALES) P3 to P5.

These questions are aimed at obtaining information on the annual expenses that occurred in the 2000 school year.

Q3. REGISTRATION OR REGISTRATION. Ask this question to find out if there were tuition or registration expenses and their value. Keep in mind that these are tuition fees for the 2,000 school year, even though they were paid in 1,999. If so, write down the code "1" in the "COD" column and ask the informant how much he paid in total and record this value in the "Quetzales" column. Remember that this payment is made annually. Enrollment or enrollment is understood to be a single payment per year.

Make sure that the declared value does not include other education expenses such as pension, uniforms or textbooks, since these data will be asked in **Q4** and **Q5**. If the disaggregation is not possible, write down the value in P3 and write in observations the items that this total includes. Include the payment of the fees that are requested at the time of registration such as: school operation, anniversary, etc.

If you did not pay registration, write down the code "2" in the "COD" column and continue with Q4.

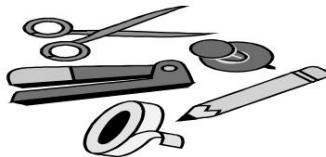
Q4. UNIFORMS. This question is applied to find out what the household member spent on uniforms (shirts, skirts, pants, shoes, stockings, slippers, ties), whether purchased ready-made or ordered to be made with purchased fabrics. Include the value of clothing, as well as all types of uniforms (daily, physical education, sports or gala). Some establishments sell the uniforms at the time of registration and prepare a single receipt. Ask your informant to disaggregate the value of the uniforms from the other values and record it in the corresponding space.

If the answer is positive, write down the code "1" in the "COD" column, ask for the amount and record the value in the "Quetzales" column. If the answer is negative, write down the code "2", and continue with Q5.

Q5. BOOKS AND SCHOOL MATERIALS. It is desired to obtain the value paid at the beginning of the 2000 school year for books or texts and school materials.

School materials are necessary elements for the performance of manual labor and tasks such as: cardboard, construction paper, erasers, tempera, cardboard, Chinese paper, gummed tape (tape and masking tape), watercolor, portfolio, portfolios, notebooks , cards or tokens, reinforcements for portfolio sheets, labels, etc.

Interviewer: Include in this category **school supplies**, which are instruments or objects used for school work such as: pens, pencils, notebooks, pencil sharpeners, markers, erasers, tool cases, rulers , geometry game, stapler, "punch", clip, scissors, brushes, etc.



Read the question on the form. If the answer is positive, write down the code "1" in the "COD" column, ask for the amount and record the value in the "Quetzales" column. If the person did not buy books or textbooks or school materials, because they already had them or because they were donated, write down the code "2" in the "COD" column and continue with Q6 .

MONTHLY EXPENSES (IN QUETZALES) P6 to P9.

These questions are aimed at obtaining information on the monthly expenses (tuition) in education incurred by household members under 7 years of age.

Q6. SCHOOL MONTHLY. The question is formulated to know the value of the monthly payments for the different education services provided by the educational establishment.

If so, write down the code "1" in the "COD" column and ask how much you are paying for the school fee. Enter the amount paid per month in the "Quetzales" column.

This payment is generally made each month, but there are occasions when several months are paid together; in this case, divide the total amount paid by the number of months that the payment includes and write down that value. Generally, the value of the monthly payment is the same for every month. If you are informed that they paid different values per month, write down the last value paid per monthly payment in the 2,000 school year.

If they do not pay school fees, write down the code "2" in the "COD" column and continue with Q7.

Q7. SCHOOL TRANSPORTATION. Include in this item the amount paid for the transportation of the child to go from the home to the educational establishment and from the educational establishment to the home. Include the amount paid to the establishment where you study for transportation or the amount paid to individuals who provide the service. If the child uses public transportation (buses, taxis), add up what was paid daily for a month and write that amount in the "Quetzales" column.

If they do not pay for transportation, or the child walks, or uses transportation from family or friends at no cost, write the "2" in the "COD" column.

Q8. SCHOOL SUPPLIES. It is desired to know the **average monthly expenditure** on school supplies during the 2000 school year.

Ask the question and if the answer is positive, write down the code "1" in the "COD" column, then write down in the "Quetzales" column how much you spent on average per month.

ATTENTION: Keep in mind that expenses for this concept made at the beginning of the school year are not included.

Included in this item are all kinds of school materials and supplies purchased and paid for each month.

As school supplies, we must consider: pens, pencils, sharpeners, markers, erasers, cases for supplies, rulers, geometry game, stapler, punch, clips, scissors, brushes.

Since the expenses for this concept do not occur at a single moment of the month or in a single month, ask your informant for an average sum of what he spends per month on the articles or goods mentioned. The average monthly expense is obtained by dividing the total expense by the number of months elapsed.

Exclude those purchased as part of the list of supplies and materials at the beginning of the school year, already reported in Q5.

If they did not spend on school materials, write down the code "2".

Q9. OTHER EXPENSES. With this question, we want to collect information on other monthly expenses in education, different from the previous ones and that are associated with the payment of raffles, family day, donations for the purchase of tools or equipment from the establishment, excursions and activities of the school or college and that were not included in the registration or registration. Ask your informant for the amount spent on average per month for these items, if applicable, record the answer indicated by the informant.

Ask the question and if the answer is positive, write down the code "1" in the "COD" column, then write down in the "Quetzales" column, how much was spent on average per month. If they did not make other school expenses different from the above, write down the code "2".

Note that people under the age of seven end at this question and move on to the next person.

SECTION B. SCHOOL EDUCATION

Exception: Include in this section children under 7 years of age who in P1 of Section "A" reported that in the year 2000 they were enrolled in a primary school.

The questions in this Section are for people 7 years of age and older.

Q1. LITERACY. This question is asked to find out if the person is literate or illiterate.

Write down the code "1" if the person answers that they DO know how to read and write simultaneously. Otherwise, write down the code "3".

If the person reports that they only know how to read or only know how to write, write down code 2.

Remember that if the person only knows how to write their name and/or sign, they should not be considered literate.

P2. LANGUAGES. With this question you want to obtain information if people read and write in any Mayan language. If the informant indicates that he knows how to read and write in any Mayan language, write down the code "1" in the "COD" column and write down the code of the Mayan language corresponding to the mention of the informant in the column "In which Mayan language", according to the list of language codes on the back of the previous page.

REGISTRATION OR REGISTRATION FOR PEOPLE AGED 7 AND OLDER. Q3 and Q11.

Q3. AGE OF ENTRY TO PRIMARY. You want to know at what age the person entered the educational system, that is, the first grade of primary school. Enter the age, in years, at which you first entered the first grade of primary school. If you have never enrolled, write down "00" and go to **P5**.

Q4. AGE OF ENTRY TO MIDDLE EDUCATION. You want to know at what age the person entered the secondary level for the first time, that is, first grade. Record the age in years. If you have never enrolled in first grade, write down "00" and go to **P5**.

Q5. TUITION. Ask this question to find out if people enrolled in formal education (schools, colleges, institutes and universities) in the 2000 school year. Write down the code "1" if the person answers that they did enroll. If not, note code "2" and go to **Q26**.

It is important to indicate that a person who begins his studies can withdraw later, which is called desertion.

Q6. LEVEL AND EDUCATIONAL DEGREE. This question only applies to those who answered "YES" in Q5. Keep in mind that this question asks for information about the level and grade or the year in which the person enrolled, therefore, you must request and record this information.

Level: By level it is understood, the state of progress reached by the person within their studies of: Primary, Secondary and Superior.

Grade: Refers to any of the six school years of advancement of the person within the level

primary. That is, from first (1st) to sixth (6th) grade. This concept is also used as the state of progress of the person, within the secondary and higher educational level. It must be taken into account that the school year of the universities is classified by semesters and years. Each year is divided into two semesters. In this case, the "year" corresponding to the enrolled semester will be noted.

Example: Julia enrolled in the second year of high school and Antonio enrolled in the first semester of the first year of university.

In the case of Julia, the code "3" must be entered in the "Level" column and the number "2" in the "Grade" column, which corresponds to the second year of high school. In the case of Antonio, write down "4" in the "Level" column and in the "Grade" column, write down the number "1" that corresponds to the first year of university.

PC	LEVEL	DEGREE
	234 341	

If the person responds to the levels identified with codes 4 or 5, transcribe them to the corresponding site and go to Q8. If the person responds to the levels identified with codes 0, 1,2 or 3, write down the corresponding code and continue with Q7.

Q7. LANGUAGES. With this question you want to obtain information about the language or indigenous language in which you are taught at the school, college or institute where you attend

If the respondent is only taught in Spanish, write down the code "1" in the "COD" column and continue with Q8.

ATTENTION: Use the back of the previous page for the list of language codes.

Q8. REPEAT. This question is intended to know the incidence of repetition in the school system. Read the question as it is formulated, if the answer is positive, write down the code "1" and continue with Q9 . If the answer is negative, write down the code "2" and ask: With this, how many times have you enrolled in this grade, year or semester? Write down in the column "TIMES" the number that they inform you.

Example: if the informant tells you that this is the second time you have enrolled in that grade, write "2" in the "COD" column and "2" in the "TIMES" column.

Do not forget to mention in the space that is in ellipses and between square brackets [....] the name of the person to whom the questions refer.



Q9. PLANT TYPE. Read the question and the response categories slowly.

Write down the code that corresponds to the information received. For a correct application of this question, keep in mind that the campus can be official or private (also called private).

To identify the type of campus, proceed in the same way as in question 2 of section "A" of this same chapter.

In the case of the University of San Carlos, which is an autonomous entity, include it in the category other central government institution

Q10. TIME TO GO TO THE EDUCATIONAL CENTER. It refers to the time spent by people to move from the respondent's home to the campus where they study. Read the question and record the time in **minutes**. If you use transportation and also walk, add up the time you spend in each and write this amount in minutes in the answer area. If the time is, for example, 2 hours, convert these hours to minutes (120 minutes) and write it down in the "**MINUTES**" box.

This question refers only to the time it takes just to go to the educational center.

Q11. CONVEYANCE. With this question you want to know the means of transport that the person uses, mainly, to move from his home to the educational establishment where he studies. If you use more than two means of transportation, write down the ones that the informant considers to be the two main ones.

Read the question and write down the code that corresponds to the answer of the informant.

School transportation: It is the system of specialized means to transport students to the campuses, whether they are from the school or from companies specialized in providing this service.

ANNUAL EDUCATION EXPENSES. Q12 to Q18.

Q12. REGISTRATION OR REGISTRATION. Read the question exactly as it appears on the form. If the answer is affirmative, ask how much you paid for tuition in the 2000 school year and write down the amount reported in the "Quetzales" column. Include the payment of the fees that are requested at the time of registration such as: school operation, anniversary, etc.

Make sure that the declared value does not include other expenses such as pension, uniforms or texts. These data will be asked from Q13 to Q22. If the disaggregation is not possible, write down the value and in observations all the items that this total includes.

If you did not pay registration or registration, enter the code "2" in the "COD" column and a line in the "Quetzales" column.

Q13. PURCHASE OF UNIFORMS. Ask your informant this question to find out whether or not he bought uniforms in the 2000 school year and the amount he paid. Include the cost of uniforms purchased made-up and those ordered to be made-up. Consider all kinds of uniforms (everyday, PE, sports, or dress).

Some establishments sell the uniforms at the time of registration or registration and prepare a single receipt, ask your informant to break down the amounts and record the values in the corresponding site. Remember to include gym shoes, ties, pants and "sweaters", badges, etc., which are also part of the uniforms.

Write down the code "1" if the answer is yes and then ask how much they cost. Enter the amount in the "Quetzales" column. If the answer is negative, write down the code "2" in the "COD" column.

Q14. BUY OR RENT BOOKS. With this question we want to know if the informant bought or rented books at the beginning of the 2000 school year and their value. Read the question on the form. If the answer is

If positive, write the code "1" in the "COD" column and then ask how much you paid in total, write the amount in the "Quetzales" column. If the person did not buy books or rent them, because they already had them or because they were donated, write down the code "2" in the "COD" column and a dash in the "Quetzales" column.

Q15. HOW YOU OBTAINED THE BOOKS. With this question you want to know how you get most of the books and texts. Note that the response categories are mutually exclusive, ie you must list only one category. The "purchased" category refers to the purchase of books and texts in the market: bookstores, stationery, etc.

If the answer obtained was any of the categories 2 to 11, go to **Q17**.

At the university, students generally do not acquire the texts but rather borrow them from libraries or from their classmates, in this case write down the code "2". If the informant declares that he obtained most of the books by paying for photocopies, record the code "11" and note in the category "Other, which one?" "photocopies".

The categories:

Free Government Program (6): Consists of the books that the government provides to children in primary schools for free.

Free Private Program / NGOs (7): Consists of books that are provided free of charge to primary school students by private institutions, foundations, NGOs, etc.

Sold by the government (8): Consists of books that are sold by the government to school students at a lower market price.

Q16. REASONS WHY YOU DON'T HAVE BOOKS. This question will only be asked to people who in **P15** answered that they did not have books (1) in the 2000 school year. You want to know the reasons why the student does not have the texts or books necessary for the study.

Read the question and wait for an answer. Write down the code according to the answer of the informant.

Q17. SCHOOL SUPPLIES. In this question, we want to know if the informant bought notebooks, materials and school supplies at the beginning of the 2000 school year and how much he paid for said materials. If the answer is positive, write down "1" in the "COD" column, ask how much he paid in total and write it down in the "Quetzales" column; if not, write down the code "2" in the "COD" column.

Q18. HOW DID YOU OBTAIN THE SCHOOL MATERIAL? With this question you want to know how you get most of the notebooks, materials and school supplies. If the person buys and is also given supplies, write down how they got most of those supplies. Note that the response categories are mutually exclusive. The "purchased" category refers to purchases in bookstores, stationery, etc.

MONTHLY EXPENSES. Q19 to Q22.

These questions are aimed at capturing information on the monthly education expenses incurred by the people in the household.

Q19. PAYMENT FOR THE SCHOOL MONTHLY. Ask this question to find out if the person pays or does not pay a monthly fee for the education they receive. If so, write down the code "1" in the "COD" column and ask how much you pay per month, write down the amount in the "Quetzales" column. This payment is generally made every month but there are times when people fall behind and pay the

monthly payments corresponding to several months, in this case, divide the total amount paid by the number of months included and write down that value.

If you did not pay for the school fee, write down the code "2" in the "COD" column.

Q20. PAYMENT OF SCHOOL TRANSPORTATION. It is desired to know if in this school year 2000 the person pays for transportation to go to the educational establishment. When you get a positive response, ask how much you pay per month and record it in the "Quetzales" column. If they do not pay for transportation or the student walks or uses other means, write down the code "2" in the "COD" column. Include the payments made to the campus where you study for transportation or those made to individuals to provide this service. If the person being interviewed uses public transportation (bus or taxi) to go to the school, add up what was paid daily for a month and write that amount in whole numbers in the "Quetzales" column.

Q21. SCHOOL SUPPLIES. It is desired to know if the person has bought school supplies on a monthly basis and how much they buy on average per month. This includes pencils, notebooks, erasers, etc. and the materials to work with, geometry games, laboratory games, it also includes sheets, material for crafts, etc. Do not include items purchased at the beginning of the school year.

The monthly average is obtained by dividing the total expense by the number of months elapsed; exclude those purchased as part of the list of supplies and materials at the beginning of the school year already reported in **Q17**.

If the answer is positive, write down "1" in the "COD" column, ask how much you spend on average per month and write it down in the "Quetzales" column; if not, write down the code "2" in the "COD" column.

Q22. PAYMENT FOR FEES, RAFFLES, DONATIONS AND OTHER EXPENSES. In this question, you want to know the additional expenses other than the expenses recorded from **Q19** to **Q21** that have been incurred. Raffles, contributions, excursions, etc. are included. Ask the informant the value that he paid per month, for other concepts and record the answer that the informant gives.

SCHOOL ATTENDANCE, P23 to P26.

Q23. ABANDONMENT OR NON-ATTENDANCE TO THE CAMPUS WHERE YOU REGISTERED. With this question you want to know if the informant is attending or definitively abandoned the study center, which is called student desertion. If the answer is that code "1" is assisting, you should go to **Q25**. In the case of obtaining as an answer "that he abandoned permanently" (code "2"), go to **Q25**.

Example: There are cases of students who enroll and for various reasons (work, illness, etc.) definitively stop attending the school.

Q24. NO SCHOOL ATTENDANCE. You want to know how many weeks the person has stopped attending school, institute, college or university, so far this school year. If the person has not missed even one day of school, write down "00" and continue with the survey on **Q27**. If you missed one or more weeks, write down the weeks you missed and go to **Q25**; if it was less than a week, record code "1" and go to **Q25**.

Q25. REASONS FOR NOT ATTENDING CLASSES. This question tries to obtain the main reason why the informant has stopped attending or stopped attending classes during some period of the 2000 school year.

Read the question and wait for an answer. Write down the code that corresponds to the information obtained. If the answer is different from the categories found in the form, assign the code "12" and

specify, write down what the informant says. Whatever the answer to this question, go to **Q27**.

Q26. REASON FOR NON-REGISTRATION. Note that this question applies to people who did not enroll in the 2000 school year, that is, they declared NO in Q5 of section "B" of this Chapter. Read the question and wait for an answer. Write down the code according to what the interviewee reports.

If you are told a reason other than those detailed in the question, record the code "16" and write in the space provided the reason you did not enroll in the 2000 school year.

Q27. MAXIMUM EDUCATIONAL LEVEL. For the correct application of this question, keep in mind that the level of education refers to the different cycles established and regulated by the Ministry of Education and that are applied by all educational establishments in Guatemala. The question refers to the so-called formal education sector. Informal education or training courses are discussed in section "C" of this chapter.

Read the question and wait for a response from your informant. Write down in the "LEVEL" column, the code that corresponds to the answer given by the informant. Next, ask the respondent what was the highest grade or year that they fully passed within that level and record it in the "Grade/Year Passed" column. • If you answered None, write down the code "1" in the "LEVEL" column and put a line in the "Grade or Year approved" column and go to P1 of Section "C" of this chapter.

- If you answered one of the categories 2 to 7, write down the corresponding code in the "LEVEL" column and in the column "Grade or Year passed" enter the highest grade or year passed.

When it comes to the university level, transform the approved semesters into years (two semesters is one year).

Examples:

- a) If the informant says that he has passed 3 semesters, it means that the highest year passed is the one currently in the 2nd year. It is important to be sure that the information obtained refers to the grade or year that was fully passed and not to the one that they are taking or taking.
- b) If you inform that you have passed 7 semesters, it means that the highest year approved is the 3rd and you are currently in the 4th year of the corresponding degree.

ATTENTION: CLARIFY THAT THE MAXIMUM LEVEL REFERS TO THE LEVEL AND THE COURSE SIMULTANEOUSLY.

Q28. TITLE, DIPLOMA OR CERTIFICATE OBTAINED. Once you have recorded the level and the highest grade or year fully passed, ask if they obtained any degrees, diplomas or certificates for the studies completed. You should only include degrees, diplomas or certificates achieved in any of the educational levels mentioned in **Q27 here**. If the answer is affirmative, write down the code "1" and continue with Q29. If the answer is negative, write down the code "2" and go to **Q1** of Section "C". If the person has several titles, record the last one obtained.

Q29. LAST TITLE, CERTIFICATE OR DIPLOMA. Read the question clearly and wait for a response from the level where you obtained the diploma, degree or certificate for the studies you have completed, write down the corresponding code in the respective column.

If the informant mentions a level other than categories 1 to 6, write down code 7 and record the name of the level.

SECTION C. JOB TRAINING

The questions in section "C" are aimed at capturing information about the training that household members aged 7 years and over have obtained, whether to obtain a salaried job, set up their own business, workshop, a small business, to improve the conditions in the current job and get a promotion, to get additional income or improve the current ones.

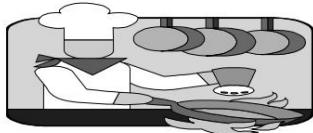
IMPORTANT. The last 12 months prior to the survey constitute the reference period for the questions in section "C".

If the person responds that they attended more than one training course in the last 12 months, ask questions 1 to 8, in relation to the last course received, as long as they are job training courses.

Training: It is the process of learning and training through which people acquire knowledge and skills and are trained to carry out a trade, obtain a higher qualification at work, perform a function or provide a service.

These courses are offered by institutions, companies, both state and private, Churches or by national or international non-governmental organizations.

Q1. TRAINING COURSES. Ask if in the last 12 months he attended a job training course, if the answer is positive, write down the code "1". If you did not attend training courses, write down the code "2" and go to Chapter VIII "Migration".



P2. DURATION. This question applies only to those who answered "YES" in **Q1**. Enter the duration of the course in weeks. Example: If the informant states that his last training course took 6 months, write down "24" weeks. Conversely, if you are told the course lasted less than a week, write "00" in the weeks column.

Q3. INSTITUTION. Ask for the institution, company or NGO'S where you received the last training course. Write down the code that corresponds to the information obtained. In the event that the answer is different from those specified in the form, write down the code "12" and specify the institution.

Keep in mind that the alternative "Company or institution where you work", code "7", refers to the company where the informant works or worked and not to companies or institutions whose sole purpose is training, such as private companies that They give training courses in fashion, beauty stylists, etc., to which the code ""6" corresponds.

- It is convenient to consider the following definitions about the institutions that offer courses of training:
- **TECHNICAL TRAINING AND PRODUCTIVITY INSTITUTE (INTECAP):** It is a decentralized State entity and is the State's specialized technical body, with the collaboration of the private sector, in charge of organizing and offering training courses for work (in fixed centers, mobile or company actions) through different modes of training, such as youth apprenticeships; qualification aimed at training short-term labor and complementary training aimed at workers to correct, update or complement occupational profiles to increase their productivity.
- **NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (INAP):** State institution in charge of the education and training of human resources in the public sector, outside of regular or school formal education.
- **OTHER GOVERNMENT INSTITUTIONS:** These are government entities that have training programs for officials and people linked to government programs, generally aimed at technicians and administrators in specific areas. Sometimes the courses are taught jointly with international organizations (OAS, WB, UNICEF, UNESCO).
- **MUNICIPAL INSTITUTION:** These are Municipalities that have training programs for their officials.
- **TRAINING COMPANIES:** Refers to commercial companies specialized in giving training courses and knowledge of a trade or technique, for example, in the area of banking, commercial services, computing, dressmaking, etc.
- **COMPANY WHERE THEY WORK:** Refers to companies that have training centers or special instructors to train their workers in specific techniques or in handling machinery, or in functions or procedures.

- **PRIVATE INSTITUTIONS:** These are private institutions or organizations with objectives other than job training, but which have specific job training programs aimed at their associates or those interested in the Chamber of Commerce, Chamber of Industry, etc. They differ from training companies because they do not have training as their sole objective.
- **NON-GOVERNMENTAL ORGANIZATIONS:** They are civil society organizations that teach courses mainly in communities to carry out specific projects that they are developing (women, gender, legal advice, etc.).
- **OTHER:** In this category, any other option not considered in the previous ones will be indicated. mentioned.
- Include international organizations when they give the courses directly in the country or in abroad.

Q4. COST. Ask how much they charged you for the last training course you attended, write it down in the space indicated in the column. If you were not charged or did not pay, enter "00"; if the company paid it, write down the number "9997" in the column.

Q5. EDUCATIONAL OR ACADEMIC REQUIREMENTS. Read the question and wait for an answer. Write down the code according to the answer of the informant. If the information obtained cannot be classified into the categories contemplated in the question, write down the code "11" and write the answer of the informant in the space assigned in that category.

If the requirement requested from the participant was only experience, the code "1" must be registered.

Q6. TYPE OF COURSE. Write down in the space corresponding to the person interviewed, the last training course (Write down the name of the course). Example: cattle inseminator, chicken breeder, waitress, hotel and tourism, clay craftsman, bricklayer, car mechanic, cabinetmaker, electricity, data capture, etc. See the list of course codes on the back of the previous page. Enter in the "COD" column the code corresponding to the trade in which you were trained.

Q7. CERTIFICATE. You want to know if they gave you any type of certificate for the course you attended. Write down the corresponding code according to the respondent's response. If the answer is affirmative, write down the code "1" in the column. If the answer is negative, write down the code "2" in the column.



Q8. BENEFITS. It is interesting to obtain information about the main benefit that the person interviewed obtained, from the last training received, apart from what they learned, referring to whether they got a job, created their own company, a promotion, etc.

Read the question and each of the different answer alternatives. Write down the code according to the information you obtain from the interviewee. If the answer is another which one, write down the code "7" and write the answer of the informant in the space assigned in this category. If the answer is none, you must write the code "8".

CHAPTER VIII. MIGRATION

This chapter is made up of twelve questions for all people aged 7 and over who are residents of the home. The content of the questions is related to the place of birth, the place of residence on a previous fixed date (June 1995), the current place of residence on the date of the survey and residential movements in the last 12 months.

A) OBJECTIVES

The main objectives of this chapter are:

- a) Know the intensity of recent migratory movements in order to study the pressure on services, the territorial distribution of the population and the reasons for these movements.
- b) Know the differential living standards in terms of employment, education, economic activity and land ownership between the migrant and non-migrant population.
- c) Establish the relationship between migration and household poverty in Guatemala.
- d) Study short-term labor migration and its relationship with income levels, quality of life and poverty.

B) REFERENCE PERIOD

The reference period of population movements for the purposes of this research are, in order, THE LAST 5 YEARS AND THE LAST 12 MONTHS. In the case of this study, it is about knowing the place of birth and the place where the people in the household habitually lived 5 years ago, in the month of June 1995, and the place where they lived in the last 12 months in relation to the date of the survey.

C) THE INFORMANT

The informants for this chapter are all members of the household aged 12 and over. In case of temporary absence of any of them, the best informant will be the head of the household, the father or the mother. For people 7, 8, 9, 10 and 11 years old, the informant will be the father or the mother.

D) DEFINITIONS

- **Place of habitual residence.** It is the geographical place where the informant's home is permanently located, that is, the place where they live or habitually lived, study, have a job, checking account, etc.
- **Current place of residence.** It is the geographical place where the survey is carried out, that is, the place where they live at the time of the survey.

- **Populated Place:** It is a space of national territory inhabited by people, be it concentrated or dispersed; located in a region, department or municipality that constitutes a population nucleus and that is identified with a locally recognized name.

A. PLACE OF BIRTH

Questions 1 and 2 of this section make it possible to establish the place of birth of the members of the households interviewed and the category of the populated place of the place where they were born.

Q1. PLACE OF BIRTH. The purpose of this question is to establish whether the place of birth of the people is the municipality where the survey is carried out or not. Ask the question and if the answer is "HERE" (municipality where the survey is carried out), write down the name and code of the department and municipality registered on the front page of the questionnaire and continue with Q2 . If they respond to a place other than the municipality where the survey is carried out, ask for the name of the municipality and department or country and write down the respondent's response.

Consider the following examples:

Example 1:

Suppose that the survey is carried out in Ciudad Flores, departmental capital of Petén, in the house of Mr. Mario López who lives with his wife and their 19-year-old son Julio.

When reading **P1 to him**, Mr. Mario López informs that he was born "HERE". In the row corresponding to Don Mario, record the name and code entered on the cover of the questionnaire because the place reported by Don Mario is the municipality where the survey is being carried out.

Example 2:

Mrs. Amparo Cano, wife of Mario López, reports that she was born in Aldea El Pino, municipality of Chiantla, department of Huehuetenango.

Q. In which municipality and department were you born?

A. In the village of El Pino.

Q. In which municipality is the village of El Pino?

R. R. In the municipality of Chiantla.

P. P. In which department?

R. Huehuetenango.

In the row corresponding to Mrs. Amparo and in column 1 of **Q1** , write the name of the municipality

and the department, that is, Chiantla/Huehuetenango, because he was born in a different municipality than the interview.

Example 3:

Julio López, son of Don Mario and Doña Amparo, was born in Villa de Tiquisate in the department of Escuintla.

Interviewer: in **P1** in the row corresponding to July, write down in column 1 the name of the municipality and department that the interviewee reports to you, that is, Villa de Tiquisate/Escuintla, since it is a different municipality from that of the conducting the survey.

P2. CATEGORY OF THE PLACE OF BIRTH. With this question, it is intended that the informant give the category that the populated place where he was born had or has, regardless of whether it is a town, village, hamlet, etc. Read the question and each of the answer alternatives verbatim. Write down the alternative code in the space corresponding to the person you are interviewing. If the informant does not give an answer, ask the question again, explain what it is about, if the place is a city or town where the authorities, banks, hospitals, etc. are located.

When the questions refer to household members under 12 years of age, replace the parentheses with the name of the child.

B. RESIDENCE 5 YEARS AGO

This section makes it possible to establish the place of residence of people on a fixed previous date, with the purpose of measuring recent migration and being able to establish the intensity of migratory movements in the last five years to the date of the interview.

Q1. RESIDENCE IN JUNE 1995. This question refers to the populated place where people habitually resided in June 1995. This question seeks to determine the magnitude, direction and nature of recent migrations (5 years ago). If the answer is HERE (survey municipality) record code 1 and go to Section C.

If the answer is another populated place in Guatemala, other than the municipality where the survey is being carried out, write down code 2 and if it is in another country, write code 3. If the answer is code 2 or 3, continue with Q2 .

* Be careful with this question because many people get confused when answering, since who think that it refers to the house and not to the place.

P2. MUNICIPALITY OF RESIDENCE IN JUNE 1995. Apply questions 2 to 5 to all the people who in June 1995 lived in places other than the municipality where the survey was carried out, that is, to those who reported in Q1 another populated place **in** the country code "2" or another country code "3".

Sometimes people do not remember the residence time. Collaborate with the informant trying to associate some family event or transcendence with the arrival at the place where the interview is carried out, for example: years of marriage, death of a family member, age of one of the children, age when entering school of one of the children, etc.

Read the question and wait for the answer, write down the name of the municipality and department or the country in the space corresponding to the person you interview.

INTERVIEWER: Keep in mind that it IS OBLIGATORY to register the name

of the municipality and the department in a clear and legible manner.

Q3. CATEGORY OF THE POPULATED PLACE. With this question we want to know the category of places where people lived in June 1995. Read the question and each of the answer alternatives verbatim. Write down the alternative code in the space corresponding to the person you are interviewing.

Q4. CHARACTERISTICS OF THE PLACE. Read the question and each of the answer alternatives verbatim. If the answer of the informant is that the place where he lived in June 1995 was completely indigenous, transcribe the code "1". If the answer is that the place was inhabited by an indigenous population and a non-indigenous population (mixed), transcribe the code "2", and if the answer is that it was totally non-indigenous, transcribe the code "3".

For questions 1 to 4 of this section, replace the parentheses with the names of the informants from 7 to 11 years of age.

Q5. REASON FOR MIGRATION. This question asks about the main reason people have for moving their residence from one place to another. Ask the question verbatim and wait for the answer. Record the code corresponding to the category that contains the answer given by the informant. REMEMBER THAT THIS QUESTION REFERS TO THE MUNICIPALITY WHERE YOU LIVED IN JUNE 1995.

If the answer of the informant is "Lack of work" ask if it is "agricultural work" or "non-agricultural work".

If there is more than one reason, write down only THE ONE OF MOST IMPORTANCE for the respondent and write the corresponding code in the space for the person interviewed.

If the answer is not contemplated in the options listed from 1 to 12, write down the code "13" and write to which reason it refers.

In the second parenthesis of the question, substitute the name of the municipality reported in Q2 of this section.

C. RESIDENTIAL MOVEMENTS IN THE LAST TWELVE MONTHS

Q1. RESIDENCE IN THE LAST 12 MONTHS. With this question we want to identify very short-term migratory movements, usually related to the labor market.

Formulate the question verbatim and wait for the answer. WRITE THE NUMBER OF MONTHS IN A ROW that the person has been living in the municipality where the interview is conducted (referring to the territorial space and not the years they have resided in that dwelling). If the answer is 12 months, write down the 12 months and go to **Q5**. If the answer is less than 12 months, write down the number of months and continue with **Q2**.

P2. PLACE OF RESIDENCE LAST 12 MONTHS. Apply this question to all people who have lived in the municipality where the survey is carried out for less than 12 months. twenty

Read the question and wait for the answer, write down the name of the municipality and department or country in the space corresponding to the person you are interviewing.

Q3. CATEGORY OF THE POPULATED PLACE. It is desired to know the category of the populated place in which the informant lived during the months that he was not in the municipality of the survey.

Read the question and each of the answer alternatives verbatim. Write down the alternative code in the space corresponding to the person you are interviewing.

Q4. REASON FOR POPULATION MOVEMENTS IN THE LAST 12 MONTHS. If one or more people in the household with current habitual residence at the time of the survey, in the last 12 months resided in a place other than the municipality of the survey, it may be the case of coffee pickers and agricultural products, street vendors, police visitors, etc. Read the question and mention the municipality where you lived (P2), wait for a response and write down in the corresponding response area the category code that best identifies the information obtained.

Example:

Mr. Estuardo Ubico reports that he habitually resides in the municipality of Quetzaltenango at the time of the survey, but that in the last 12 months he spent 4 months in Huehuetenango preparing the land for planting and planting for this year's harvest. Mr. Ubico also reports that the place where he lived is called San Antonio Huista.

Record the information as follows:

In the case of P3, take a survey.

Q. You told me that in the last 12 months you had lived in San Antonio Huista for 4 months. This place is it a city? a town or head? a village? a farm?, or what is it?

R. It is the place where my farm is

Q. What is the name of your farm?

A. The Coup

P. P. And the place where your farm is, what is it? A village, a place or a hamlet?

A. It is the village of El Tablón.

In the case of **P3**, code 6 must be registered, while for **P4** code 1.

Q5. TIME OF RESIDENCE IN THE SURVEY MUNICIPALITY. Formulate the question verbatim and wait for the answer. Write down the number of CONTINUOUS YEARS that the person has been living in the MUNICIPALITY where the interview is carried out (referring to the territorial space and not to the years that they have resided in that dwelling). If the answer is less than a year, write down "00" and go to the next chapter. If the answer is "All Life" write down the code "98" and go to the next chapter. If the person has been living for a year or more in the municipality where the survey is carried out, write down the number of years that the informant tells you.

CHAPTER IX. USE OF TIME

The way in which household members allocate and use their time based on the different types of activities is an important decision that has a significant impact and repercussions on the standard of living of individuals and households. The distribution between productive, reproduction, maintenance and support activities have an impact on the determination of the income levels of individuals and households.

In the ENCOVI, to study the use of time, household members are asked for information on the amount of time used by type of activity. The way in which household members distribute their time is investigated and it is aimed at all people aged 7 and over.

This chapter is organized into six sections, namely:

SECTION A: PAID AND UNPAID WORK ACTIVITIES. Work activities carried out in exchange for income or those carried out without receiving any payment or as support for household members to produce articles or services for the household are grouped together.

SECTION B: STUDY ACTIVITIES. This includes topics related to all types of studies, carrying out tasks (homework) and travel time to the study center.

SECTION C: HOME MAINTENANCE ACTIVITIES. This section includes all activities related to cleaning, washing, cooking, ironing, carrying water, collecting firewood, taking care of children and all those related to home maintenance.

SECTION D: PURCHASES AND PAYMENTS. All activities related to markets, purchases, payment of services such as water, electricity, telephone, subscription payments, etc.

SECTION E: OTHER ACTIVITIES. Included here is the time used for personal care, for community work, sports and leisure activities, rest and sleep, and other activities.

SECTION F: PARALLEL ACTIVITIES. It refers to the activities mentioned above, which are carried out simultaneously or in parallel.

A) OBJECTIVES

Measure the time spent by household members by type of activity, gender, age, education, etc. and build a profile based on poverty levels.

Know the distribution of time use based on the most significant macroeconomic variables (gender, age, educational level, etc.).

Analyze the impact of the use of time based on domestic and extra-domestic work and establish the relationship with poverty.

B) REFERENCE PERIOD

The reference period of this chapter is the day before the date of the interview.

C) THE INFORMANT

Information on time use must be obtained directly from each informant 12 years of age and older. In the case of children aged 7, 8, 9, 10 and 11 years old, the informant will be the mother, father or the person who spends the longest time with the child.

IMPORTANT REMARKS:

To capture the information on the use of time, the question must be read verbatim and in the order established for each member of the household. Look at the list of household members, to verify the age and apply the questions.

At the start of the interview, the interviewer will say to each informant: "Now I am going to ask you about the activities you did yesterday and the time it took you to do them."

Read the questions as they are written and wait for the answer, if the respondent answers "YES" write down the code "1" in the "CODE" box and ask how much time was consumed yesterday and write down hours and minutes according to the information obtained, if you answer "NO" write down the code "2" and continue with the next question.

A. PAID AND UNPAID WORK ACTIVITIES

With these questions we want to know the type of work that the respondent did yesterday at the time of the interview and the time he dedicated to each one.

Q1. I WORK IN AN INSTITUTION, FARM OR PLOT IN EXCHANGE FOR PAYMENT. The objective of this question is to obtain information on the time dedicated to activities carried out in a company or institution, farm or plot in exchange for income, wages or salary, wages in money or in kind.

Agricultural activities refer to obtaining harvested products (sowing, fumigation, land clearing, fertilization, etc.). Livestock refers to all the activities that lead to the raising of animals (feeding them, cleaning pens, repairing pens, milking, etc.).

Do not include the time people spend traveling to and from the workplace.



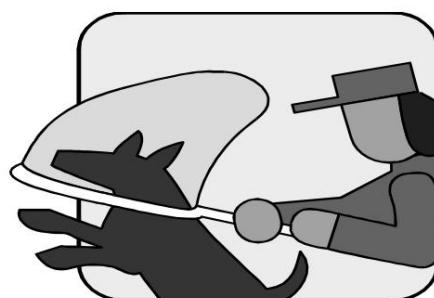
P2. INDEPENDENT WORK IN EXCHANGE FOR A BENEFIT OR GAIN IN KIND. This question refers to independent work and those carried out by members of the household, for example, the production of handicrafts, the sale of food, the grocery store, workshops, etc. Also considered in this question are the times dedicated to self-employment by members of the household, for example: doctors, lawyers, plumbers, bricklayers, mechanics, taxi drivers, street vendors, fishermen, etc. as long as it is done independently and a payment or benefit is obtained in money or in kind.

Q3. I WORK WITHOUT EARNING INCOME. It is considered the time that people dedicate to work as helpers, be it in home, farm, plot or other household businesses and for which they do not receive any income.

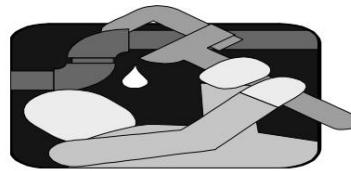


Q4. PRODUCTION OF GARMENTS FOR THE HOME. With this question you want to know the time dedicated to unpaid work in the home in activities such as: knitting, embroidering, making clothes, etc. that are for household members.

Q5. TIME FOR THE BREEDING OF ANIMALS. The time spent raising and/or caring for household animals without receiving payment or remuneration is investigated.



Q6. TIME FOR HOME REPAIRS. It is interesting to know the time in hours and minutes that you spent yesterday repairing electrical appliances, plumbing, masonry or other activities related to the construction, repair or maintenance of your own or rented home.



Q7. GOING AND RETURNING TO THE WORK CENTER. It refers to the time it took to GO AND RETURN to your workplace or place of work in the case of working household members. Take into account transfers on foot, by bus, etc.



B. STUDY ACTIVITIES

This question refers to the time spent by the informant in activities related to the studies, such as attendance, transportation, homework, etc.

Q1. EDUCATIONAL ACTIVITIES. It refers to the time people use to attend the country's formal or informal education system or training. Include time spent on all kinds of studies, time spent on homework, time spent consulting libraries, etc. Also include the time it takes household members to get to and from the establishments.

Example: Attend primary school, institutes, universities, English academies, job training courses (seminars, conferences, etc.).



C. HOME MAINTENANCE ACTIVITIES

With this group of questions we want to know the time that people dedicate to household chores such as: carrying water and firewood, preparing meals, caring for children, etc.

INTERVIEWER: In the case of male informants, before starting the questions in this section, explain the following:

BELOW I WILL ASK YOU A SET OF QUESTIONS RELATED TO ACTIVITIES THAT ARE CARRIED OUT FOR THE MAINTENANCE OF THE HOME. TAKE INTO ACCOUNT THAT THESE ARE ACTIVITIES THAT ARE GENERALLY CARRIED OUT BY WOMEN, BUT THERE ARE ALSO CASES WHEN THEY ARE CARRIED OUT BY MEN. PLEASE I ASK YOU TO ANSWER THE FOLLOWING QUESTIONS.

Q1. HOUSE CLEANING. House cleaning refers to time spent on general house cleaning. Example: sweep and mop, clean the bathroom, shake the furniture in the living room, kitchen and bedroom, clean the garden, clean the windows, etc.

P2. FOOD PREPARATION. With this question, you want to know the time you spent preparing food, be it breakfast, lunch, dinner or other food preparation for the consumption of household members or for a special event.

This question includes the time spent by household members, mainly women, making the dough and tortillas.

Read the question and if the answer is affirmative, ask if, in addition to cooking, he went to make the dough and then the tortillas.



Q3. CLEANING OF KITCHEN UTENSILS. The time dedicated to cleaning all types of kitchen utensils is investigated. Example washing dishes, pots, cutlery or kitchen implements.

Q4. WASHING AND IRONING CLOTHES. It refers first of all to the work of washing household clothes. This task can take more time, because in some cases there is no water in the house and the person must go to a public fountain or a river. In these cases, the time to and from the place where this activity is carried out must be included.

Secondly, the time spent ironing is also included in this question. In many cases it is one person who is dedicated to the task of ironing clothes for all

household members or their own.

If the person interviewed performs both tasks, add the time spent washing and ironing and write down the result in the corresponding space.

Q5. GARBAGE DISPOSAL. The time used to collect, throw or transfer the garbage to the place destined for its deposit or elimination is investigated. example, move



the garbage and waste produced by the home to the municipal deposit or prepare it properly.

Q6. WATER CARRIAGE. When the home does not have water service inside or outside the home, the people in the home have to fetch water from a supply source, generally a public stream, well, river, etc. In these cases, we want to know the round trip time spent by household members to carry out this activity.

Q7. COLLECT WOOD. It refers to the activity of collecting firewood and the time that the person takes to do it. Keep in mind that collecting firewood means going to the place, preparing it or chopping it, cutting it and taking it to the house.



Q8. ATTENTION AND CARE OF CHILDREN. This question refers to the time dedicated to caring for children in the home. This activity can be carried out exclusively or shared with other activities or in the care of the pregnancy. Example a pregnant woman



that she is delicate and cannot carry out any other activity.

D. PURCHASES AND PAYMENTS

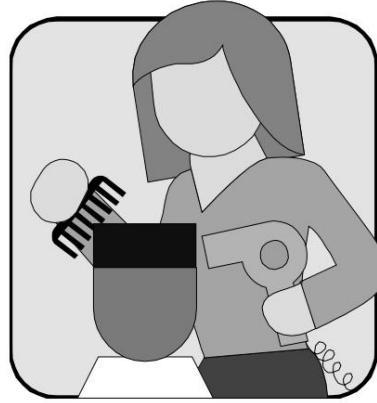
Q1. SHOPPING FOR THE HOME. Investigate the time required to make any purchase. Example purchase of food, clothing, household items (dishes, electrical appliances), etc., the purchase can be made in the market, supermarket, pharmacy, store, warehouse, etc. Include transportation time and waiting time for transportation and walking tours.

P2. PAYMENTS. This question investigates the time dedicated to making payments for services such as housing, electricity, telephone, water, payments for products purchased on credit, etc. or other payments related to household activities, for example: payment of materials, loans, etc.



E. OTHER ACTIVITIES

Q1. CARE AND PERSONAL GROOMING. It is interesting to know the time that the respondent spent yesterday for grooming, attention and personal care, for example: bathing, shaving, combing their hair, dressing, etc. This also includes the time spent by household members going to the beauty salon, gym, exercising, jogging, etc.



P2. SPORTS, CULTURAL AND LEISURE ACTIVITIES. You want to know if people dedicated time yesterday to any sporting or cultural activity without receiving pay. Example: go to play or watch a game of soccer, basketball, tennis, bowling, etc. attend and/or participate in plays, artist presentations, etc.

Leisure and recreational activities such as visiting a park, picnics, visits to spas, swimming pools, visiting the zoo, going to the movies are also included. Include the time people spend watching television.



Q3. WORKS AND/OR COMMUNAL MEETINGS. It refers to the time dedicated to carrying out community or parish meetings and activities, such as: managing to carry out a project for the benefit of the community or fixing the school, cleaning the roads, some activity that the parish or the committee organizes for the benefit of the community, etc. where the service provided is free.

Q4. TIME TO READ, EAT, SLEEP, REST AND OTHER ACTIVITIES. This question makes it possible to capture information about the time that household members dedicate to resting, eating, sleeping and reading.



Q5. OTHER ACTIVITIES. Here the time of other activities that the members of the households have carried out and that are not specified in the previous questions is recorded.

You want to know if the respondent dedicated time yesterday to carry out other activities that are not contemplated in this chapter, if you answer the question in the affirmative, request the time that you dedicated to the reported activities and write it down in the corresponding space. the person you are interviewing.

TOTAL HOURS. THE INTERVIEWER IS RECOMMENDED TO TOTAL THE HOURS FROM QUESTION 1 OF "SECTION A" TO QUESTION 5 OF "SECTION E". VERIFY THAT THE RESULT IS THE SAME AFTER 24 HOURS. IF NOT, CHECK THE RESPONSES RECEIVED AGAIN WITH THE INFORMANT.

F. PARALLEL ACTIVITIES

They are those activities that the informant carried out simultaneously yesterday. Record in the columns each of the sets of activities carried out simultaneously or in parallel. Notice that there is room for four different sets of activities.

Simultaneous or parallel activities refer to the time it took the person to perform TWO OR MORE ACTIVITIES AT THE SAME TIME. To identify the activities

joint, simultaneous or parallel use the number of the section and the question.

Ask the question and wait for the answer. If the informant does not understand the question, briefly explain what the parallel or simultaneous activities consist of. If you did not carry out any activity of this type, write down 00 in each box. If the person carried out less than 4 sets of simultaneous activities in the blank boxes, write down code 97.

Example 1: Cleaning the house and at the same time taking care of the child. You must register 1st. Set: C1, C8.

Example 2: While cooking, wash the dishes. You must register 2nd. Set C2, C3.

Example 3: While watching television, he eats. You must register 3rd. Set E2, E4.

Example 4: Doña Marta tells us that she carried out several simultaneous activities yesterday, for example: she washed her husband's shirts while she took care of the chickens; while on the bus to work, she knitted a wool sweater; while she cooked she took care of the son of a daughter who was working.

1st Set: 2nd. A5, C4
Set: 3rd. Set: A4, A7
C2, C8



CHAPTER X: ECONOMIC ACTIVITIES

A) INTRODUCTION

This chapter applies to all household members 5 years of age and older. The questions are grouped into 5 sections:

SECTION A. WORK ACTIVITIES SECTION

B. FIRST WORK OF LAST WEEK.

SECTION C. SECOND WORK FROM LAST WEEK.

SECTION D. DIFFERENT JOBS IN THE LAST 12 MONTHS.

SECTION E. OTHER INCOME AND CASH HELP.

The following scheme of CHAPTER X, Economic Activities, allows a quick overview of its composition and structure.

LAST WEEK		LAST 12 MONTHS	OTHERS INCOME
Activities of Job SECTION A (Q1 to Q10)	1st. work of the last week SECTION B (Q1 to Q34)	2nd. work of the last week SECTION C (Q1 to Q17)	JOBS DIFFERENT SECTION D (Q1 to Q11)
			SECTION E (Q1 to Q10)

B) OBJECTIVES

The information obtained from this chapter will allow us to:

- a) Know the characteristics of household members linked to the labor market who generate income or not, and those who are able to do so through their ties to the labor market, as well as the characteristics of dependent persons, that is, those who are not linked to the labor market.
- b) Study the conditions in which the employed perform their work, the way in which obtain their income and the amount, origin and type thereof.
- c) Study the pressure of the population on the labor market, the time and the reasons why they left their job and also know the basic characteristics of the unemployed and inactive population.
- d) Establish relationships between the satisfaction of employment needs, income, living standards and poverty and welfare levels.

- e) Know the sources of income other than work: such as transfers, subsidies, remittances, as well as income from retirement pension, food, widowhood or orphanhood.
- f) Have reliable and accurate information on the distribution of income in the different groups of the population, the different regions of the country and the urban, rural and indigenous areas.

B) REFERENCE PERIOD

It is a temporary space, which is established to identify the occurrence or not of an event within a set period of time, which can be last week, last month, last year or any other period of time. The activities are located within these periods. For most of the questions in the questionnaire in this chapter, the most commonly used reference periods are: the past week (week prior to the interview), the past month, and the last 12 months. This reference period (last 12 months) includes the reference period, last week.

C) THE INFORMANT

Direct informants are all household members aged 12 and over. The information of people between 5 and 11 years old will be requested from the parents. If on the first visit you are not able to directly interview all the people aged 12 and over, make new appointments, either with the Head of Household or with the people present to find out the best time and day for the interview. .

D) DEFINITIONS

For the correct application of this section, take into account the following definitions:

- **Economic Activities:** These are the activities whose main purpose is to produce marketable goods and/or services (exchangeable) in the market and generate monetary and/or in-kind income. Economic activities encompass aspects of production, consumption, exchange and distribution. Self-consumption agricultural activities are considered economic activities.
- **Activity Condition:** It is the situation that distinguishes people 5 years of age and over, economically active and economically inactive according to the performance or not, of an economic activity.
- **Occupation:** Occupation is understood to be the type of work or trade, position or specific position that **people** carry out in their work, whatever the branch of economic activity of the establishment where they work or the occupational category they have.
- **Branch of activity:** It refers to the activities carried out by companies, the type of production or services they generate, it refers to what they do, to what

manufacture, the services they provide, the functions performed by companies, establishments, institutions, businesses, factories, where people work.

- Note that in the case of PEOPLE, we speak of **OCCUPATION** to indicate the tasks, trades, labors, activities or functions that they carry out in their work. In the case of **ESTABLISHMENTS**, the **BRANCH OF ACTIVITY** is used to indicate what they produce or manufacture, sell or resell, or the services they provide.
- **Occupational Category or position at work:** Refers to the dependency relationship that the person establishes in the exercise of their occupation, trade or work. The dependency relationship is established in relation to the means of production and the ownership of the goods and services generated in the performance of the work, with the person who contracts their services (worker, employee, independent, day laborer, etc.).

I) IMPORTANT

Formulate the questions clearly, exactly as they are on the form and in the order in which they are found, and follow the flow and instructions of the case.

Before asking the questions in CHAPTER "X", record in the corresponding space the "**person's code**" providing the information. For this purpose, observe the order of Registration of Household Members (tab). Transcribe the code that is on the left of said sheet. This number will not match, only in the following case. When after several visits it is not possible to locate the direct informant, information is requested from the person in the household who is most aware of the activities of the absent person, during the survey period, this person will be the one who provides the information and the number will be noted. code of this person.

SECTION A. WORK ACTIVITIES (FOR ALL PERSONS AGED 5 AND OLDER)

WORK ACTIVITIES. P1 to P3. The correct processing of these questions allows classifying the population aged 5 and over into two groups. In the first are the people who worked the week prior to the interview (**PAST WEEK**) and those who did not work but had a job or business from which they were absent for different reasons, leave, vacation, etc., and in the second, people who did not work last week due to lack of a job and a job.

Mr. Pollster: Read the text of each of the questions **continuously and slowly**. You have to read the question options, wait for the informant to issue his answer and **write down in the corresponding space the code assigned to each answer option**, carefully observe the skip instruction that exists in each of the questions. If the question indicates to read the options, do it slowly one by one and write down the code corresponding to the information obtained. If in one of the three questions **P1 to P3**, the informant answered that **IF THEY WORKED, they should go to Q1 of SECTION "B" - FIRST WORK OF LAST WEEK, otherwise continue with questions 4 to 10 of SECTION "A", on WORK SEARCH AND INACTIVITY.**

In the event that during the course of the interview there is doubt about what is meant by work, keep in mind the following operational definition.

Work: It is the activity or trade that people carry out with the purpose of producing goods and services, for an income or salary or for their own or household consumption; or in their capacity as helpers or family workers in a business or on a household farm without pay; regardless of its regularity and its relationship with the means of production. For unpaid workers, the purpose of their activity is to contribute to the generation of a family income or to obtain training.

Under this definition, household chores in your own home, construction of new areas in your own home, expansion of your own rooms, or construction of your own home, as well as the provision of free social or community services (volunteers from La Cruz Roja, Civil Defense, ladies of charity, club presidents, parents, etc.), is not considered work, in the sense that they are activities that do not directly generate monetary income or products for self-consumption.

Keep in mind that **Q2** is a sequential question to the information provided in **Q1**.

It applies to all the people who answered in **Q1** **who did not** work the week before (**PAST WEEK**) to the interview. The response options contained in this question serve to identify those people who, on many occasions, consider that the activities they carry out are not work because they dedicate few hours to it or do it occasionally or in parallel or simultaneously with household activities, without receive payment in money, or because they only help the work of relatives or friends.

To obtain information in **Q2**, read the listed options slowly one by one to give the informant an opportunity to clearly identify the different situations. If the informant answers "YES" to any of the options read verbatim in the question, record the code "1" in the corresponding space and go to **P1** (occupation) **Section "B"**. Otherwise, write down the code "2" and continue with the next question.

Example: María López Pérez is 13 years old and attends school in the morning. On Tuesday, Thursday and Friday afternoons, she helps her aunt, Mrs. Gabriela, for 2 hours, taking care of the store. The girl María answers **Q1** that she did **not** work last week because she is at school, but when asked the different answer options for **P2**, she answers that she did help her aunt in the store.

The information must be recorded as follows: Write down the code "2" in **Q1** and the code "1" in **Q2**. Once the information obtained is recorded, go to **SECTION "B"** and continue the interview.

Q3. TEMPORARY ABSENCES. This question is asked of people who answered "NO" or code "2" in **Q1** and **Q2** and allows to identify people who were **temporarily absent from work** due to illness, vacation, work leave or maternity, due to their own conditions of the market or another reason, which do not imply loss of remuneration, as long as they have the security of returning to their work in a period of not less than 4 weeks. If the answer to this question is "YES", record the code "1" and go to **Q1**, section "B", otherwise write down the code "2" and continue with the next question.

Example: Mr. Pedro López reported in **Q1** that he did not work, in **Q2** he also said "NO", but in **Q3** he reported that **he DOES** have a job, but last week it was not because he was sick. Write down the codes ("2" on **Q1**), ("2" on **Q2**), ("1" on **Q3**) and then skip to **Q1 of Section "B"**.

P4 to P10. SEARCH FOR WORK AND CONDITION OF INACTIVITY.

Q4. The purpose of this question is to identify people who actively sought work

During last week.

SEARCH OR GET A JOB. It is the concrete and specific action that people carry out in order to achieve salaried or independent employment, or to set up a business. Specific job search measures can be: direct requests to employers, farm owners; errands in workplaces; search through friends or relatives, press or radio, public or private agency; search for sites, equipment, etc., to establish your own business; resort to financial institutions in search of resources, etc.

If the informant answered that "YES" they looked for work in **Q4**, write the code "1" in the space corresponding to that person and continue with **Q5**. Otherwise register to code "2" and skip to **Q9**.

Example: Mr. Roberto Alvarez, told us that after his last job four months ago, he has not found a job and is looking for one within the community because he is tired of traveling to other towns for work reasons. The Interviewer (a) must record the code "1" in **Q4** and continue with **Q5**.

Q5. JOB SEARCH TIME. Ask the question and wait for a response from your informant and write in the corresponding space the number of weeks that the person (reported "YES" in Q4) has been actively looking for work. The time elapsed up to the week prior to the interview will be recorded as job search time and the response will be recorded in "weeks".

In the event that the informant provides the information in time units other than weeks, such as days, months and years; Convert this information to weeks. Example: If the informant answers 1 year, record 52 weeks; if you answer 4 months, record 16 weeks, etc.

In the event that the information provided is in weeks and days, proceed as follows:

- When the number of weeks includes a number of days equal to or less than three, record only the number of weeks. Example: If the informant answers a week with 1, 2 or 3 days, record 1 week.
- When the number of weeks includes days and these are greater than 3, add one more week to the total weeks declared. Example: If the informant answers a week with 4, 5 or 6 days, record 2 weeks.
- When you state that you have only been looking for work for 3 days or less, enter "00."

In the event that the information provided is in days, only proceed by approximating the days to weeks considering the aforementioned criteria. Example: You declared 12 days, enter 2 weeks. If it takes 4, 5 or 6 days, write down 1 week.

Another example: In the case of Mr. Roberto Alvarez, he must record 16 weeks, because 4 months will be multiplied by the 4 weeks that he has each month.

Q6. PREVIOUS WORK. The objective of this question is to classify the unemployed in

based on their work experience in the labor market, that is, to differentiate those people who have ever worked for monetary or in-kind remuneration from those who put pressure on the labor market (Dismissed), from those who have never worked (" new workers or entering the market for the first time"). In the latter case there are recent graduates, school dropouts who have never worked and are looking for a job for the first time.

Read the question verbatim and if you answered "YES", write the code "1" and go to the next question; if the answer is "NO", write down the code "2" and go to **Section "E"**.

If the person did not work before, they will not have a second job, nor the following question, nor in the last twelve months, therefore this person will go to question P1, Section "E" OTHER INCOME AND MONEY HELP.



Unemployed (worked and looking for a job) New worker (recently graduated)



Q7. REASON FOR LEAVING THE LAST JOB. Read the question, wait for a response from your informant and identify the category as stated and transcribe the corresponding code of the cause or reason why you stopped working. If there is more than one cause, ask for the main one.

For the correct application of **P7**, take into account the following definitions:

Has the company closed? (Code "1"): This response option will record those cases in which the company, business or establishment stopped operating due to financial or legal problems, lack of raw materials, spare parts, energy, due to having suffered fires, theft or other types of reasons unrelated to the informant and that prevent its operation.

Dismissal? (Code "2"): This option includes the following cases:

People who have been separated from the company, because the company or business is going through critical situations, as a result of the lack of raw material, decrease in sales, etc.

People who have been separated from the company or business due to: personnel changes, personal conflicts with the employer or with other workers, due to discipline or violation of contract rules, etc.

Resignation? (Code "3"): This includes people who voluntarily quit their job. There are many reasons why a person resigns: marriage, studies, change of address, illness, job dissatisfaction, another better paid job, etc.

Term contract? (Code "4"): This answer option gathers the situations of salaried people who have a fixed-term work contract and once it ends they are left without a job.

This may be the case of construction workers, interviewers, warehouse clerks, etc. Therefore, these response options include all the people who lost their job after terminating a fixed-term contract in the industrial, commercial, and service sectors.

Is the agricultural cycle or work season over? (Code "5"): Under this heading are registered those people who are not working because they work in well-defined periods of time (cycles), determined by the nature of the product, the increase in sales, by weather conditions or by another reason linked to the agricultural sector. It is also the case of people who specialize in one part or cycle of agricultural production; for example: collectors, harvesters, cane cutters and others who, once they finish their tasks, do not always immediately have a new job.

Did you retire or did you get a pension? (Code "6"): In this option, people who left their job are registered, because they have completed the number of years of work necessary to retire or retire, or because of age. Also considered here are people who are pensioners due to disability or work accidents that permanently disabled them.

Mutual agreement? (Code "7"): Refers to when the worker and the employer mutually agree to terminate the employment relationship.

Voluntary retirement (Code "8"): Voluntary retirement is understood as the actions undertaken by the government aimed at compensating workers who have worked for a time in this sector. In voluntary retirement, workers who have 5, 10 or more years of work are normally accepted and the State grants them the corresponding compensation.

To get married: (Code 9) On multiple occasions some people retire because the internal Law and some institutions establish it or for convenience.

To care for children or another family member: (Code 10) This situation occurs when one of the members of the household is forced to resign for family reasons.

What reason? (Code "11"): Under these options are the unemployed who cannot qualify for the previous options. (Example: he got sick because of the working conditions, he abandoned it and he had no right to a pension because he was a day laborer.

Q8. HOW LONG HAVE YOU BEEN OUT OF WORK? It refers to the time elapsed since the unemployed or unemployed person with previous work experience stopped working at their last job.

Write in the space corresponding to the informant, **the number of weeks** that the person has not worked. The time elapsed from the time you left your last job until the week before, including the week of the interview (PAST WEEK), will be recorded as time without work.

In the event that the informant provides the work time in a time unit other than weeks, such as days, months, and years, you must transform this information into weeks. Example: if the informant answers 1 year, record 52 weeks, if he answers 3 months, record 12 weeks.

When the information is provided in weeks and days, proceed in the same way as in Q5 (how many weeks have you been looking for a job) approximating the data to whole weeks.

Whatever the answer, skip to Q10.

Q9. INACTIVITY, REASON FOR NOT LOOKING FOR WORK. This question applies only to people who answered "NO" in Q4 that they looked for work last week. Read the question and each of the response categories slowly, wait for the informant to identify with the category that best explains their situation and transcribe the code in the corresponding space.

After identifying the response category, write in the space corresponding to the person reporting, the code assigned to that response option.

If the informant offers more than one reason, ask him to choose the main one and write down the corresponding code and go to **Q10.**

When the response cannot be classified into the expected categories, write down the code "13" in the space corresponding to the respondent and specify the reason why they did not look for work.

Use the blank spaces on the form to write down the reasons, identifying the person's code.

Interviewer, for the correct application of the survey, take into account the following operational definitions:

1. Waiting for a response to a job application or waiting to start a new job (Code "1"): This response option includes the situations of those people who have filled out applications demanding employment, both in private and public agencies or in factories and industries that request personnel, or have received job offers and are waiting for a response. Also included in this code "1" are those people who have agreed to start a job in the next few days, either as independent workers or self-employed, or as employees or workers.

2. Waiting for the harvest or work season (Code "2"): This option contemplates situations following:

a. People who are not working and are not looking for work because they have finished the agricultural cycle and are waiting for the next one.

b. People who work in seasons or periods of the year in which, due to increased activity, 39

They demand their services and once this boom has ended, they suspend their work until the next season. For example, store clerks, at Christmas or special holidays, workers in factories and workshops that make school uniforms, the street market at Easter, Christmas, stadiums, etc.

3. **Has a sporadic/occasional job (Code "3"):** When a person develops their occupation in a short period of time or temporarily due to the need to receive income, while they get a permanent job or when they are called to work in times of greater workload and companies need a greater number of staff. Example: enumerator in surveys, carrying out an inventory, etc.; these demands are not associated with agricultural seasons, nor with festivals.
Also included in this category is the case of those people for whom carrying out occasional work constitutes their normal employment condition.
4. **Is a Pensioner/Retiree/Annuitant (Code "4"):** People who do not work or look for work and who are not working either because they are pensioners or retired from the jobs they had in their active life. Also included is the person who in the week prior to the interview receives income from the income of a business or company, rents or dividends and does not work.
5. **Household chores/by children (Code "5"):** includes all persons who carry out all possible activities carried out at home such as: washing, cooking, ironing, fetching water, cutting firewood, making clothes for use by members of the household, taking care of children, the elderly or sick people at home or as a free help to relatives or friends.
6. **She is pregnant (Code "6"):** Person who is currently unable to work because she is expecting the birth of a child or because she is in the postpartum period.
7. **Is sick or disabled (Code "7"):** Person unable to work due to a physical handicap or special care illness.
8. **Is Studying (Code "8"):** For people who are only studying, do not work and are not actively looking for work.
9. **Tired of looking (Code "9"):** All people who did not look for work due to discouragement during the reference week are included, because their efforts to actively look for work have not brought them any results.
10. **Did not want to search/does not want to work (Code "10"):** Those who do not want or do not have will or do not need to look for a job.
11. **Thinks there is no job (Code "11"):** Register in this category the case of people who do not look for work because they consider that there are no positions available in the market for them. Also considered here are the cases of people who have not looked for work because they have read, heard, or have been told by relatives or friends that there are no jobs available due to a crisis, recession or other reason, or because there are no jobs in their occupation, experience or trade.
12. **There is work and they don't give it to me (Code "12"):** People who are not looking for work are classified in this code because although they identify that there are positions available, they believe that they will not be given them for different reasons: qualification, racial discrimination , gender, due to some physical impediment, political creed, age, etc.
13. **Other reason (Code "13"):** All responses that cannot be classified into the previous response options are recorded here, Example: you do not have valid identity documents, you are afraid, etc.

Whatever the answer, go to **Q10**.

IMPORTANT:

Q10 Applies to all unemployed people and inactive people, to find out if they worked or helped to work in the last 12 months .

If the answer is "YES", write the code "1" and go to Section "D" "WORK IN THE LAST TWELVE MONTHS", If the answer is "NO", write the code "2" and go to Section "E" "OTHER INCOME AND HELP IN MONEY".

Interviewer: In the dotted spaces that are found within the parentheses (from... to...) of question 10, the starting day and month must be specified from which the 12 months are counted and the day and month of the interview, that is, the end of the reference period corresponding to the last 12 months (from May 15, 1996 to June 14, 1997), for example: if the interview is carried out on June 15, the last 12 months start on June 15, 1996 (from June 1996 to June 1997).

Example 1: If you arrive at the home of Mr. Pedro López on May 10, 1997, who responds that Mr. Alberto López, who is his father, habitually resides in the home, but is spending 2 weeks at the home of another son, as required that Mr. Alberto López is the direct informant and since you will return to that home to do the second round, you decide to wait until he returns. Upon returning to that home, he finds Mr. Alberto López and in this section he responds in Q1 to P3 that he did not work and in Q4 that NO, then he moves to Q9 in which he indicates that he did not look for work because in the month of June He obtained his retirement in 1996, the code "4" will correspond to him, then he goes to Q10, in which Mr. Alberto answers "YES" he worked as a public employee during the last 12 months. This information must be recorded as follows: Write "1" in the space corresponding to Q10 and go to Section "D" to ask about the OCCUPATION you had at your job during the LAST 12 MONTHS (from May 1996 to May 1997). This is so, because he worked 2 months (May and June 1996) of the last 12 months.

Example 2: Below is an example of how the information of the López household is applied and recorded, in chapter X of Economic Activities from P1 to P10 . For the household of Mr. Pedro López, information appears on the people: 01 (Pedro), 02 (Gabriela), 03 (Antonio), 04 (Julia), 06 (Alberto) and 07 (María), all of them people aged 5 years and over. . Persons 05 (Pedrito) and 08 (Juanito) do not appear because they are under 5 years of age. In the CP column, code of the person providing the information, all coincide with the informant, this is so because each one answered their data.

- Examples:

1. Pedro Ríos, CP "1", did not work last week due to being sick, but he has a job.
2. Gabriela, CP "2", replied that she worked last week.
3. Antonio, CP "3", son of Pedro and Gabriela, dedicates himself only to studying.
4. Julia, CP "4", reported that she did not work last week, but when she gets out of school she helps out at the store.
5. Alberto, CP "6", Pedro's father did not work last week, nor did he look for work because he is retired. In the last 12 months you worked.
6. María, CP "7", is the domestic employee of the home.

RESPONSE FORM TO THE PREVIOUS EXAMPLE.

PC	Pr1	pr2	pr3 pr4 pr5	
1	2	2	1	
2	1			
3	2	2	2	
4	2	1		
5	2	2	2	2
6	1			

SECTION B: FIRST WORK OF LAST WEEK

The questions in Section B of Chapter X include Q1 to Q34 and apply to all household members aged 5 and over who reported working last week, helping a relative at work or in a home business or a farm, or sell some product; as well as those who did not work that week but had a job from which they were temporarily absent (sick, vacation, etc.).

Q1. OCCUPATION, OFFICE OR JOB DURING THE PAST WEEK. This question is formulated with the purpose of knowing the occupation, trade or work or function that the informant had in the job he performed last week. In the event that the respondent has had more than one job in the past week, record the specific occupation in which the respondent spent the most hours of work, we call this job "first job" of the past week.

Write correctly in the space provided for this purpose, the occupation in the first job. Do not write generic nominations such as laborer, helper, clerk, secretary, clerk, day laborer, driver, etc., but full trade names such as auto mechanic's assistant, carpentry assistant, farm laborer, construction laborer, etc.

Since it is interesting to classify the tasks, trades, functions, etc. In groups that reflect the different types of occupation, the interviewer must identify in the list of codes that was given, the code of the group of occupations to which it belongs in order to transcribe it to the form. The interviewer, in addition to the list of codes, will have a manual or instructions that indicates the logic, steps and procedures to follow in coding the occupation. If you have any doubts, check with the Supervisor who has a detailed manual of all occupations to correctly register the corresponding code.

Assign the code (two digits) in the space of **Q1** corresponding to the person surveyed (in the COD column) designated for this purpose. Example: If the person declares that 42

last week he worked as an "auto mechanic", when looking at the list of occupations, it is observed that he belongs to the group identified with the code "43", a number that must be entered in the "COD" space on the line of the informant.

OCCUPATION

INCOMPLETE INFORMATION	COMPLETE INFORMATION	CODE
Mechanic	car mechanic	43
Farmer	Corn Producer	26
agricultural worker	Agricultural worker	27
Guard	Security guard	64
Employee	Domestic Employee	69
Operator	Sausage operator	53

Carpenter



automobile mechanic Agricultural laborer



P2. BRANCH OF ACTIVITY OF THE ESTABLISHMENT. With this question we want to determine the sector of the economy to which the activity carried out by the establishment, company, institution or PERSON belongs.

Write in the corresponding space what the establishment where the informant carried out his occupation does; Do not register names of companies or Institutions, except in the case of Ministries, Official or Public Entities, do not write generic names such as: workshop, industry, factory, etc.

For the correct application of this question, first read the text of the question and in the space between parentheses (...read occupation P1...) mention the occupation that the informant declared in the previous question (P1).

Write clearly, preferably in print, the information obtained. To write down the code ("COD") use the list containing the Activity Branch codes (code manual) that was delivered to you separately. Identify the corresponding code and the declared activity, then transcribe it to the space in the column "COD" P1. Example: The person who declared to be an "automobile mechanic" in Q1, in turn declares in Q2 that he works at the National Institute of Electrification (INDE), an entity dedicated to the production, distribution and sale of electrical energy. In the list that contains the Branch of Activity codes, the electricity supply activity is searched and it is detected that it belongs to the group "Supply of Electricity, Gas and Water" that corresponds to the code "40". So this is the code you will write down in the "COD" field of this question. If you have any doubts, consult the Supervisor who has the detailed economic activities manual to correctly locate the corresponding code.

In the case of establishments that produce more than one class of goods or services,

You should ask the informant what is the main activity, that is, the one to which he dedicates the most time and resources.

If the establishment where you work is part of a business group made up of various establishments and activities such as the PURINA, PIO LINDO groups, which produce and market chickens and derivatives, write as an activity the one dedicated to the establishment where you work and not the group's consortium or company. If, for example, you work raising chickens, write this type of activity. If, on the other hand, all the activities are carried out in the same establishment, write down the main one.

Below are examples of how information should be obtained and recorded.

ACTIVITY

INFORMATION INCOMPLETE	COMPLETE INFORMATION	CODE
Workshop	Automobile repair shop Dental mechanics shop Radio and TV equipment repair shop.	29 33 32
Factory	Leather shoes factory Furniture factory	19 36
Store	Retail grocery store Fast food restaurant	52 55
Industry	Textile industry Dairy industry	18 15
Club	nightclub	55
Rental Services/Others	Vehicle Rental Services Real Estate Services	71 70
Ministry	Ministry of Public Works Ministry of Education	75 75
Estate	Farm cattle farm	01 01

electric company



Ministry of Public Health



P3 to P8. EXPERIENCE IN OCCUPATION AND WORKING TIME

Q3. YEARS OF WORK, EXPERIENCE. Record the total time, in years, that the informant has been working in the occupation declared in Q1.

It refers to the total time that you have worked in that occupation, even if you have not worked all the time in the same company or business or with the same employer. Example:

Pedro López worked as a teacher at "La Patria" secondary school for 2 years, at "Liceo Guatemala" for 6 years and 4 years at "Colegio San Vicente" which is where he currently works. In total he has worked in the occupation of teacher for 12 years.

If the information given by the interviewee is less than one year old, write "00" in the space corresponding to the respondent's line.

NOTE: From Q1 to Q34, the questions refer to the occupation declared in Q1 and in the branch of activity declared in Q2 of Section "B".

Q4. MONTHS OF WORK IN THE LAST 12 MONTHS. Formulate the question and record the number of months that the respondent worked, in the last 12 months, in the occupation declared in P1 and in the branch of activity declared in P2. If you worked less than 1 month, enter 00.

LAST TWELVE MONTHS:

Example: Pedro López stated in Q1 that he had worked as a teacher last week and in Q2 he referred to his teaching activity; In P3, he stated that he had held this occupation for 12 years, but he has only been working permanently as a teacher at Colegio San Vicente for only 4 years. Therefore, in Q4, 12 months must be entered in the space that corresponds to Pedro López, who as Head of Household corresponds to person 01.

Q5. WORKING DAYS TO THE LAST MONTH. Ask the question and record the number of days the person worked during the past month in the occupation declared in Q1 and in the branch declared in Q2.

The day is considered as a day worked, regardless of the hours worked. Example: if you work 1 hour a day, the day will be counted as worked and "1" will be noted in the space corresponding to the person being investigated.

Example: Pedro López worked 25 days a month as a teacher at Colegio San Vicente. Enter "25" in the corresponding space.

Q6. WORKING DAYS LAST WEEK. Formulate the question and record the number of days that the person habitually or regularly worked during the past week in the occupation declared in Q1 and in the branch declared in Q2.

The day is considered as a day worked, regardless of the hours worked. Example: if you work 1 hour a day, DURING THREE DAYS A WEEK, the day worked will be counted as THE DAILY HOUR WORKED and "3" will be noted in the space corresponding to the person being investigated.

Example: Pedro López works 5 days a week as a teacher at Colegio San Vicente. Write "5" in the corresponding space.

Q7. TOTAL HOURS WORKED LAST WEEK. The purpose of this question 45

is to know the number of hours actually worked by the employed population in all their jobs. Formulate the question in relation to the occupation declared in Q1 and in the branch of activity in Q2 and follow the same procedure as indicated in the previous questions.

Q8. TOTAL HOURS WORKED PER DAY. Formulate the question in relation to the occupation declared in Q1 and in the branch of activity in Q2 and follow the same procedure as **Q7**.

Q9. NORMAL WORKING DAY. Formulate the question in relation to the occupation declared in Q1 and Q2. By working day or shift, understand the time at which you start your work and the time at which you finish it. If the work day starts or ends before the "AM" meridian, record the code "1" and when the work day ends or ends past the "PM" meridian, record the code = "2". If Pedro Ríos states that he works from 8:00 in the morning until 4:30 in the afternoon, he must record the information as follows:

OF	A.M PM TO		A.M P.M
8	1	4.30	2

AM = 1
PM = 2

P10. AVAILABILITY TO WORK. With this question you want to know if people are willing to work more hours per week to obtain additional income.

This question will capture employed people whose expectations or needs for employment or income are not met by the current labor market. The dissatisfaction of these needs is expressed, on the one hand, in the limited extension of the working day that determines the capture of insufficient income to satisfy basic needs, and on the other hand, in the perception of a low level of income despite the fact that the worker performs a longer working day than the established norm.

If the answer is yes, you should ask for the total number of hours you want to work during the week. If not, go to **Q.12**

Q11. REASONS FOR NOT WORKING MORE. With this question, we try to find out the reason that the informant argues about not wanting to work more hours per week. This question has four response categories:

1. 1. You have looked for more work and you have not found it 2. 2. You think you cannot get more work 3. 3. For health reasons 4. 4. For family and/or personal reasons 5. 5. Other, which one? You must specify in the corresponding space.

Q12. SIZE OF THE COMPANY. Read the question verbatim and keep in mind that the informant is included in the number of people declared by the interviewee.

LATER WRITE IN THE PERTINENT SPACE, THE CODE THAT CORRESPONDES TO THE RANGE IN WHICH THE NUMBER OF _____

WORKERS DECLARED BY THE INFORMANT ACCORDING TO THE BOX THAT APPEARS IN THIS QUESTION.

EXAMPLE: Pedro López informs you that he works at the San Vicente school and that he has 45 employees. This figure falls in the range 31 to 50 and therefore the code to write down is the number "5".

All people who work in the company, business, public institution, etc. will be counted; including those who work in agencies, branches, provincial and/or regional premises.

In the **case of Ministries and Other Public Entities**, which have regional offices in different cities of the country, all workers belonging to each Ministry and Public Entities must be counted; if the answer is Ministry of Labor, the number of workers must be counted. people who work and belong to the Ministry at the national level. The same will be done for Public Companies such as INE, EMPAGUA, etc., and autonomous entities such as INDE, etc.

In the case of private or public educational establishments, the personnel working in each educational establishment will be counted.

In the case of the Ministry of Education, only employees and plant officials (at the central and regional level) of management, administration and coordination should be included. Teachers, teachers and other employees are counted in the schools, colleges or educational centers where they are working.

Q13. QUOTE TO IGSS. Try to find out if the person contributes contributions to the system to the Guatemalan Institute of Social Security. If the household member states that he pays a fee to the IGSS, he must indicate the amount he pays per month or the amount that is discounted per month in the company or institution where he works.

Example: Mr. Roberto Alvarez indicates that he is discounted monthly for payment of the IGSS Q.42.50, which has allowed even his children under five years of age to benefit from this institution. **The Interviewer (a)** will round up and write down in the "COD" column the number 1 and in the Quetzales column the amount of Q.42.00

Q14. OCCUPATIONAL CATEGORY OR JOB POSITION. This question refers to the dependency relationship that the person has with their employer in the exercise of the occupation (P1) and the branch of activity (P2). This dependency relationship is known as the OCCUPATIONAL CATEGORY. Read each of the categories slowly and write down the corresponding response code or response category.

Mr. Pollster: pay special attention to this question, since its correct application and identification of the response categories will lead to an adequate survey, to apply the questions correctly and to obtain good and consistent information.

To achieve this objective, it is necessary for you to understand and manage the following response categories and the respective jumps according to the flows indicated by each of the 47

categories you get in response.

The occupational category allows classifying people as:

Category 1 and 2 include all people with a dependency relationship: workers and employees who work in an employer establishment, for remuneration in the form of wages, salaries, basic salary plus commission, plus tips, payments per piece produced , etc. The salary can be agreed by unit of time, unit of work, task, piece, work or commission.

Employee - worker (Code 1 to 2): It is the person who works for a public or private employer or a mixed institution and receives remuneration in the form of wages, wages or piecework (in exchange for his work). In the case of the ENCOVI, it is interesting to know if the people are government employees (Code "1"), or an employee or worker of the Private Company (Code "2") or a day laborer or laborer (Code "3"). If people work in state or autonomous or semi-autonomous entities, you must include them in category "1". In category "2" to the employees who work the private initiative. This category includes workers from embassies and international organizations, etc.

If you answered any of the categories 1-2, skip to **Q16**.

Day laborer or Laborer (Code "3"): This category refers exclusively to workers who are hired by the day or shift regardless of the Periodicity of payment. The day laborer is the person who performs manual or non-manual work. Example: Peon or daily laborer in agricultural activities, digs trenches and mason helpers in construction. If you answered in this category, skip to **Q20**.

Domestic Employee (Code "4"): Refers to the domestic worker who, in exchange for a salary, performs the tasks of cooking, ironing, cleaning, taking care of children, taking care of the garden , either permanently, staying in the home where they habitually live (bed in), or for days without having to sleep in the employer's home.

This category refers to staff **Domestic employees:** Includes domestic servants (domestic worker, gardener, driver, babysitter, etc.) and their family members, as long as they eat and sleep regularly inside the home. This category corresponds to jump to **Pr.20**

Owner or Employer/Active Partner (Code "5"): Is the person who directs his own economic company and is in charge of one or more salaried employees. In this category, the partners of companies, factories, businesses or farms should be classified, that is, the people who associate with others to carry out an economic activity and hire people for salary, piecework wages .

For example, in this category include people who make a construction contract and who at the same time sub-contract masons, mason helpers, electricians, etc.

On your own (independent) or as a self-employed worker on your farm

(Code "6"): It is the person who works without being subject to a boss or employer (he does not have a dependency relationship, he is his own employer), that is, he runs his own economic company or his farm that he exercises on his own behalf . **own account a profession or trade**, without

have salaried employees. You can work alone, or receive help from unpaid family workers. Example: taxi drivers, farm self-employed, street vendors.

If you answered categories "4 or 5" skip to **Q15**.

This category includes people who work by work or contract without labor dependence on other people, according to which the worker receives a certain amount of money and he is obliged to carry out a certain amount of work, it being understood that he complies with the job. , when the work or work is finished; Example: Master builder, plumber, building contractors, tailors, dressmakers, self-employed, etc. As long as these people do the work themselves and don't sub-contract people to do it.

People who work at their own home or at another home or farm freely chosen by the person, by order or task, without supervision and immediate direction of the employer "employer", for a third person but do not receive benefits, fourteenth month of salary (bonus 14) and other legal benefits and their work is remunerated by piece, task, quantity, etc., they are considered self-employed or independent workers: clothing manufacturers, piñata makers, etc.

Unpaid Family Helper or Worker in your Home or Farm (Code "7"): Is that person who works or helps in the work of a member of your household in the home or on the farm without receiving payment in money, either in a business, farm or company operated by a **member of the household**, whether these units are owned or leased.

If the person works in the business, enterprise or farm of a household member and receives a payment in money, they must be considered as a "**private worker or employee" (Code "2")**. Go to **P29..**

The money for clothing and housing that the children receive from the father does not constitute payment or salary if they work helping the parents or relatives.

PEOPLE WHO EXPLOIT AND WORK THEIR OWN LANDS AND/OR LANDS LEASED OR HALF-TAKEN, WITHOUT HIRING A PAID LABOR FORCE ARE CONSIDERED SELF-EMPLOYED AGRICULTURAL WORKERS . THIS CLASSIFICATION IS MAINTAINED REGARDLESS OF WHETHER THE PRODUCT OF THIS WORK IS SOLD IN THE MARKET OR DIRECTLY TO INDIVIDUALS AND PROCEEDS. THEREFORE, WORKERS IN AGRICULTURAL ACTIVITIES ON THEIR OWN OR OTHERS' LANDS WHO WORK INDEPENDENTLY AND DEDICATE ALL OR MOST OF THE PRODUCTION TO SELF-CONSUMPTION, SHOULD BE CONSIDERED AS INDEPENDENT WORKERS (COD. 6) AND NOT AS "**FAMILY HELPERS**" WITHOUT PAYMENT" FOR THE SOLE FACT OF NOT RECEIVING PAYMENT FOR NOT HAVING SOLD THE HARVEST.

NOTE: In this category (code 6) "DO NOT" classify self-employed workers for the sole reason that they are not paid in their agricultural or non-agricultural businesses. The nature of this category relates to the fact of **HELPING WITHOUT PAYMENT TO HOUSEHOLD MEMBERS WHO HAVE BUSINESSES OR WORK INDEPENDENTLY**, therefore

The HOLDERS, that is, the Heads of the businesses, those who make the decisions, are classified in category 6, even though they do not obtain income from independent work in the reference period.

Unpaid Helper or Worker in other households other than the household (Code "8"): It is that person in the household who works or helps, without receiving payment, in other households, different from their own. It is considered that these aids can be at the premises of a company, a business or on a farm that is not owned by any member of the household.

If the respondent's response corresponds to the category "7 and 8" go to **Q29**.

NOTE: Unpaid household workers (helpers) may receive in-kind payments for their work, such as: accommodation, food, clothing, training; If said compensations are for the use and consumption of the worker, do not hesitate to register Code "7". But be careful not to confuse these people with those who receive payments in kind that can be traded. These people must be registered as employees, since by selling the products they are given in exchange for their work, they obtain money equivalent to a wage or salary.

Mr. Pollster Remember: Read Q14 and each of the answer options slowly; In the space between brackets [**Read Q1 and Q2**], mention the occupation that the informant declared in Q1 and the branch of activity where he performed the occupation (Q2). Example: Mrs. Gabriela will be asked like this: In the occupation of a dependent "in the sale of shoes", did you work as: (Read the categories from 1 to 8)

- If the informant answers option 1 or 2, record the corresponding codes and go to **Q16**.
- If the informant records category 3 or 4, go to **Q20**.
- If the informant answers option 5 or 6, record the corresponding code and go to **Q15**.
- If the answer falls under options 7 or 8, record the corresponding codes and go to the

Q29.

IMPORTANT: KEEP IN MIND THAT Chapters "XIII, XV and XVI" of this form "Income other than work, Home Businesses, Agricultural Activities" apply to households where someone in the household is classified in categories 5 or 6 of the P14.

Example: A compadre of Pedro López, whose home was also selected, stated in Q1 that he is a grocery seller, in Q2 he reports that he works in the grocery selling business, and in Q14 he says that he is the owner of the business (category 5), therefore the compadre must have information in the Chapter "Household Business." If this same man in **Q1** had declared himself a farmer, in **Q2** he had declared that he worked on an agricultural farm and in **Q14** he answered category 5, then the information would be collected in the chapter on Agricultural Activities.

Q15. NET INCOME OR PROFIT OF THE EMPLOYER OR SELF-EMPLOYED. With this question, we want to capture the **net monetary income or profit** of people for their work in industrial/artisan, commercial, agricultural, service activities or for activities as independent workers, self-employed or as owners, employers, employers or partners. (Category 5 or 6 in **P14**).

Remember that this question investigates "net income or profit", that is, the income obtained from the activity carried out as an independent or employer, after deducting the expenses from the gross income incurred

in the development of the activity. (Example: Raw materials, merchandise, electricity costs, water, rental of the premises, payment of employees, transportation, taxes, etc. are removed from the gross income).

To determine the expenses of the independent activity, it is **IMPORTANT** to distinguish between household **consumption** expenses and the expenses in **inputs** required in the activity, to avoid mixing the expenses in different activities. For example: when the activity is carried out in a part of the house (the garage, the living room, a room), the household expenses in services (electricity, water, telephone), among others, are confused with the expenses of the business and vice versa. In this case, an effort should be made to identify what proportion of these expenses are for household consumption and what part are operating expenses of the economic activity of the independent worker or employer.

Remember that it is also important that in the calculation of net income or profit the **implicit costs** for the use of own premises, self-consumption, among others, are taken into account .

Formulate the question slowly and record the value of the income in Quetzales, that the informant provides you; Write down the code that corresponds to how often you receive it and the number of times you received it in the last 12 months. Then **go to Q29**.

Remember that in the dotted spaces that are in the parentheses (from to) you must specify the **day** and **month** of the start and the **day and month** of the interview or is at the end of the reference period of the last 12 months.

In the cases in which the informant declares that he had no income or that he had a loss, in the INCOME/ QUETZALES box, enter zeros "00" in the frequency column and in "times" draw a horizontal line. Losses should be recorded in the case of agriculture.

EXAMPLE: If Mrs. Gabriela reports in Q14 that she is the owner of the store. When the Q15 is made, he declares that he has a gross monthly income of Q.800.00 but that he only has Q.500.00 left because he must subtract what he invests for transportation expenses of the merchandise, etc., which are Q. .300.00. In Q15, it will be entered as follows: in the INCOME column Q.500.00 in the FREQUENCY column it would have the code "4" (monthly), and in TIMES, "12", which corresponds to the last 12 months.

In general, the amount of admission and the frequency are stated in the answers of the informants. In the "QUETZALES" column, record the net income or declared profit; in the "FREQUENCY" column, the code that corresponds to the frequency with which you received the income in the last 12 months. If the person says that their income is "sporadic", "from time to time", write down the code "9".

If the person does not know or cannot calculate the net income or profit, help them with the calculations, mention the factors that must be taken into account. If it is not possible to obtain a figure, write down "NS" or "NR" as the case may be, in the "QUETZALES" column and in frequency "TIMES2 a dash (-).

In the "TIMES" column, write down the number of times the respondent received payment for his work in the last 12 months. Example: if you inform us that a farm owner received Q.20,000.00 for the coffee harvest, but who spent a total of Q.10,000.00 on inputs, transportation, workers, credit, farm repairs, etc., we write down Q.10,000.00 in the "INCOME" column and ask for the frequency with who received these types of payments in the last 12 months. If you answer that by harvest, we write down the code "7" in column 52

"FREQUENCY". Lastly, we ask for the number of harvests for which you received money in the last 12 months. If you answer 2, write "2" in the "TIMES" column. Then go to **P29**.

Experience has shown that this question presents the greatest number of difficulties and the tendency of informants not to give their income is observed, that is, either "I don't know", "I don't remember", "I didn't receive", etc. And therefore you must probe or investigate a little more to obtain information.

PROBE

When you are presented with this situation, do a "probe", that is, ask a set of additional questions that will allow you to obtain the required information.

E: Read (Q15) what was the last net income or profit that you received.

I: As you told me, miss.

E: You must repeat Pr15 slowly.

If I don't win anything.

I: You told me that you sewed at home.

E: Yes, I put zippers, fix.....

I: E: How often do you do this activity?

I: Sometimes, every week; sometimes a few days, it depends...

E: On average, how many times a week?

I: About four days.

E: And how much is done in a day.

I: Sometimes Q.3.00 or sometimes 1, it depends.....

E: How many days of Q.3.00?

I: 2 days.

E: How many days of Q.1.00?

I: 2 days.

E: Add $6 + 2 = Q.8.00$ per week.

E: In the last 12 months, how many weeks did you do sewing?

Almost every week.

I: E: What week did you not work?

I: Well at Easter, at Christmas, on my nephews' vacations and when I was sick.

E: How many weeks in total did you not work?

I: One at Easter, 2 at Christmas, 3 on vacation and about 2 when I got sick.

E: In total 8 weeks?.

Me: More or less.

AND: Enter Q.8.00 in "Income/Quetzales", in frequency "1" and in times "45".

ONLY FOR SALARIED. Q16 to Q34.

NOTE: from **Q16** to **Q34**, the questions refer to the occupation declared in **Q1** and the activity in **Q2**.

Q16. WORK CONTRACT. In general, this question applies only to Government employees, Workers, Private Employees, that is, to those who answered option 1 or 2,

on **P14.**

Read the question verbatim. If the answer is "YES" write the code "1" and continue with the next question, otherwise write the code "2" and go to **Q18.**

- **Written work or appointment contract:** it is a document signed by both parties (employer and worker), in which there are clauses by which the employee or worker agrees to develop a productive or service activity in exchange for an established remuneration. that the employer will pay monthly, weekly or biweekly according to how it has been agreed between the two parties.

Do not include verbal contracts.

Q17. TYPE OF CONTRACT. Read the question and the options, write down the code corresponding to the response category identified by the respondent, and continue with the next question.

Permanent employment contract is one that does not have an agreed date for completion, which is why it is considered indefinite (code "1"). Included in this type of contract are budgeted workers who are working in the State under Line 011.

Fixed-term work contract (code "2") is one that has a fixed length of time, in days, months or years. Line 029 in the Government.

AFFILIATION TO A TRADE UNION ORGANIZATION. Q18 and Q19.

Q18. Read the question verbatim to find out if the company, institution or organization where you worked in P2 has a UNION, WORKS COMMITTEE or SOLIDARITY ASSOCIATION. If the answer is positive, write in "COD" the code "1" then ask whether or not the informant is a member of any of these organizations (are you a member of any of these organizations?) and write down the corresponding codes. If there is no form of worker organization in the company "NO", write down code 2 in the "COD" column and go to Question 19.

Q19. COLLECTIVE AGREEMENT. Ask your informant if they have a Collective Agreement on Working Conditions at work and if so, assign the code "1" and write it down in the corresponding space, otherwise the code "2".

The Collective Agreement on Working Conditions should be understood as the document signed between an institution, organization, or company and the workers' union representing the institution. The Collective Pact has the character of law between the parties (employer-employees), regulating labor relations and promoting mutual interests and the well-being of workers, maintaining a harmonious relationship that allows the efficient fulfillment of the functions of the institution.

A collective agreement on working conditions must be registered in the Labor Registry Department of the General Directorate of Labor of the Ministry of Labor and Social Welfare.

Example: Mr. Pedro López informed that in the company where he works there is a teachers' association and that he is a member; He also reports that there is no Collective Agreement in his work. The interviewer will write down the information as follows: in **Q18** he will write "1" in the "CODE" column and in the member column of this organization he will write the code "1" to indicate that he is a member. In P19 the code "2" will be recorded in the line corresponding to don Pedro

Lopez.

Q20. PAYMENT BY BONUS 14. The objective of this question is to know if the employees receive the additional salary called "BONUS 14" that is not included in the gross salary of P22. If the informant received "BONO 14" during the last twelve months, write down the code "1" in the "COD" column and ask for the corresponding amount. Remember that it refers to the gross amount without discount, how much did you receive during the last twelve months for BONUS 14?

Write down in the space for the informant the reported value in Quetzales. Otherwise, if you did not receive the BONUS 14, write down the code "2" in the "COD" column.

Q21. PAYMENT FOR TIPS. With this question you want to know if the person earned money from receiving tips. If the answer is positive, write down the code "1" in the space corresponding to "COD" and ask for what was received in the last month and register the value in the column Quetzales/month of tips. Write down the code "2" in the "COD" column if you do not receive income for that concept.

Remember that **TIPS** are the amounts of money that a worker receives as participation for the services rendered. It is a recognition for a service received, mainly to personal service workers such as restaurants, bars, beauty salons, barbershops, gas stations. Tips are considered in addition to basic pay. Tipping is a voluntary payment without prior agreement. Tipping is based on custom, in some restaurants 10% is charged on consumption.



Beauty salon:



Restaurant:

Q22. GROSS MONTHLY SALARY OR SALARY. The central objective of this question is to find out what was the **gross monthly monetary wage or salary received by the informant**, before discounts, including commissions, representation expenses, per diems and other legal benefits, that the informants received "last month". for their work as government, private or international company workers or employees, as well as domestic employees.

Monetary GROSS SALARY OR SALARY is understood, before the discount, the payment in money that workers receive for a certain time (month, fortnight, week, etc.) by the employer, by virtue of a written or verbal employment contract, or appointment.

To correctly apply question 22 consider the following:

Read the question carefully and clearly. • If possible, request the payment stub, where the amount of nominal gross salary or salary is registered, be it fortnightly or monthly, and each of the payment items, as well as legal discounts, discounts for debts, for purchases in stores and other commitments that people make and that are deducted from the monthly payment. In the case of biweekly payments, take the figure that corresponds to the biweekly gross salary and multiply by 2 to write down the monthly value.

- Add up all the items of income that you received last month, taking into account the above definitions and record the amount you received in the space corresponding to the amount in the column "SALARY or /GROSS SALARY/ QUETZALES", in this exercise DO NOT take into account **DISCOUNTS**, consider only the Gross Salary or Salary. _____
- In the event that the employee received payment for his work only in kind, enter zeros (00) in the SALARY-GROSS SALARY/QUETZALES column and make the observation on the form.

Help your informant to remember his salary and to carry out the calculations of the case. If, after making every effort, you do not obtain information, write down "NR" if they do not answer or "NS" if you do not know.

IMPORTANT: In this question, we are interested in knowing the remuneration that the worker received as payment for the occupation he had last week (P1), and not the agreed remuneration. For this reason, for people who started a job a few days ago and do not receive any income, enter "00" in the GROSS SALARY/QUETZALES column. _____

Example: Mr. Pedro López reported in **Q20** that he received Q.133.00 as part of the payment of BONUS 14, in **Q21** he did NOT receive tips and in **Q22**, he reported that his monthly salary is Q.500.00, without discount, but who also receives Q.50.00 of extra salary and Q.75.00 of representation expenses.

It will be entered as follows: In **P20**, "1" will be entered in COD and Q.133.00 in the Quetzales column. In **P21**, the code "2" will be entered in "COD" and in **P22**, Q.500.00 plus Q.50.00 plus Q.75.00 will be added, that is, a gross salary of Q.625.00 will be entered.

The following are some definitions of what is included in gross salary or wages:

SALARY OR NOMINAL SALARY. It is the fixed remuneration assigned to an individual for the performance of their position or service.

Bonuses are additional income to the salary or nominal **or** basic salary that workers receive. These bonuses can be all those provided by law, plus the benefits obtained by workers through collective agreements that exist in some private sector companies, such as dividends from profits at the end of the year, professional bonuses, seniority bonuses, Christmas bonuses, prizes in money for better productivity among others, etc.

Sometimes referred to as **adjustments**, they are additional income to the salary or basic nominal salary that workers receive by an agreement with their employers to perform a job or provide an additional service.

Wages for overtime or extraordinary work are income in addition to salary

or basic nominal salary that workers receive for work performed outside of regular working hours.

Per **diems** not included here are payments received by workers to cover the costs of food, lodging and transportation when work is carried out outside the headquarters or office.

For a correct application of this question, it is necessary to take into account the items that are included as part of the salary, gross monetary salary, before discount and those that are excluded.

Gross Salary: includes salary or nominal salary, representation expenses, overtime, commissions, per diems and Others, without deducting payments for taxes, insurance, installments, food, payment of loans and Mortgage debts.

The following should not be included in the gross salary: Bonus 14, Christmas bonus and per diem.

Example 1:

Suppose that Mr. Pedro provides his voucher or proof of payment in which the income and deductions by law are clearly reflected. **Gross income or gross salary is Q.**

531.38. It is important to indicate that if bonus 14 and tips were included in the gross income, these incomes should not be included, since they are captured in questions 20 and 21, thus avoiding the error of duplicating the information.

INCOME:

1. Salary	487.50
2. Total Overtime	000.00
3. Seniority bonus 4. Other income	43.80
Total income EXPENSES 1. IGSS	00.00
deductions 18.70 2. ANAPEP	<u>531.38</u>
deductions..... 14.63 3.	
Other deductions..... 38.33	

LIQUID TO PAY 493.05

Example 2:

1. Informant Z, at the request of the interviewer, presents the copy of the payment receipt of the Doña Blanca Soap Company, issued in the name of Mariano Rivera, in which the amount of Q.629.00 without discounts is observed, which is classified as gross salary .

Payment corresponds to the first fortnight. **Since question 22 requests the gross monthly salary, the amount must be multiplied by 2: Q.629.00 x 2 = Q.1,258.00.**

2. In the previous check, the deductions from the gross salary are detailed as follows manner:

Net Salary Q.293.22 IGSS 58.18 Income Tax
Withholding 65.83 Banco de los Trabajadores 94.02
Alimony 117.75

Gross salary Q.629.00

B. Pay stub of a Private Company.

PROOF OF BI-WEEKLY PAYMENT

NAME: Jacinta Munoz		NET TO PAY	Q.121.09
INCOME BREAKDOWN		DEDUCTIONS	
biweekly salary	312.50	IGSS	22.50
Additional features		insurance	3.89
per diem		Income tax	15.73
credits		Cooperative	17.94
settings		bank loan	62.49
		beppers payment	57.81
		lunches	10.00
		Absences/Tardiness	<u>1.50</u>
GROSS TOTAL	312.50	TOTAL DEDUCTIONS	191.41
ACCORDINGLY RECEIVED: Jacinta Muñoz Net Salary			121.09

With the example of the check stub of the private company in the name of Jacinta Muñoz, there would be no problems either because the elbow of the check shows an item that says GROSS Salary Q.312.50.

Like the other checks, since this payment is biweekly, you must also multiply it by 2 to get the GROSS MONTHLY SALARY.

In this case, the gross salary will be Q.312.50 x 2 = Q.625.00.

The detail on the right side of the checkbook are the discounts that are made that should not be taken into account, since the only thing that is wanted is the **GROSS SALARY**.

Attention: NOTE that the people who were classified in Q14 as "day laborers or laborers" arrive at this question. In this case, you must add the value of all the wages or the value received for all the days worked during "the past month". Remember that the **wage is the agreed payment for a day of work and that many times the value of a day of work is calculated taking into account the hours and their value (the value of the day would be equal to the hours worked by the employee). hour value).**

Also remember that workers agree to a payment per hour, per day or per month, but the employer cancels (payment) weekly, biweekly, monthly, etc.

Example: Mr. Maynor Rojas works as a laborer in a construction, last month he worked and received as follows:

1. The first week he worked 6 days and there were 10 hours a day at Q.1.75 per hour.

2. The second week they "laid a tile" and worked 12 hours a day for the six days at Q.2.00 per hour.

3. The third and fourth week he worked 8 hours a day in the 6 days at Q.1.75 an hour. The amount to be placed in question 22 is as follows: $(6 \times 10 \times 1.75) + (12 \times 6 \times 2.00) + (8 \times 6 \times 1.75) = Q.417.00$ without discounts.

P23, P24 and P25. FOOD, HOUSING and CLOTHING. The objective of these questions is to find out if the informant who works, in addition to receiving his monthly wage or salary in money, receives as part of payment or as part of the conditions of his work: food, housing and clothing as part of payment for his work.

In some workplaces, especially in agricultural activities, workers receive food, generally lunch, a room, an apartment or a house for free, as part of the remuneration for the work done, also to improve their presentation, they receive uniforms or clothing. dress.

First: Formulate the questions to find out if the workers have this type of benefit, write down the code "1" if it is positive and code "2" if it is negative in the "COD" column.

Second: Ask for the monthly value that this type of property would cost you if you had to pay for it or buy it in the market. Enter the information (Quetzales) in the column "QUETZALES".

NOTE: When workers receive this type of property entirely in money, write down the value of the monthly sum they receive for each concept.

In the case of a worker who receives from his employer: lunches, housing, or work clothes at SUBSIDIZED prices or less than those of the market. In this column, enter the monthly value of the difference between what you pay and what it costs. Take into account that in the case of the **DRESS** the reference period is the last 12 months.

Example: María receives 20 monthly lunches at Q.0.75 each. She estimates that the same lunch can cost Q.2.00 in the market. In the market, the 20 lunches will cost Q.40.00, but she only pays Q.15.00, that is, she saves Q.25.00, which is the subsidized amount, which she must write down in Q23 .

Q26. TRANSPORT. You want to know if people receive money (subsidy) or physical transportation to move from their home to the workplace and vice versa.

If the answer is "**YES**" you received money, free transportation, money and free transportation, record code 1, 2 or 3 in the "COD" column, as the case may be.

If the answer provided by the informant was "**YES**" "Free transportation" (code 2) or "**Yes**" "Free money and transportation" (code 3), the interviewer should ask: If you had to pay for that transportation, how much would it cost? a month. In this case, you must write down in the "Quetzales" column the amount indicated by the informant. If the answer is **NO**, that is, you did not receive free transportation or money for transportation, record the code "4" in the "COD" column and in "QUETZALES" draw a dash or slash.

Examples:

- a) Pedro is asked if he receives free transportation from his employer considering that the company is far from the city. Peter answers in the affirmative. 60

The interviewer should record the code "2" in the column identified "COD" with this answer the interviewer should ask: If you had to pay for this transportation, how much would it cost per month? To which the informant indicates an approximate of Q.60.00 per month.

The interviewer must write down in the QUETZALES column of Q26, the amount of 60.00

- b) Margarita was asked if the company where she works provides free transportation service from her home to work and vice versa every day, Margarita answers: the company, in order to help workers, gives them a bonus of 100.00 per month for transportation. The interviewer must write down the code 1 in the "COD" column and in the QUETZALES column he must record the amount reported (Q100.00).
- c) Don Alberto states with respect to P26 that the owner of the company does not grant any free transport, the only thing she expects is that one be punctual at work. The interviewer must record code 4 in the "COD" column. And in the QUETZALES column, he must leave blank.

Q27. BONUS RECEPTION. This question tries to find out if the informant received a Christmas bonus and the corresponding amount in the last twelve months.



Q28. RIGHT TO VACATION. This question tries to find out if the informant had vacations that by law correspond to him for work time and if he receives an additional payment on vacations.

Vacations are usually granted on time, twenty working days in the public sector, 15 working days in the private sector, period during which people enjoy the right with salary, in other cases due to service needs, the vacations and for this purpose the worker is paid with a remuneration for each day worked. In this survey we want to know if, in addition to the time, the worker received an additional payment, during his vacations.

Example: The Interviewer (a) asks: Mr. Mauricio, in the occupation (P1 and P2) is he entitled to vacations? The informant responds that on the farm, despite the fact that they are given vacations, he prefers to work them in consensus with the boss, because he thinks that the corn harvest cannot be neglected because it molds and then they have to shell it, as well as sell it, for that reason. reason your Employer recognizes the time you work and gives you something additional. The pollster (a) according to the informant's statement, asks the amount he receives. Don Mauricio informs that they are approximately Q.300.00.

The Interviewer (a) must record in Q28 in the "COD" column the number 1 and in the Quetzales column the amount of Q.300.00

Q29. WORKPLACE. With this question we want to know if the worker carries out his occupation in the same municipality and department where he lives, in order to measure the scope of labor migrations.

Formulate the question with the purpose of obtaining the name of the department and municipality

where the informant currently works. For this purpose it is important to write down in the "name" column the name of the department and municipality in the respective column and in "code" the respective one for each place.

Example: Alta Verapaz/ Cobán in the COD column "16/1"

Q30. WORKPLACE. Formulate the question and carefully read each of the answer options to obtain information about the place or site where the person does their work.

Write down in the corresponding space the code of the option that best describes the information obtained. If the answer is between options 1 to 10, continue with **Q31** and if the answer corresponds to option 11, "your home", go to **SECTION C**.

To correctly record responses to this question, keep in mind the following definitions:

1. Premises of a company, institution or employer (code "1"): In this response option, the cases of people who worked in a company, government institution or in a local of the employer or owner of the company are recorded. company, that is, workers or employees, both government and private, whose workplace, for example: a factory, a shopping center, facilities of the Ministry of Education, another institution, a firm, etc.

Employers and/or active partners are included.

2. Your business premises (own or rented) (Code "2"): In this option, the cases of people who carry out their work in their own or leased premises intended only to carry out the tasks of producing goods or services will be registered. and that are located in different places from the house or are totally independent from the house. Example: a grocery store, a carpentry workshop, a tailor shop, a restaurant, etc.

3. Work under construction (code "3"): This option will record the cases of those people who worked in the construction industry as bricklayers, laborers, carpenters, electricians, plumbers, engineers, surveyors, etc., in a building, a road, etc., under construction.

4. Moves (code "4"): This category includes the responses of people who indicate that in order to carry out their occupation, they have to move regularly to different places. In the case of those who work farm by farm, lottery street vendors, those who travel to different places, inside and outside the city where they live, taxi drivers, trucks, hot dog carts, ice cream carts, buses , etc., fishermen, policemen, etc.

5. Door to door (code "5"). People who offer products directly from home to home and who are therefore also considered as street vendors are registered. Example sellers of fruits, brooms, and other products.

6. In the open on the street (code "6"): This option includes the responses of the

people who work in a fixed position **exposed** in the street, that is to say that they do not have any premises with walls, roof, or protection, etc. Example: stalls selling candy and cigarettes, stalls for clothing, shoes, sale of paintings, sale of newspapers, etc.

7. Booth in the street (code "7"): The cases of people who work in a fixed position or booth (with walls and roof) **covered** in the street will be recorded in this category; for example: the sale of vegetables, fried foods, sweets, soft drinks and newspapers, etc.

8. Private home other than yours (Code "8"): The cases of those people who carry out the tasks of producing goods or services in a home that is not theirs will be recorded; This is the case of plumbers, gardeners, electricians, laundresses, babysitters and domestic workers who do not sleep in the home where they work at home (bed outside).

9. Your farm or land (code "9"): This response option will register those people who work on the farm or land owned by you, leased or rented or taken part-time, either as employer or worker of your **own** farm. Household farm helpers are included in this response option.

10. Employer's farm or land (other people's) (code "10"): In this response option, the cases of people who work on farms or land that they do not own or rent or partly rent will be recorded. This is the case of agricultural workers for pay or salary, day laborers or agricultural laborers, agricultural helpers who are not members of the household.

11. Your home (Code "11"): In this response option, the cases of people who do their work in your home will be recorded; This is the case of some shoemakers, tailors, mechanics, beauty workers, etc. who work in one of the rooms or spaces of your home. Also included in this response category are commercial premises and artisan and service workshops that are part of a household. This category includes people who work as domestic employees who sleep in the home where they work.

MEANS OF TRANSPORTATION AND STAGES TO GET TO WORK. Q31 to Q33.

With these questions, we want to know the **MEANS OF TRANSPORTATION MOST FREQUENTLY USED** by people to go from their home to the workplace, their number of stages and means used to go to work, and the time in minutes it takes from home to work. site or workplace.

Q31. Read the question and record the category code that best fits the information obtained. If the informant walks to work and takes public transport, write down the codes "1" and "5".

If you used Beast/horse, enter code "2". If you used a boat/canoe, record code "3". If you used a bicycle, you must record code "4". If you declared that you used a van/public service bus, code "5", etc.

For this question, consider the following definitions:

Main transport: It is the one that people use most regularly to move from their home to their work and vice versa. It may happen that a person uses more than one means of transport in the same day, in these cases, ask for the means of transport that mobilizes the longest distances to get from home to work, and this will be the main means.

Boat / cayuco (code 3): Refers to the transfer of people for work reasons using boats, canoes or boats as a means of transport, regardless of whether they are owned or public service.

Bicycle, motorcycle (code "4, 8"): this means of transport is for individual use, it is widely used in suburban, urban or rural areas close to areas of work activities such as factories, warehouses, mills, etc.

Public service van/bus (code 5): includes collective transportation provided to the general public, such as: buses and microbuses (ruleteros). The concept of public transport is associated with the service provided to people who demand it in exchange for a payment (tariff) and is not related to the ownership of the means of transport, which may be private.

Taxi (code 6): includes people who frequently use the taxi service for work reasons, regardless of the route they make or the number of trips they make.

Car/truck (code 7): includes vehicles that are owned by people, family members or friends such as: cars, trucks, pick-ups, etc. This type of service is not provided to the general public.

Truck (code 9): Includes the use of services such as trucks, pick up, and others of similar conditions.

Company Transportation (code 10): includes the transportation service provided by the company where you work and can be buses, cars, etc.

Q32. NUMBER OF STAGES OR TRIPS TO GET TO THE WORK SITE. In many cases, people do not go to work in a single stage or a single trip, but have to use various means or make several trips. If they walk from home to the bus stop, if they use a bus route to another stop and from there they take another bus to go to another stop and then walk to work. Therefore, we want to know in how many stages (trips), including the sections on foot that the workers make to reach their workplace.

Example 1: walk + bus + company bus = 3

Example 2: own car + 1st. bus + bus 2nd. bus = 3 Example

3: own car + extra-urban bus + urban bus + walking = 4

Q33. TIME. This question is applied in order to find out the time it takes people to travel from home to work. Record the time in minutes, include the time the person takes from home to the bus stop and the waiting time until they take the bus or taxi. If you use several buses, or taxi, request the total time and write it down in 65

minutes.

Example: Mrs. Gabriela walks 5 minutes from her house to the bus stop, she has to take 2 buses, one takes 15 minutes and the other 10. In total it takes 30 minutes to go from her house to work. It will be noted in the column minutes "30".

For people who **walk** (code "1" in Q31), the time it takes to go from home to the workplace will be counted.

For **taxis drivers or drivers of vehicles for the transport of people and cargo**, the time it takes to move from their house to where they keep the car or to the place where the station of the transport cooperative to which they belong is located will be recorded, or the average time to start your first race. In the case of taxi drivers or drivers of rental vehicles who are not owners, the time in minutes that it takes to travel from their house to the house of the car owner or to the garage will also be counted.

For **mobile workers**, the minutes it takes to travel from home to the usual place of work (more frequent). For **merchants who buy and sell in towns**, the average time in minutes spent going from their home to the first market in the town.

In the case of **people who work in agricultural and/or livestock production**, travel time will be counted in minutes from their home to the farm or land where the work is carried out.

Q34. TRIP FREQUENCY. Record in the corresponding space the number of **TIMES PER DAY** that the person travels from his home to the workplace.

Example: Mr. Pedro Ríos has lunch at work, he only goes from home to work once a day. Gabriela has lunch at home, therefore, she goes from home to work twice a day.

SECTION C: SECOND JOB LAST WEEK

Q1. SECOND JOB. The objective of this question is to establish the presence of multiple employment, that is, if the informant had another job different from the one declared in **P1** and in the activity of **P2** of section "B", during the reference period, last week , that is, if you had another occupation or the same one with another employer or boss.

If the person answers "**YES**" in **P1** , questions **P2** to **P17** are applied to find out the characteristics of the second occupation or job, in the week, otherwise they must skip to **Section "D"**.

By **Second job in the week**, it is understood that in which the informant dedicated fewer hours in relation to the work already declared per week. Remember that as **the FIRST** occupation, the one with the most working hours last week was recorded. In the rare case that a person has three different jobs in the week. As the second job, record the one that follows the first job in hours.

For a correct application keep in mind the following:

- 1) Read the question slowly and verbatim.
- 2) Mention the first occupation **OCCUPATION P1** and the **BRANCH OF ACTIVITY** where **P2** performed it from section "B" that the person had last week.
- 3) If the informant does not understand the question, read it again.
- 4) Write down the code corresponding to the answer obtained. If you answer "No" go to Section "D" otherwise continue.

Furthermore, in order for you to be able to apply this question correctly, it is important that you keep in mind at the time of the interview what is considered multitasking or multiple employment.

- The following cases **should be considered as multi-job :**

- People who work in 2 or more different places (employers or institutions), performing the same occupation or function. For example: the case of teachers who teach in the morning in a public school and in the afternoon in a private school, agricultural workers who work for various employers on different farms or land, public officials who work in government entities and teach at university etc • If the second job has the same number of hours as a third job, the informant must indicate which one he considers the most important. Examples are teachers who work in various universities or colleges.
- People who work in 2 or more places for different employers, carrying out or not the same occupation or function: secretaries, teachers, etc., who work some hours in a public company and another in a private company or in 2 private ones.
- People who work as employees in a specific place and as self-employed in their own business, workshop, home, office, farm or land. Example: Doctors or nurses who work in a Hospital or Clinic and at the same time work in their office. It is also the case of engineers, technical draftsmen, public accountants, lawyers. Agricultural workers who work on a farm or land as day laborers or agricultural workers for pay or salary and on their farm or land as independent, etc.
- Specialized workers who work one shift (morning, evening or night) in a company or factory and in the other shift they work in their own workshop or do work at home for self-employed clients or employers. For example: electricians, mechanics, carpenters, etc.
- People who work part of the time for a salary and the rest for profit for a family business.

- The following cases **should not be considered as multi-job :**

- People who perform the same or different occupation and work independently for various employers or clients. For example: seamstress, tailors, gardeners, laundresses and ironers who provide their services to different households. • People who carry out agricultural or livestock production activities by work or contract for various employers.
- Independent professionals such as: lawyers, doctors, insurance brokers, public accountants, architects, etc., who provide their services to different people or companies and receive payment only for the services rendered.
- **In conclusion, for the ENCOVI, the Second JOB of the past week will be defined by an occupation, activity and occupational category DIFFERENT from the occupation (P2), activity (P3) and occupational category (P14), which have already been defined in Section "B".**

Examples:

1. Example: Mr. Pedro López, who is Mrs. Gabriela's husband, reports that in addition to being a Mathematics Teacher at the Commercial School to which he dedicates more hours a week,

He also works at night, an average of 10 hours a week, teaching classes at the Don Bosco school. Don Pedro, although he has the same occupation, has two jobs, because he has two different bosses or employers.

2. Ms. Gabriela F. Alvarez de López, last week she had her first job as a shop assistant in a shoe store (P1) and (P2), and in P14 she declares that her occupation is as a private employee. Mrs. Gabriela also indicates that on Wednesdays and Thursdays she works 2 extra hours at night as a box office agent at the ARIES Cinema. **Gabriela has two jobs, because she had two different employers last week.**

P2. OCCUPATION OF THE SECOND JOB. Write down the occupation you held in the second job.

Q3. ACTIVITY OF THE COMPANY OF THE SECOND JOB. You must write down what the establishment in which you carried out your second occupation is dedicated to.

CHARACTERISTICS OF THE SECOND JOB P4 to P17.

When applying these questions, always mention the name of the occupation in P2 and the activity in P3, keep in mind the same instructions given in the questions in Section B. FIRST JOB OF LAST WEEK.

So that you have a practical guide, a comparative table is presented below where you will find the questions that are the same for both the first job (**MORE HOURS LAST WEEK**) and the second job [**LESS HOURS**].

Q11. SIZE OF THE COMPANY. Only read the question verbatim and keep in mind that the informant is included in the number of people declared. LATER, WRITE IN THE PERTINENT SPACE, THE CODE THAT CORRESPONDÉS TO THE RANGE IN WHICH THE NUMBER OF WORKERS DECLARED BY THE INFORMANT IS IN ACCORDANCE WITH THE BOX THAT APPEARS IN THIS QUESTION.

**SECTION “C” SECOND JOB. FOR A CORRECT APPLICATION OF THE SECOND WORK, TAKE INTO ACCOUNT THE FLOWS OF P14 SECTION “B”
“OCCUPATIONAL CATEGORY”**

If the answer given by the informant falls into a category of codes 1 or 2, skip to question 14.

Code “3” or “4” go to question “16”

Code “5” or “6” go to question “13”

Code “7” or “8” go to question “8 SECTION D”

ADDITIONAL INCOME OF EMPLOYEES AND DAY LABORERS IN THE SECOND JOB OF LAST WEEK. Q17. This question applies to all people who worked as wage earners and day laborers in their second job.

Q17. This question refers to the income received in money or in kind such as: food, housing, work clothes, transportation and other goods as part of the payment for their work and is a summary of the thematic content of questions 23, 24, 25 and 26 of the first work of last week, section B.

Read the question carefully and carefully and write down the code "1" in the "COD" column if the person received one, several or all of the types of goods or services mentioned in the question. Then ask: "If you had to buy all the goods" **you received in the last 12 months, how much do you think you would have to pay on average per month?** Write the amount in the space corresponding to **QUETZALES**. Otherwise, write down the code "2" in the "COD" column to indicate that the person did not receive this type of goods or services. Keep in mind the instructions given to apply questions 23 to 26 of the first job.

SECTION D: WORK IN THE PAST 12 MONTHS

The fundamental objective of section "D" is to find out if the person, in addition to working last week in the occupations already mentioned, worked during the last 12 months in **occupations or jobs other than those they did last week.**

If during the period he had occupations or jobs different from those of last week (P1), apply questions 1 to 11 to find out the characteristics of this job if the informant had more than 1 different job in the last twelve months from those of the Last week, ask for information about this job .

Q1. With this question it will be possible to distinguish the people who worked during the last 12 months in DIFFERENT occupations to those of last week.

If the person answers that "**YES**" they had jobs different from those of last week, record the code "1" and ask questions 2 to 11. If, on the contrary, they report that "**No**" they have had jobs different from those of the last week in the last 12 months, enter code "2" and skip to **SECTION "E"**.

Example: Mr. Pedro López declared in P1 SECTION "B" that his main occupation during the past week was that of Mathematics Teacher at the San Vicente school because it was the one to which he dedicated the most hours. As a second occupation, he declared in P2 SECTION "C" that he also teaches 10 hours of class as a Mathematics Teacher at the Pedro Molina School. This is his second job in the past week. In **P1 SECTION "D"** he stated that in the last 12 months he was also an accountant, because about eight months ago he was working for a company that is in charge of accounting for businesses. THEREFORE, THE NUMBER "1" SHOULD BE REGISTERED IN THE CORRESPONDING AREA OF QUESTION 1 SECTION D.

Take the time to ensure that the informant has jobs other than the ones listed. Mention the ones you have already registered and ask if they had different jobs in the last 12 months.

P2. This question will reveal the number of different jobs that the person had in the last 12 months than last week. Write down in the corresponding space the number of different jobs indicated by the informant.

If you had more than one job other than those reported in Q3 to Q11, record the one that you spent the most time on. Under observations, record the information from the other jobs.

Questions 8 to 11 have similar content, the same structure and the same response options are presented as the questions corresponding to the First Work of the

last week (Q1 to Q34), with the exception of the question about other income from work (Q11), which is the same as that of the Second Job of last week (Q2). For this reason, you must assimilate the instructions established for these questions.

So that you have a practical guide for the application of this part of the form, a comparative table is presented below where you will find the questions that are the same for the first job and the second job of last week, work of the last 12 months.

JOB LAST 12 MONTHS	FIRST JOB IN THE WEEK PASS	SECOND JOB IN THE WEEK PASS	VARIABLES
QUESTION No.	QUESTION No.	QUESTION No.	
3	1	2	OCCUPATION, OFFICE OR LABOR
4	2	3	BRANCH OF ACTIVITY
-	3	4	YEARS OF WORK
5	4	5	MONTHS OF WORK
-	5	6	WORK DAYS PER MONTH
-	6	7	DAYS OF THE WEEK
-	7	8	HOURS PER WEEK
-	8	9	HOURS A DAY
-	9	10	REGULAR DAY
6	14	12	OCCUPATIONAL CATEGORY
7	fifteen	13	NET INCOME OR PROFIT
8	twenty	14	FOURTEENTH MONTH
10	22	16	GROSS MONEY SALARY OR WAGE
8	twenty-one	fifteen	TIPS
eleven	23,24, 25, 26,	17	FOOD, HOUSEHOLDS, UNIFORMS, TRANSPORTATION AND OTHER GOODS

SECTION E: OTHER INCOME AND HELP

With questions 1 to 10, information is obtained about other sources of income in money other than work that household members receive, such as alimony, orphan pension, retirement, as well as aid and money remittances from family members. ,

friends, acquaintances who do not live at home or from official or private, national or foreign institutions.

PENSIONS P1 to P3. These questions make it possible to collect information for the last month on the income received by some household members from pensions: food, widowhood and orphanhood, and retirement.

Read the questions, and if the respondent answers that they receive money for retirement, alimony and/or widowhood or orphanhood or for retirement, record the code "1" in the "COD" column, and then ask, How much did the respondent receive ? **last month?**, and write it down in the QUETZALES column. If you did not receive pensions, write down the code "2" in the "COD" column.

P2. Alimony: It is the money that some members of the household receive according to the mandate of the law or voluntarily and that correspond to minors who are in charge or custody only of the mother or father. In Guatemala, this pension is generally received by the mother. When the people who receive the pension are under 5 years of age, assign the amount to the mother of the child. For persons 5 years of age and over, ask directly for the amount.

P2. Pension for orphanhood or widowhood: It is the money that Social Security and other institutions give to orphaned minors and their spouses due to the death of one of the parents and/or companions (as) contributing to the IGSS or another institution (schools professionals, commercial banks, etc.). When the person who receives the pension is under 5 years of age, assign the amount to the mother or father of the child. For people 5 years of age and over, ask directly for the amount, unless otherwise provided.

Example: Oscar worked for 20 years at the National Brewery and died 5 months ago, for this event the Disability, Old Age and Survivorship Pension System (IVS) pays monthly Q.140.00 to the widow and Q.40.00 for each minor child 18 years of age (among the children there are 2 who are under 5 years of age). In this case, the mother will be assigned the monthly sum of Q.220.00 and this amount will be entered in P2 in the QUETZALES/MONTH column.

Q3. Pension or retirement: It is the money received by people who met the time of service and age requirements established by the IGSS Pension System (IVS) or any other social security system (Montepío). Include disability (illness) pensions in this category.

HELP IN MONEY (P4 to P6)

AYUDA is understood to mean money transfers or remittances made by institutions (public or private, national or international), churches, etc. with the purpose of providing cooperation to assist, help or support who for various reasons is in a delicate or critical subsistence situation. For example, those affected by tropical storm Mitch, people with states of malnutrition (global, acute, etc.). It is important to indicate that a characteristic of the aid is that there is no obligation to repay it on the part of the person who receives it.

Q4. HELP IN MONEY FROM INSTITUTIONS OR THE GOVERNMENT. This question allows obtaining information on the financial aid that the members of the household have received in the last twelve months from PRIVATE, INTERNATIONAL OR GOVERNMENT INSTITUTIONS. If the answer is positive, assign the code "1" and go to Q5. if it is negative

code "2" and go to Q7.

Q5. WHO OR WHOM HAS HELPED YOU WITH MONEY. This is a multiple choice question, there is a column for each of the options established in the form.

Keep in mind that the person to whom this question is asked has already reported in Q4 that they have received financial help from institutions or the government, so they must write down the code "1" or "2" in each column, as indicated by the source of aid. For example, the informant tells us that he only received help from the church, he should record the number 1 in box "4" and in the remaining boxes the code "2".

Q6. HOW MUCH MONEY DID YOU RECEIVE IN THE LAST 12 MONTHS? Enter the amount received in the last 12 months. If you received money from different institutions for different concepts, enter the total amount.

REMITTANCES. (P7 to P10)

REMITTANCES are understood to be money transfers or remittances made by relatives or friends residing in other homes, other places in the country or abroad.

Q7. HELP IN MONEY FROM FAMILY AND FRIENDS. If the answer to this question is positive, record the code "1" and go to Q8. If the information received is negative, record code "2" and skip to **Q10**.

In the ENCOVI, "Remittances" are distinguished from "Cash Aid" by the origin of the money.

In Remittances, shipments originate from FAMILY and FRIENDS in "MONEY HELP", they originate from INSTITUTIONS and not from individuals.



Q8. ORIGIN OF REMITTANCES. Read the question and each answer alternative carefully. To record the answers, there are 5 columns identified with the code numbers of the categories available in the question. If the informant receives money by way of remittances from the mentioned country, write down the code "1" in the column corresponding to the country where the remittance originates, otherwise write down the code "2".



Q9. IN TOTAL HOW MUCH MONEY DID YOU RECEIVE IN THE LAST 12 MONTHS AS HELP FROM FAMILY AND FRIENDS. Enter the total amount declared by the informant. If you receive aid from family and friends in Guatemala and the United States, add the amounts and write the total in the QUETZALES column. Likewise, if you received multiple shipments in the last twelve months, add them up and record the total.

Remember that whenever there is a positive answer in any of the categories of Q7, Q8 must have information.

Q10. AGE OF ENTRY TO THE LABOR FORCE. Formulate the question to find out the age, in completed years, that the respondent was when he/she did his/her first paid or paid job, or his/her first job as an apprentice or unpaid home helper,



on the farm or home business.

If you have never worked, write down "00".

NOTE: Any novelty that you have found throughout the application of this chapter, write down in the **OBSERVATIONS** spaces or on the back of the sheet. Identify the observation with the person, Section, or any blank space code and the question number.



CHAPTER XI. FERTILITY AND MATERNAL HEALTH

The questions in this section apply to all women between the ages of 12 and 49, that is, women considered to be of childbearing age (MEF). The chapter consists of 23 questions that address the following topics:

INTEGRAL HEALTH
PREGNANCY CONTROL
PREGNANCY EXPENSES
DELIVERY CARE

A) OBJECTIVES

The main objectives of this section are:

events ~~and associated expenses~~ reproductive health, pregnancy control, and maternal health

Determine the degree of knowledge of women about reproductive health and the
2. use of contraceptive methods or forms.

Establish some relationships and impacts between the behavior of the
3. fertility, maternal health and well-being.

B) REFERENCE PERIOD

The information refers to several periods. The reference period for all pregnancies

(including the current one) and the total number of children born alive is the time elapsed (years) until the date of the survey. The rest of the questions refer to the last pregnancy, the last birth and the last child born alive after May 1995.

C) THE INFORMANT

The survey is applied directly to women of childbearing age (12-49 years of age) who habitually reside in the home. If any of the women in the home (MEF) is not present when you visit the home, return as many times as necessary until you can locate her and interview her.

D) DEFINITIONS

- **Fertility:** Term that expresses the effective procreation of the individuals that make up a population, measured by the number of children born alive. Although the fertility of the couple, of the man or of the woman can be studied, in practice it is generally limited to women of childbearing age (childbearing age 12 – 49 years of age),
- **Prenatal or pregnancy control:** Refers to consultations with qualified personnel who performed by the woman during her pregnancy period.
- **Born alive:** It is that child who, after being expelled or extracted from the mother's body, breathes or manifests any other sign of life, such as heart palpitations and muscle movements, crying.
- **Midwife or traditional midwife:** Person who attends deliveries with or without authorization; it is also known by the name of empirical midwife. Some of these people, who basically work in rural areas, have received practical training.
- **Abortion:** abortion is understood as the loss of the product of conception before it acquires or has the conditions to be able to live. For it to be an abortion, the weight of the fetus must be less than 500gr. and the gestation time less than 20 complete weeks (139 days) counted from the first day of the last period.
- **Childbirth:** It is the set of physiological phenomena that lead to the exit of the maternal cloister of a viable fetus and its annexes. Regarding the mother of the birth, it comprises three times: a) Premonitory, b) Dilation and c) Expulsion.

I) IMPORTANT

All the information in this section is strictly personal, it should not be done in the presence of other people, with the exception of homes where, due to cultural factors, the presence of the husband, father or mother of adolescents (12 to 18 years).

Also let them know that with these questions you want to know the general fertility of women of childbearing age (12-49 years), regardless of whether they are single or not.

On many occasions, it causes discomfort to ask these questions to 12-year-old women who have not yet had a partner or who are virgins, in this case try to give a good explanation of the objectives of the chapter and to ask the question to people in an appropriate way. personal, that no other member of the household is present.

INTEGRAL HEALTH



Q1. PAPANICOLAU EXAM (PAP): You want to know if the woman interviewed has had a Papanicolaou exam (PAP), which is a test to detect diseases of the womb (uterus), especially those who have had a pregnancy in last five years. Read the question and if the answer is affirmative, transcribe the code "1", otherwise write down "2" and go to Q3 .

If the informant is not familiar with this type of examination, explain to her what it consists of, as follows: that it is an examination for the prevention of vaginal diseases and of the female reproductive system and that it is done to all women even if they are 12 years old, regardless of whether they are single or a virgin.

P2. LAST PAPANICOLAU EXAM: It is interesting to know the time elapsed since the last Papanicolaou test was done. Ask the question, (Do not read the options), wait for the interviewee to inform, then transcribe the code of the option that corresponds to the answer obtained:

Less than 6 months =	
From 6 months to 1 year =	1
more than 1 year =	2 3

For example, if Doña Juana has informed you that she has had a Pap smear, and that she does not remember exactly when, she only knows that it was a long time ago, that it was before the birth of her last child, who is 2 years old today. In this case, you must write in the space for the answer the code "3" = More than one year.

PREGNANCY CONTROL



Q3. CURRENT PREGNANCY. It is about finding out if the woman interviewed is pregnant at the time of the interview, if the answer is positive record the code "1", otherwise the code "2", in either case go to the next question.

Q4. TOTAL PREGNANCIES. With this question, an attempt is made to establish the total number of times that the interviewed woman has been "with a tape or pregnant". Read the question and write down the answer indicated by the informant.

-

This includes the current pregnancy, pregnancies that have ended in abortion, pregnancies that have ended in children born alive, even if they died after a short time, and all pregnancies with children that have been stillborn. Include the current pregnancies in the total number of pregnancies if the woman is pregnant at the time of the survey and write down the total number of pregnancies in the space corresponding to the woman interviewed and continue with the following questions.

- If the woman declares that she has not had a pregnancy, write down 00, end the interview and go to the next person, SP,

Q5. MONTH AND YEAR OF THE LAST PREGNANCY. Write down the number of the month and year (for example: January 01, May 05, July 07, December 12) in which your last pregnancy ended. If the respondent reports that her last pregnancy ended before May 1995, write down the date, that is, the month and the year and go to Q15 .

If you are currently pregnant, write down "00" in the month and year columns. If the respondent tells us that she was pregnant, but had an abortion after 1995, write down the month and year in which that event occurred and continue with the interview.

Q6. CONTROL OF THE LAST OR CURRENT PREGNANCY. It is important to know if the pregnant woman checked her last pregnancy or the current one and how many months after her first check-up was done.

Note that we are asking for the "months pregnant" you were when you were first checked, and not the calendar month in which you were checked. It is important to remember that this question only applies to women who reported having started their pregnancy from May 1995 to date or are currently pregnant.

Read the question and wait for the answer. Write down the number of the month of pregnancy that you were when the first control was done (between 1 and 9 months).

It may happen that at the time of the interview, the woman has not yet gone to any control, because she has just realized that she is pregnant or because she does not know if she is, in this case, write down the code "95" if it is still not controlled, and go to Q10.

If the respondent indicates that she does not control herself when she is pregnant, write down "96" (Not controlled) and continue with Q10.

Q7. NUMBER OF TIMES OF PREGNANCY CONTROL. It is the number of visits that the interviewee has made or made, to the health professional or agent, to control the state of health, pregnancy and the development of the child; its weight, volume, position, nutrition, etc. There are institutions that carry out outpatient medical campaigns in their communities or places of residence. Find out if the interviewee went for "check-ups". If she answers in the affirmative, count these check-ups within the total number of times she went for check-ups for her last pregnancy.

Read the question and write down the total number of times the person has had their pregnancy checked.

- Remember that this is the last pregnancy in the last 5 years or the current one if you are pregnant at the time of the survey.
- The definitions of HEALTH PROFESSIONAL OR AGENT AND PLACE OF CARE are the same that are applied in chapter VI health.

Q8. PREGNANCY CARE. It is interesting to know the type of person the informant turned to for pregnancy control. Depending on the answer obtained, clearly write down the code in the corresponding column. Remember that in this type of questions you should not read the answer options, wait for what the interviewee answers. If it was attended by more than one person,

Transcribe the code of the person who answered you the most number of times. Include in the category "Traditional midwife or midwife" (code 2) midwives or empirical midwives. If the answer is different from the categories contemplated, write down the code "8", another (It can be a nun or a priest, a neighbor, etc.).

Example: Juana Alegría reports that she was seen by the nurse on one occasion, but that she was also seen by the doctor/gynecologist 3 times. So the answer option that you should write down is "6".

Examples from P1 to P8: In the home of Mr. Juan Penas there are 2 women of childbearing age (MEF 12-49 years old), his wife Juana who has CP 2 and the domestic worker María with person code (CP) "7".

Juana Alegría reported that she has had a pap smear (P1), the last one was more than 1 year ago (P2), she is currently expecting her fourth child (P3 and P5). She has had 5 pregnancies (P4), in the first of them the child was stillborn. She was 2 months pregnant (P6) when she was checked for the first time, in total she has gone to the check-up 4 times (P7), 3 with the doctor and once with a nurse, when an outpatient pregnancy control campaign came to her community .

Person 7, María Tranquila Pérez, reported that she has never had a Pap smear, is not currently pregnant, has had only one pregnancy and ended it in January 1996, the pregnancy was never controlled.

Q9. PLACE OF ATTENTION. It is oriented to identify the institution, point of care or consultation centers where you resorted to control the last or current pregnancy.

Note that formal and informal institutions are included, as well as pharmacies and places of residence.

Read the question and, based on the respondent's response, write down the corresponding code. Keep in mind that with this question you want to measure the coverage of maternal health services, whether they are from the State or from the private sector. If the respondent gives more than one response, write down the code of the place where she was seen most frequently. Apply in this question the same definitions used in chapter VI of Health for care institutions.

If you are informed that you were treated at a private hospital, you must write down the code "3" and if it is in a private clinic, you must write down the code "6"; if you were seen at "your home", then write down the code "9". Or if it was at the midwife's house, write down the respective code (8).

Remember that the question refers to the **main place where the last pregnancy was controlled, if it was controlled in more than one place, write down the main one.**

If the answer does not fall into any of the specified categories, write down the code "10" and the place that you are told.

Example: Doña Juana reported that she was checked 3 times at the Social Security Hospital and once when an outpatient medical visit came. In this case write down the code "2".

Q10. VACCINATION CONTROL. With this question we want to know if pregnant women take precautions to avoid typical pregnancy diseases (vaccinations against tetanus and to avoid convulsions in the newborn child (seven days old), against Hepatitis or other vaccines. Read the question slowly and wait for one of the possible response categories. If the respondent tells you that she was vaccinated against tetanus, write down the code "1" (YES) in column 1. Note that the columns are identified with the number of the categories (column 1 = tetanus, column 2 = hepatitis, column 3 =

other vaccines). Apply this procedure in the case of hepatitis and other vaccines. In the latter case, write down the type of vaccine in question.

The questions that are presented below are intended to inquire about issues related to how to avoid pregnancy.

Q11. KNOWLEDGE OF WAYS TO AVOID PREGNANCY: This question seeks to find out if women have heard or know of any method or way to avoid or space pregnancies.

Ask the question and wait for the answer from your informant. If the answer is affirmative, write code 1, in the corresponding space. Otherwise write code 2. And go to Q14.

Q12. CONTRACEPTIVE METHODS: This question seeks to know the contraceptive forms or methods that the informant knows or has heard of. For this purpose, read the question and carefully read each of the response categories. Record a code "1" for the methods that you actually know or have heard of. Otherwise write down the code "2".

The answer provided by the informant must be recorded for the code in the space that corresponds to the indicated answer.

Note that the methods or forms are listed from 1 to 8; In the lower part intended for answers there are 8 boxes (1 to 8), which correspond to each one of the methods, within them you must write down the answer that the informant gives you for each one of the forms or methods.

Q13. CONTRACEPTIVE METHOD USED: By applying this question, information will be obtained on the form of contraception used by women.

Ask your informant if he has used any of the following forms of contraception: Read carefully each of the contraceptive methods that appear in the question.

Proceed in the same way as in P12. Write down a code "1" if the answer is YES or a code 2 when the answer is NO.

For example: Mrs. Rosa Amelia, when asked if she has heard of or if she knows of any way to prevent pregnancy, answers in the affirmative (p11) and immediately indicates that she knows about condoms, pills and injections (P12). She also started a conversation with the interviewer and told him that she has been injecting herself quarterly for three years (P13), so as not to get pregnant again.

What is the form of contraception called:

RHYTHM: Also known as calendar, billings (cervical mucosa) periodic abstinence, consists in which couples must avoid having sexual intercourse on the days of the month in which the woman has the highest risk of becoming pregnant, because they are the days of her fertile stage .

WITHDRAWAL: (interrupted intercourse) refers to the fact that men must be careful during the sexual act and withdraw at the moment of ejaculation (before finishing).

PILLS / PILLS: These must be taken by women every day to avoid getting pregnant.

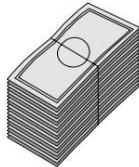
IUD (intrauterine device): It consists of a ring, a spiral or a copper T that nurses or doctors place in women, in order to prevent pregnancy.

INJECTION: These are applied to women, every one or three months to avoid getting pregnant.

DIAPHRAGM, FOAM, OR TABLETS: Consists of creams, diaphragms, or tablets that women place inside the vagina before having sexual intercourse to prevent pregnancy.

CONDOM: also called a condom, these are used only by men during sexual intercourse.

BILLS



Q14. PREGNANCY EXPENSES This question is aimed at capturing information on the total expenses incurred by the person in the household to attend to her last or current pregnancy, that is, it refers to expenses for consultations, medicines, exams, and control of the last pregnancy. or the current pregnancy.

THE EXPENSES CORRESPONDING TO THE DELIVERY SHOULD NOT BE INCLUDED (such as medical fees, hospitalization, medicines and tests)

- Before proceeding to the application of these questions, please review the instructions given on expenses in chapter VI of Health.

It may be that the informants have private health insurance and they inform you that these insurances will reimburse them for the expenses of the pregnancy. In this case write down the total value of what you have paid. If they inform you that you paid with a credit card, write down the entire value, regardless of whether the payment is in full or deferred in several installments.

Read each question and record the answer as follows:

Question P14 has 2 columns, the first (COD) to record if the person in the last 12 months paid or did not pay money for consultations, medicines, medicines and controls of the last or current pregnancy (codes "1" or "2") and the second column, to record the amount paid in "QUETZALES". If yes, ask: How much did you pay in total? and make the corresponding annotation according to what the informant tells you. (Enter whole amounts.)

Insist on asking if you paid money for consultations and controls or "check-ups", medicines and remedies in your last or current pregnancy until you get information. The consultation may have been paid to any of the agents registered in the P8.

If the person did not pay for any of the consultations, transcribe the code "2". If a woman consulted for her pregnancy SEVERAL TIMES, and some consultations were FREE (they did not charge), record only the value of the consultations that she paid for, and must also include the expenses for laboratory tests, echosonograms, ultrasounds, vitamins, etc. . and other types of payments related to the pregnancy and that have not been included in the previous ones.

If the person reports that her last pregnancy was in the reference period and ended in miscarriage (abortion), record the expenses incurred by the informant. Include hospitalization expenses, if any.

If the person received free medicines for being a user of Social Security (IGSS) or foundations

private, NGO's or of another person or institution, transcribe the code "2", if all the medicines and tests were provided free of charge. If you paid only part of the cost of the drugs, you must record the cost in the "QUETZALES" column.

Note: Do not forget that pregnancy expenses are recorded in this chapter and not in the health one.

Example: Mrs. Alma de Alegria declares that she has been checked since the second month of pregnancy with a gynecologist and that up to now she has been checked 4 times, mainly in a Public Hospital, she also reports that she was vaccinated against tetanus and that they did not charge her for the vaccines. In addition, he reported that he spent Q.100.00 on medicines and the doctor gave him a free sample of medicine that costs Q.110.00 and that he paid Q.300.00 for an ultrasound exam. In Q11 the expense that is recorded is Q.400.00. What is spent on medicines (Q100.00) plus the cost on ultrasound (Q.300.00) is added. Free medicine is not included.

CHILDREN BORN LIVE



Before asking the following question, read the following paragraph verbatim to your informant:

- Now I would like to ask you about all the sons and daughters ever born alive that you have had in your entire life. I refer only to the sons and daughters born alive that you have given birth to and not to the sons or daughters adopted or raised by you.

Q15. NUMBER OF SONS AND DAUGHTERS BORN LIVE. Since the information in this question is obtained based on the respondent's recall effect, it is important that you probe to obtain the following:

- All births of currently living sons and daughters, whether or not they are part of the interviewed household, that is, sons and daughters who for some reason, such as marriage, studies, etc., are no longer living in the interviewed household.
- Children who were born alive and died immediately after birth, and _____
- To all children who are currently dead but who were born alive. It is important that the interviewee understands the question in this way, so that she can answer correctly. Read the question and write down the total number of children born alive that the respondent has had in her entire life. _____

If you have had multiple births (twins or twins, triplets, etc.) add the number of children you have had in these births and add them to the other live births, to have the total. Write these novelties in observations, to serve as clarification, in case the number of pregnancies (P4) is less than the number of children born alive (P12).

- Do not include abortions or children who were already dead in the mother's womb before being born (stillborn).

In the event that you are informed that you have not had any children born alive, write down "00", end the interview with that person and continue with the next person, SP (that is, with the next woman of childbearing age).

Q16. CURRENTLY LIVING CHILDREN. It is interesting to know the number of children who are alive on the date of the survey; indicators on survival levels are important in mortality studies.

Read the question and wait for the answer of the informant. Then write in the number of surviving children. If they do not have any children currently living, enter "00".

Q17. MONTH AND YEAR OF BIRTH OF THE LAST SON OR DAUGHTER BORN LIVE. With this question we want to identify mothers with children born alive after May 1995 (children under 5 years of age). Read the question and write down the answer given by the informant. Enter the number of the month and the year of birth of the last son or daughter born alive.

Note that the month code is a number that is assigned following the order of the months: that is, from January "01" to December "12". Within this logic, June will have the code "06".

For example: If the respondent indicates that her last child was born on September 12, 1996, you must record the following.

MONTH	YEAR
9	96

In the case that it informs you that the last child born alive was born before May 1995, go to the next woman between 12 and 49 years of age.

Q18. SURVIVAL OF THE LAST LIVE BORN. It is required to know if, at the time of the survey, the last son or daughter born alive is alive. This information is basic to build the mortality indicators. Read the question, write down the answer, and whatever the answer is, go to Q19.

If your last child is alive, write down the code "1" in the respective column, otherwise, write down the code "2".

CHILDBIRTH CARE

- From P19 to P23, the investigation refers to the last birth. Make sure that the information corresponds to the last birth that the person had from May 1995 to date.

Q19. WHO ATTENDED THE LAST DELIVERY. Read the question and according to the answer transcribe the corresponding code. If the interviewee informs you that she received care from someone other than those specified in this question, transcribe the code "8" and say which one. Apply the same criteria used in Q8 of this chapter.

Q20. PLACE OF CARE AT THE LAST DELIVERY. Write down the answer code that the informant provides you. If the answer given does not match any of the category options, write down the code "10" and specify the place. If they tell you that the place of care was at the informant's house, write down the code "9", they can also tell you that it was at the midwife's house, so you should write down the code "8".

To be clear about the procedure for this question, refer to the form on how to formulate Q9, since the same criterion is used.

Q21. TYPE OF DELIVERY. Read the question and answer categories. Then transcribe the code "1" if the interviewee informs you that her delivery was vaginal, normal and without any complications.

If you are told that the delivery was vaginal but that you had severe bleeding, seizures, or some other complication; code "2" will be noted.

If the delivery was with surgical intervention, that is, cesarean section or by "operation", write down the code "3".

The options are mutually exclusive, therefore you must record only one answer.

Q22. WEIGHT OF THE CHILD (BORN LIVE) AT BIRTH. It is important to know the weight of the child at birth. Read the question and first find out how much your last child (live birth) weighed at birth.

If the birth took place in a Ministry of Health facility, the mother is generally given a "Control Card" which states: weight, height, head measurement, etc.; ask the mother if she has that card; Copy in the space provided the weight that appears recorded in pounds and ounces. Check if the "check card" corresponds to the child the mother mentions in the interview and that the weight is in pounds and ounces.

If the mother does not have this document and knows the birth weight of her child, enter the information in pounds and ounces. If you are informed only in pounds, write down that value in the POUNDS column and write "0" in the OUNCES column; If, on the other hand, they inform you only in ounces, (in the case of premature babies) write down in the POUNDS "0" column and in the OUNCES column the value that they inform you.

In the event that the mother informs you that the child was not weighed, write the code "97" in the pound column and in ounces draw a dash (---).

This occurs with some frequency in rural areas with difficult access, where many of the deliveries occur at home and the children are generally not weighed.

If the child was weighed at birth and the informant does not have this information in mind

because you do not have the card and do not remember, in these cases write down the code "97" in the pound column, which corresponds to "Don't know" and in ounces draw a line (---).

Remember that the birth certificate contains data related to the weight of the child at birth, so if you consider it necessary you can request this document.

Example: Pedrito, son of Juana Gabriela (interviewee), the information that is registered in the "Control Card" of the child is 6 pounds 9 ounces of weight at be born.

Therefore, 6 pounds, 9 ounces will be entered in the respective columns.

If for some reason you are informed of the child's weight in Kilos and Grams, use the following table of equivalences:

1 pound = 16 ounces
1 Kilo = 2.2 pounds

Make the corresponding equivalences and write down the information in pounds and ounces.

Q23. DELIVERY EXPENSES. It refers to the amounts of money paid for care services at the last delivery: medicines, medicines, treatment, exams, caesarean section, medical fees, hospitalization and other items. Also explain that it refers to the expenses incurred FOR THE LAST DELIVERY, even if the child was stillborn or died after birth. Read the question and wait for the answer. If it is positive, write down the code "1" in the COD column and ask what was the total value paid in quetzales and write down the amount in the "QUETZALES" column. Let the interviewee remember the amounts paid, make her calculations, so that the data is as real as possible.

Example 1: Mrs. Juana Alegria reports that her last delivery was in November 1995, that she was attended by a doctor at the "Clínica de la Mujer" and that her husband paid a total amount of Q.565.00 at the clinic. and that he had to buy the medicines that cost him Q.90.00. (Total Q.655.00).

In P23, COD column, write down the code "1", and in the QUETZALES column "Q. 655.00".

AGREEMENT OR AGREEMENT FOR THE SECOND ROUND (Page tab of the form).

It is very important that the interviewer, once the First Round is over, must ask the necessary questions to identify the direct informants and set the appointment for the SECOND ROUND (day and time).

CHAPTER XII. EXPENSES AND SELF-CONSUMPTION

This chapter allows information on the EXPENSES AND SELF-CONSUMPTION of all household members to be obtained. This chapter should apply to all households

included in the sample.

The chapter consists of three sections:

Section A: Expenses and Self Consumption of Food, Beverages and Tobacco

Section B: Place and Frequency of Purchase:

Section C: Transportation expenses, communications, meals away from home, household items and personal care.

A) OBJECTIVES

1. Obtain a measure of well-being through the consumption expenses of Guatemalan households, in food, beverages, tobacco and in expenses other than food (housing, clothing, transportation, etc.).
2. Calculate the amount of calories that food contributes to the household diet to estimate poverty lines.
3. Capture information on the form of acquisition of goods and services that allows establishing relationships between the structure and level of expenses and poverty in Guatemalan households.

B) REFERENCE PERIOD

The reference periods used in this chapter are:

Section A:

- LAST 12 MONTHS. For Pr.3, Pr.4, Pr.7 and Pr.8. Counted as of the date the interview is conducted
- Calendar Month for Pr.5 and Pr.9 • LAST 15 DAYS, Pr.6 and Pr.10. Counted from the day before the one that is made the interview.

Example: If the survey is conducted on June 10, the previous 15 days are counted from May 26 to June 9.

SECTION C: In this section the following reference periods are used: LAST SEVEN DAYS, LAST 30 DAYS and LAST 12 MONTHS.

C) THE INFORMANTS

- The household member that must be selected to obtain the information in this section will be the person most informed about the expenses that the members of the household make. Thus, for Section A, where the Expenses and Self-consumption of Food, Beverages and Tobacco are requested, the ideal informant will be the Housewife, if she is the one who makes the purchases or receives the products for self-consumption, self-supply, donations or salaries in species; if not, the information is requested from the person in the household who makes the purchases.

In many homes, in rural ones for example, the purchases are made by the head

of the home, in others a son and in some others the domestic employee, etc.

- For the expenses of Section C: expenses in the last 7 days, expenses in the last 30 days and expenses in the last 12 months, the informant will be the person who makes this type of purchase or acquires these products; Often this person will be the housewife, if not, determine who are the household members who conduct them and apply this part of the interview to these people.
- It is possible that the expenses in any of the items contemplated in this chapter are made by members of the household other than the person with whom the interview is being conducted. In these cases, the interviewer will proceed observing the following instructions:

Continue the interview with the informant who is attending you until you complete the record of the expenses you made. The interviewer should write down the expenses or the part of the total expense made by this person. In most cases, this informant tells you that other people in the household make the requested expenses.

Identify the household members who make these expenses and request the corresponding information at the most opportune moment and write it down in the corresponding space.

If more than one person made expenses in any of the expected items, add the values reported by each informant in each item, to obtain the total value per item.

D) DEFINITIONS

Below are the basic definitions that the interviewer must take into account to become familiar with the subject matter and the language of this chapter and to apply the questions correctly.

- Consumption expenses of the members of the household: The consumption expenses of the household refer to all the expenses in money of the household and of each one of its members separately, in goods destined for their consumption or those bought to be given as gifts to others. homes. It also includes expenses for services, plus the value of goods and services received in kind and consumed by the household or by individual household members. Exclude personal expenses of domestic employees and guests or pensioners.

Note that the definition includes the value of goods or services from self-consumption, self-supply, wages in kind, barter, and gifts or donations, as well as the imputed value of the home owned or transferred.

It must be taken into account that household expenses are those incurred as an economic unit of consumption, and therefore those incurred for household businesses are not considered as such. The portion corresponding to expenses incurred for household businesses is included elsewhere on the form.

Included in the consumption expenses of the Household are payments, including sales tax, made by the household for goods and services provided and payments related to the use (consumption) of goods and services (education, health, driver's license , etc.).

IMPORTANT NOTE: Expenses on food products refer to those intended solely and exclusively for feeding the people in the home. In many cases, some food is purchased that is largely destined for animal consumption, as in the case of corn that is used to feed birds (chickens, hens, pets, etc.) or pigs. In this case, ONLY THE PART THAT IS PURCHASED FOR HOUSEHOLD CONSUMPTION should be asked. Ask your informant to estimate this part and record it in the appropriate place. In the previous case, own production is included. In this case, record ONLY THE PART DEDICATED TO THE SELF-CONSUMPTION OF HOUSEHOLD PERSONS. Food purchased for animals is recorded in Chapter XVI.

Section "M" (agricultural production).

In addition, households supply themselves with the products acquired through purchase in the market in ways other than purchase. These forms are detailed below:

- **Self-consumption:** These are the goods produced by one or more of the household members (self-production), which are totally or partially consumed by the household. This definition includes goods from the agricultural and manufacturing activity carried out by the members of the household.
- **Self-supply:** These are the goods that are withdrawn from a commercial establishment (stores, kiosks, mini-markets, local markets, etc.) owned by a member of the household and that are consumed at home without paying for them.
- **Salary in kind:** It is the part of the remuneration that an employee or employee receives as part of payment for their work, it can be made up of goods or services that are produced in the business where they work or that employers buy to deliver to workers (food, clothing, fabrics, drinks, etc.).
- **Gifts and donations:** These are goods and services that the household receives free of charge from neighbors, friends, relatives who are not members of the household, or institutions, that is, no money or work was given in exchange for them and for its delivery there is no contractual obligation or consideration in terms of employment or otherwise.

F) APPLICATION

The questions in this chapter appear in the column headings and apply to each of the products that appear in the row. Answers are noted in the corresponding answer area. Pr.1 and Pr.2 of Section "A"; Pr.1 and Pr.2 of Section "C", have a different format; the question and the answer are

located in the same area.

SECTION A. EXPENSES AND SELF-CONSUMPTION OF FOOD, DRINKS AND TOBACCO

- Ask the first 2 questions only once. These questions are aimed at identifying the best informant in this section, that is, the most informed person in the household about food, beverage and tobacco expenditures.
- Read to your informant the TEXT that appears at the top right of page 40 of the questionnaire, to indicate to your informant the TOPICS TO BE DEALT WITH.

IMPORTANT: Before starting the interview, indicate to your informant the topic and questions to be dealt with in this part of section A. Inform him that you will request the quantity, unit and total amount of FOOD, DRINKS AND TOBACCO purchased for the consumption of household members in a given period. Also indicate that, simultaneously, you will ask about the articles or products obtained by the household without having to buy them and their quantities. Be sure to tell the informant that food can be purchased and obtained by other means. In other words, a household can buy an item, but it can also purchase another quantity of the same item without having to buy it, because they produce it at home, give it to them as payment for a job, give it to them as gifts, or take it from your own business.

- Formulate questions 3 to 11 for each product. In the response areas, write down codes, units, values or quantities, as the case may be. Question texts always include a set of ellipses "(...)" to replace them with the name of the food. Keep in mind the jumps and sequences to follow.
- The food basket contains 98 basic foods organized into 15 groups depending on the nature of consumption, for example; Bakery Products, Corn Products, Sugars, Pasta, Dairy Products, etc.
- You want to know if the food was bought or not, the number of times it was bought in the last 12 months, the money normally spent per month, the quantity and value of the items purchased and their equivalence to known units (pounds, liters, etc.) and the articles, quantities, frequencies and values of the articles obtained by means other than purchasing in the markets: self-consumption, self-supply, gifts, etc.
- Section A is made up of two parts:
 - Food purchased for human consumption, not including what is consumed by household animals (Q.3 to Q.6).
 - Food obtained from own production or obtained without having to buy it (P7 to P11).

Pr.1 and Pr.2. BEST INFORMANT. Read **Q.1** to identify the most appropriate person to conduct the interview and look in the **People Register** for the code that corresponds to the person mentioned, column "CP" and write it down in: Code of people.

Q.2 is complementary to **Q.1**, check the "YES" box, code "1", in case **the** interview is carried out with the same person mentioned in Q.1. Otherwise, mark "NO" code "2" and register the code of that person (CP) in the Persons Registry.

The interview must be carried out with the person identified in Q.1. If you are not present at the time of the interviewer's visit, **MAKE AN APPOINTMENT** and return to the home at that indicated time to conduct the interview.

pr.3. PURCHASE OF FOOD FOR THE CONSUMPTION OF THE PEOPLE OF THE

HOME IN THE LAST 12 MONTHS. You must ask this question for **each of the products on the list**, following the order in which they appear in the questionnaire. If the answer is "YES", write the code "1" in the "COD" column, corresponding to each food and apply questions 4 to 11. Write down the code "2" in the "COD" column, if the answer is negative and **go to Q.7**. This is so because at home they could not buy an item in the market, but in Q.7 they report that "YES" they get it because they produce it on the house lot or on the farm or they give it to them as a gift, or it is they give it as part of the payment for the work of one of the members of the household.

- **Questions 4 to 11 must be done horizontally for each item. Once you have finished Q.11 for a certain item, you must move on to the next one until you complete all 98 items.**
- **Apply, in all cases, questions 7 to 11 to find out if the household obtains food for self-consumption or in other ways than buying it in the market.**
- **If the purchases are made in a supermarket and you do not remember the quantities or the prices per product, mark the products purchased (code "1" = "YES") and in Section "C" request the value and frequency of purchases. the purchase.**

Include food purchased on credit or through deferred payments, credited, purchased in installments, and purchased using credit cards as long as they were "purchased" within the reference period. Record the information (Q4 to Q6) as if the purchase had been made in cash.

Pr.4 MONTHS IN WHICH THEY "BUY" THE FOOD. It refers to the number of MONTHS that the household "**BUY**" a food in the period of the last 12 months, regardless of brand, weight or volume. Therefore, you must write down in the corresponding column the number of months indicated by the informant. Record the number of MONTHS regardless of the amounts and times that food is consumed at home. If meat is purchased only once in a month, the entire month will be recorded; if a food item was purchased in a single month, one month is recorded.

Example: The Flores family bought "1/2 pound of fresh cheese" every month in the last 12 months (the number 12 for this food is recorded in Pr.4).

Examples:

- 1) If the informant tells you that he bought liquor 4 times in December, but did not buy in the other months, write down 1 month.
- 2) If you bought pork 3 times a month for 5 months, in the last 12 months, enter 5 months.

Pr.5 MONTHLY EXPENSE. With this question we want to know the expenditure that households normally make on a certain type of food during a current month. The idea is that a household tends to spend the same amount of the good during each month of the year, that is to say that the households try to maintain the same

standard of living. Write down the amount spent per month in quetzales for each good.

Example: If they tell you that they normally spend 3 pounds of fresh cheese for Q. 18.25 per pound per month, write down 54.75 in Q.5.

If the person does not buy the reference item every month, ask for information about the normal spending in the months that the product is purchased; if he only buys oranges in the seasonal months, ask how much he spends per month in those months. If they answer that it depends, that some months they buy more and others less, ask for the quantities and take the average per month.

Pr.6 PURCHASES IN THE LAST 15 DAYS. Q.6 asks about the quantities, the units and the total value spent and the equivalence to the requested reference unit, pounds, liters, etc. for each of the items purchased during the last 15 days.

- In the first column, record the QUANTITY that you purchased of the referenced good.

If you bought less than one unit, record: 0.50, 0.75, 0.25, etc.

Example: Half a pound = 0.50
One quarter = 0.25
Three quarters = 0.75

If you bought units and fractions record: 1.50; 2.50; 3.25; etc

Example: Pound and a half = 1.50
Pound and a quarter = 1.25
quarters = 1.75

- to). If you bought several types or classes of an item, add the amounts and record the total cost if the amounts are expressed in the same unit.

Example: spirits, you bought 1 bottle of wine, 1/2 of rum, 1 bottle of Gin and 1/4 of a bottle of Aguardiente, add the amounts: 2 bottles and 3/4 (record 2.75) and ask for what it cost in total this amount. The same can happen with shellfish, sausages, fish, pasta, etc.

- b). If the same product was purchased in different quantities and units and it is impossible to add them, establish with your supervisor the equivalence to the reference units, write down this amount, ask for the money spent in the indicated period and write down the value in whole and decimals; Write in comments at the end of the questionnaire this situation as clearly as possible.

This is the case of bread, spices, carbonated waters, cheeses, corn preparations, ice creams, cookies, sweets, etc. Reference the chapter, section and page number of the question, and the order number of the article. In the quantity and unit column, draw a line.

Example:

He bought sweet bread (order number 21) every day, but in different forms: 2 cakes, 30 round ones, also 5 champurradas and one campechana.

For all these forms of presentation, he spent Q. 8.75 in the period in which

reference. In such a case, with presentations and non-summable units, the interviewer should draw a line in the UNIT AND QUANTITY space and only fill in the TOTAL Q. box with the value in quetzales, in this case Q. 8.75 and note this situation in observations.

- c). If the informants indicate that they buy 2×25 , 3×10 , "one hundred oranges", "bags of 25 units", etc. Write in the quantity column the number of units and in "units" write "UNIT".

If they buy these quantities several times, transform the entire purchase into units.

Example:

- Bananas: bought 3 bananas \times Q.2.00 4 times in the last 15 days.
Enter 12 (4×3) in the QUANTITIES column; In the UNIT column, write down: unit and in the TOTAL column, the value of the purchase, in this case Q. 8.00 (2.00×4).
- If you bought a bag of 6 bananas for Q.4.00 and also bought 2 times in the last 15 days, 3 bananas for Q.2.00

Make a note of:	QUANTITY	unit unit	TOTAL Q.
	12		8.00

- In the second column, write down the UNIT in which the item you purchased comes in, and in the third column, the codes of the units that appear on the back of the previous page of the form.
- UNIT OF EQUIVALENCE.

Many times people do not respond in units of weight (pounds, grams, kilos, quintals) or volume (liters, gallons, etc.) or quantities (dozens, units, etc.), instead they inform us of cans, bottles of all kinds, cups, packages, bags, jars, bunches, etc. Therefore, it is necessary that you write down, in addition to the unit in which you bought or self-consumed the products, their equivalence to pounds, liters or to the unit defined for each product. This unit is located in the space where the product name appears.

When obtaining information in units other than the reference units for each product, establish this equivalence with your informant:

EXAMPLE 1. If they answer cans, bags, boxes, glasses, packages, sacks, ask: How much? Which size? Or ask your informant to show you these packages and note the quantity and unit of measure on the label. Translate them into pounds or the reference unit. If the person does not keep the containers, write down the brands, sizes and quantities and with the help of your supervisor obtain this information at the local market.

EXAMPLE 2. When they inform you that they bought 30 Quetzales of bread, 20 Quetzales of tomatoes, a bag of lemons, a bag of oranges, a bunch of

bananas, a hand of plantains, a dozen mangoes, etc., ask for the number of units that they gave you for this value and the size (LARGE, MEDIUM OR SMALL) and later with your supervisor establish the equivalences to the units requested for each product. Together with the supervisor, obtain the average weights for each unit size in the local market and write down the requested equivalence on the form.

EXAMPLE 3. If they inform you that they bought a bunch of onion, a braid of garlic, a bunch of macuy, a hand of bananas or oranges, a quarter of cheese, a measure of oil, etc., ask your informant for their equivalence Estimated in pounds or liters, as the case may be. If this is not possible, ask for the number of hands or quarters and with the supervisor calculate an equivalence to pounds or liters based on measurements made in local markets.

The above examples illustrate the possible ways to find the equivalences of all products to the reference units. Write down all the information required to later establish the equivalences, in the event that you cannot establish them directly with the informant.

USE THE BLANK SPACES ON THE SHEET OR ANOTHER SHEET
THE SUPPORT OF THE ABOVE AND RECORD THE EQUIVALENCES INDICATING THE
ARTICLE CODE THAT APPEARS IN THE FIRST COLUMN ON THE LEFT

- In the third column you must write down the code that corresponds to the unit that the informant gives you. The list of codes for the different units appears at the bottom of the questionnaire page.
- In the fourth column, write down the TOTAL value paid for the quantity of the product you purchased. If you did not purchase the reference product in the last 15 days, enter "00" in the quantity column and draw a line. DO NOT RECORD PRICES PER UNIT.

Examples: Marta Julia informed that she bought in the last 15 days:

- a) 1 1/2 pounds of cheese at Q. 14.00 per pound. In total value record 21.00
- b) 2 dozen eggs at Q. 8.20 per dozen. In total value enter 16.40.

FOOD TAKEN FROM THE PRODUCTION OR OBTAINED WITHOUT HAVING TO BUY IT. Pr.7 to Pr.11.

With questions 7 to 11 of the form, information is requested regarding obtaining food by means other than buying it in the market (store, market, supermarket, etc.):

ATTENTION: In survey work, do not make "assumptions", or start from "beliefs", or expect informants to behave in the same way as the interviewer, buy the same thing, eat the same thing, etc. Ask Q.7 to Q.11 in all cases and objectively record the information of your informant.

- There is a tendency for the interviewer not to request information about the food obtained by the household without having to buy it. In the same way, the pollster "assumes" that people only buy or only self-consume, or only receive donations in kind and do not admit donations, especially in situations of poverty or limitations. Avoid these behaviors.
On the other hand, the informants are upset because for them these questions appear as a REPETITION and also because in many cases they have already provided the information.

Therefore:

- Before applying Q.7, have a brief conversation with your informant on the subject, ask if the members of the household have received any or some of the aforementioned foods from self-consumption, self-supply, or received as wages in kind or as donations .
- Ask all the PROBE questions that you consider necessary to ensure the information about the presence of this type of food supply sources in the home and thus avoid OMISSIONS.

IMPORTANT. IF THEY BUY CORN IN THE HOUSEHOLD AND MAKE TORTILLAS, TAMALES PACHES, ATOLS OR ANY OTHER PRODUCT, THESE PRODUCTS SHOULD NOT BE INCLUDED AS SELF-CONSUMED. THIS CRITERION SHOULD BE APPLIED IN THE CASE OF PRODUCTS IN WHICH A SIMILAR SITUATION OCCURS.

pr.7. FOOD PRODUCED IN THE HOME OR RECEIVED WITHOUT HAVING TO PURCHASE IT FOR HOME CONSUMPTION, DURING THE LAST 12 MONTHS. It is interesting to know if, during the last 12 months, any member of the household received food, beverages and tobacco included in the list and that they obtained it from their own production, payment of wages in kind, donations or gifts or from a business or store of home.

If you get a negative answer, insist on the question: mention examples (corn, beans, potatoes, vegetables, canned goods, cheeses, etc.).

If after exhausting all the resources you get a negative answer, mark "2" which means "NO" in the box of the product in question and continue with the next item in Q.1.

If you get a positive answer, mark "1" in the box of the good in question, which means "YES" and go to questions 8 to 11.

Examples:

- a) Pedro and Gabriela reported that they normally buy fluid milk at the neighborhood store, but during the last 12 months, on some occasions they also obtained it from their own store, without paying for it. In this case, information should appear for questions 4 to 6 for purchase and for questions 7 to 11 for products obtained without having to buy them.
- b) They also reported that in the last 12 months they bought chicken in the market, but that they also raise their chickens in the yard and that in the last 15 days they ate 2 chickens. Information should also appear here for Pr.4 to Pr.6 for purchase and for Pr.7 to Pr.11 for self-consumption.
- c) Mr. Pedro Ríos, who is a carpenter, reported that in the last 12 months he bought fish at the butcher shop, but in the last 15 days he gave special classes to a son of a man who is a fisherman. The lord paid him with fish. Information should also appear here for Pr.4 to Pr.6 for purchase and for Pr.7 to Pr.11 for payment in kind.
- d) Mr. Pedro reports that he does not need to buy eggs because the chickens that Gabriela, his wife, has are good at laying eggs. In this case, only questions 7 to 11 apply because they did not buy eggs during the last 12 months, but they did consume the ones they produce.
- e) Mrs. Gabriela reported that in the last 12 months she has not bought rapadura because she has a compadre who has a mill and whenever he grinds he grinds rapadura and gives him as a gift. About 15 days ago he gave him 10 models. In this case, only questions 7 to 11 apply because they did not buy in the last 12 months, but they do consume because they were given it as a gift.

pr.8. MONTHS IN WHICH THEY OBTAIN THE FOOD. Ask for the number of months they got the product in the last 12 months, **WITHOUT BUYING IT**.

Write down the number of months reported in the column that corresponds to "MONTHS" in the line of the food under investigation. Compute "MONTHS" regardless of "TIMES" or amounts earned per month (PLEASE NOTE THE INSTRUCTIONS GIVEN FOR Q.4).

NOTE: It often happens that the informant instead of "months" understands "times" or that the interviewer reads "times" instead of "months", clarifying that it is "MONTHS".

pr.9. AMOUNT OF FOOD NORMALLY OBTAINED IN ONE MONTH. This question requires information on the amount of food that the household normally obtains during a month **WITHOUT HAVING TO BUY IT**. Read the question and write down the quantity and unit reported. The unit code will be entered in the "COD" column following the list prepared for that purpose.

Unlike Q.6, keep in mind that here we are interested in knowing the quantity and unit of the item in reference obtained in a month without having to buy it. It is important to accurately detail the "UNIT" including weight, size or volume.

If you receive it in more or less similar amounts every month, or if you only receive the product for a few months (harvests, cycles, seasons, etc.) or if you only received a single

once in the last 12 months, ask for the information needed for the best estimate.

Examples:

- a) Gabriela was given 3 cans of 400 grams of milk and 1 sack of 25 pounds of rice.
- b) Mr. Pedro reported that they give him shrimp every month and that they do not always give him the same amount. Some months 10 pounds, but when the fishing is good they give him 20 pounds. He estimates that on average they have given him a gift in the last 12 months, about 15 pounds a month.
- c) Mrs. Gabriela reported that for the harvest season they give her avocados, oranges, beans, mangoes, etc., and that last month they gave her 10 8-ounce glasses of cream. Write down the quantity and the unit in P9 (in the case of cream, 10 8-ounce glasses). For the rest of the products, make an estimate of what was received in the harvest months and write down the corresponding quantities and units.

Note, note that in Q8 the number of months in which you receive the donation has already been noted.

pr.10. AMOUNT OF FOOD OBTAINED (WITHOUT PURCHASING IT) DURING THE LAST 15 DAYS. With this question, the amount of food or products obtained in the last 15 days without having to buy it is requested. Read the question and write down the quantity and the unit indicated by the informant in the line corresponding to the food in question. If you did not obtain the reference food in the last 15 days, enter "00" in the quantity column.

Follow the same instructions indicated for the application of Pr.6 with the only difference that Pr.10 does not record the value in quetzales. The "COD" column will be filled in by the interviewer, using the unit coding table.

pr.11. ORIGIN OF THE FOOD. It is interesting to know the sources from which they obtain food for consumption without having to buy it. PLEASE NOTE THAT THIS QUESTION IS MULTIPLE ANSWER. Read the question and carefully one by one each alternative, wait for the answer and adequately record the information obtained.

If the informant indicates that he obtains food from "Own Production", write down the code "1" in column 1, if he does not obtain it from this source, write down the code "2" in the same column.

If the informant indicates that he receives food from gifts or donations, write code "1" in column 2, otherwise write code 2.

When the informant mentions that he received the product as part of the payment for his work or the work of a household member, write down the code "1" in column 3. If the informant indicates that he took the articles from his own store or business, write down code "1" in column 4, otherwise write code "2" in this column.

Example: In the home of Los Ríos they get their own produced chicken eggs and donations from their compadres. Write in column 1 (own production) of line 09, chicken eggs, the code "1" and in column 2 (donation), write the code "1"; in columns 3 (payment in kind) and 4 (business) type the code "2".

SECTION B. PLACE AND FREQUENCY OF PURCHASE.

In this section of the questionnaire, information is requested on the site or place where the household frequently buys the different types of food and information on maize processing activities. In addition, this chapter requests information on the value and frequency of supermarket purchases.

Pr.1 SITES OR PLACES OF PURCHASE OF FOOD PURCHASED BY THE HOUSEHOLD.

Read each question slowly, wait for the respondent's response and mark an "x" in the corresponding box. You should not read the answers.

The question refers to the place where they most frequently or usually buy vegetables and fruits. Wait for the response and check only one box.

For Pr2 to Pr6 proceed the same as in Pr1.

PREPARATION OF CORN PRODUCTS

pr.7. COOKING OF CORN. With this question you want to establish if you have the habit of cooking corn at home. Ask the question and wait for the informant to give you the answer, if it is "YES" mark an "X" in box 1. If the answer is negative, mark an "X" in box 2 and go to Q11 .

pr.8. FREQUENCY. You want to know how often corn is cooked at home. Ask the informant how often they cook the corn, wait for the answer and mark an "X" in the box that corresponds to the information obtained: daily, weekly, etc.

Pr.9 QUANTITY. This question allows establishing the amount of corn that is cooked at home. Ask the interviewee how many pounds of corn they cook (read the frequency they informed you in the previous question) and write the number of pounds in the box.

If you are informed of units other than pounds, ask your informant for the equivalent to pounds, if this is not possible, write down the unit reported and later with the supervisor find the equivalence to pounds and record this information.

Pr.10 CORN PRODUCTS. Ask about the products they get with the cooked corn and how many pounds.

PURCHASES OF FOOD, DRINKS AND TOBACCO IN THE SUPERMARKET OR IN ANOTHER SITE.

Pr.11 PRODUCTS OBTAINED. In practice, it may happen that purchases of food, beverages and tobacco are made in whole or in part, in supermarkets or similar places, where most items do not have unit prices and, in addition, payment is made through a single account. reason why it is difficult for the informant to report the purchase value of each food.

If this is the case of your informant, apply questions 11 and 12.

Ask questions Pr.11 and Pr.12, only if the informant indicates that they bought in the supermarket or in another place and they do not remember the unit prices of the food, otherwise, when they indicate that they did not buy in supermarkets or that they already reported the prices in section "A". DO NOT ASK THESE QUESTIONS.

Pr.12 PLACE AND FREQUENCY OF PURCHASE

- The frequency is the habitual repetition with which people make purchases of a certain product. The frequency can be understood as the time interval with which people buy a product or group of products and is determined by the degree of perishability of the products, by people's consumption habits, by storage and cold storage capacity. , by the size of the household or by its level of income, by the form of payment of the salary or by the ease of acquiring them in a certain place.

In this question, 4 response alternatives have been provided: daily, weekly, fortnightly and monthly, considering the most common purchase frequencies. When the purchase is made in a period other than that described in boxes 1 to 4, mark "X" in box 5 and write down the indicated frequency.

Pr.12 TOTAL VALUE OF THE PURCHASE. Ask the question and record the total value of purchases of food, beverages and tobacco in supermarkets in the indicated reference period. Exclude the amounts paid for non-food products (soap, toilet paper, toothpaste, etc.), that you would have paid in the same account. If you do not know or do not remember the exact value, make an estimate of the amount spent on food, beverages and tobacco. Any clarification that explains it better, write it down in the space for observations.

The place to record observations for this section is at the bottom right of the page.

SECTION C: EXPENSES OTHER THAN FOOD (TRANSPORTATION, COMMUNICATIONS, MEALS AWAY FROM HOME, HOUSEHOLD ITEMS AND PERSONAL CARE, ETC.)

In this part of Chapter XII, information is requested on the expenses that the household made other than food (transportation, communications, meals taken outside the home, articles for people and the home, clothing, furniture, ornaments, gifts, donations, etc). Additionally, the expenses in fines, direct taxes, insurance, professional services are investigated. Please note the following periods:

yo. Last 7 days II.
Last thirty days III. last 12 months

ATTENTION. In the event that the goods had been acquired on credit, through deferred payments, installments or purchased using credit cards within the reference period, record the value of the purchase as if it had been made in cash.

Pr.1 INFORMANT. The objective of Q.1 is to identify the person who is best informed about household expenses for transportation, fuel, meals eaten outside the home, household items, and personal hygiene. Look up the code that was assigned to the person in the household members register. Transcribe the "CP" to the box provided for this purpose.

If possible, the interview should be carried out with this person, only in case of absence, illness or other force majeure, will the application of this part be carried out with another person in the household who may have the requested information.

Usually the most informed person about these types of expenses is the Housewife.

Pr.2 is complementary to the previous one . Mark an "X" in box 1 "YES", if the person is the same person mentioned in Q1. Otherwise, mark an "X" in box 2 "NO" and ask for the person's name, look for the code in the register and write it down in the corresponding box.

IMPORTANT

- Despite the fact that **domestic employees and guests and pensioners** are considered as part of the household, if they eat from the same pot and sleep under the same roof, from the point of view of the conformation of social units; from the point of view of consumption, these people are considered as independent spending units. For expenses other than food, beverages and tobacco, **domestic employees and guests or pensioners** are considered as separate spending units, therefore this section should

apply to each of these people. Therefore, if there are domestic employees and/or guests or pensioners in the home, these will be the additional **informants** for section "C" of chapter XII.

- In Pr.4 of section "C" three columns have been designed to record expenses: The first will record the expenses of household members other than domestic employees and their relatives and guests or pensioners. In the second column, the expenses of domestic employees and their relatives, if they belong to the household, will be recorded. In the third column, the expenses of guests or pensioners will be recorded if there are any in the home.

EXPENSES IN THE LAST 7 DAYS

Pr.3 EXPENSES. Formulate the question for each type of good or service or group of goods or products, in the order in which they appear in the questionnaire, slowly read all the articles or services indicated in each item. If the answer is affirmative, mark with an "X" the box with the code "1" and go to Q4 , if it is negative, mark with an "X" the box "2" and go to the next item (**SF**).

Pr.4 VALUE OF PURCHASES. With this question you want to have information about the total expenditure that the household made in the last 7 days. The question should only have information when the answer in Pr.3 is "YES". Wait for the response and write down the information received in QUETZALES.

Write the total value in QUETZALES of the purchase or expense, include in the total value the sum of all the units you bought or the times you spent on the product or products during the entire reference period (last 7 days) and for all household members; then move on to the next item and repeat the indicated procedure.

For example: Manuel spends Q. 12.00 on newspapers from Monday to Saturday and on Sunday he spends Q. 4.75. How much did he spend on newspapers during the last 7 days? Write in Pr.4 Q.17

It is important that when writing the amount spent, be careful to place the amount in the corresponding space. Remember that when you get decimals, round them to integers.

The items included in Section "C" are:

- **Urban public transport (Item 1).** It includes the expense made by all the members of the household, in the last 7 days, in the mobilization by any means of transport within the city or from any place within the municipality of residence.
Perform the corresponding calculations, without omitting the transportation expense made by a member, in the last week. **Exclude the value of transport in health, education and work already noted in the respective chapters.**
- **Newspapers popular magazines (Item 2).** They are the expenses made by the members of the household during the last seven days in the purchase of newspapers; popular daily or weekly magazines.

- **Communications (Item 3).** It includes the expenses made by all the members of the household, during the last 7 days in postal services, public telephone, telegrams, letters, fax and other communication services. The payment to the telephone service owned by the dwelling is not included in this category, since this information was collected in the Housing Section.
 - **Fuels and lubricants for vehicles for private household use (Item 4).** They include the expenses of the last 7 days, made by the members of the household in fuels such as: gasoline, diesel; and/or lubricants such as: oils, greases, hydraulic fluids in vehicles for household use. Cooking fuels and vehicle fuel expenses from home businesses are excluded from this category.
-
- **Prepared meals and drinks purchased outside the home (Item 5).** Includes prepared food and beverages that household members bought in the last 7 days, in restaurants, cafeterias, soup kitchens, booths, or any other place where prepared foods are sold. The place where the food is consumed does not influence the items included in this definition. This item includes both meals prepared and consumed outside the home, as well as meals already prepared and brought to be consumed at home (fried chicken, hamburgers, pizzas, Chinese food, etc.).

This item includes lunches purchased by workers in the household during business days of the week. It includes what they buy and consume in establishments and what they buy and consume at work. Insist your informant on this point.
 - **Raffles, lotteries and bingos (Item 6).** They correspond to the expenses made by the members of the household, in the last 7 days in lotteries, raffles of any type or sponsored by any entity, bingos and bets, including both formal (legal) and informal.
 - **Tolls or highway use (Item 7).** Corresponds to the value paid for the use of roads or highways by the vehicles of the members of the household during the reference period.
 - **Food for animals (Item 8).** Corresponds to the expenses made in the last 7 days, by the members of the household, in meals and vitamins for domestic animals: dogs, cats, parrots, parakeets and any type of pet or domestic animal in the home.
 - **Money to purchase spare parts in schools (item 9).** Record the amount of money that parents give to their children who go to school, college or university to buy spare parts.
 - **Payment for corn grinding services (item 10)** Corresponds to the expenses incurred for corn grinding in the motor or nixtamal mill.

EXPENSES IN THE LAST THIRTY DAYS

Pr.5 EXPENSES. The question must be formulated for each product or group of products, in the order in which they appear in the questionnaire. Read slowly, one by one, all the articles or services indicated in each item. If the answer is affirmative, mark an "X" in box 1 "YES" and go to Q.6; if it is negative, mark an "X" in box 2 "NO" and go to the Next Item (SR).

Formulate **Q.5** for the following item and proceed according to the instructions explained above, until completing all the items listed in this Part.

Read slowly:

- IN THE LAST THIRTY DAYS, did you or someone in the Household buy or spend money on: dish and laundry soap ?, detergents ?, fabric softeners ?, bleaches ?

pr.6. VALUE OF PURCHASES. Apply this question when the answer to Q.5 is "Yes". Read the question referring to the name of each of the goods or services that are part of the item. Write the TOTAL value in QUETZALES, not including cents (include the value of each and every one of the units acquired during the last month of each of the goods included in the group).

Example: Flor de María reported that last month she bought a package of Fab at Q.1.20 and a bottle of Chlorine at Q.5.00. In total Flore de María spent Q. 6.20, this is the amount that must be placed in Q.6, item No.1.

When the item contains several products; You must ask for the amount you bought and the cost of each one of the products and add the quantities and values to register a single total at the end.

- How much did you spend in total during the last thirty days on dish soap and laundry? Wait for the answer, write down the value (Q.) on the back of the previous page. How much did they spend on detergent during? Wait for the response and write it down. How much did they spend on fabric softener? Wait for the response and write it down. How much did they spend on bleach? Wait for the response and write it down.

Total the values and record the resulting figure in the space provided.

For the correct application of the other items, proceed as indicated.

The items included in this part are:

- **Household cleaning items.** They correspond to the expenses made in the reference period by the members of the household, in household cleaning items, such as sponges for washing dishes, mops, gloves, soaps and detergents, brooms, brushes and others (items 1 to 7). .

- **Personal care goods and services.** This item includes the expenses made by the members of the household, during the last thirty days, in items for personal hygiene and toiletries such as: toilet soap, toilet paper, sanitary towels, combs, brushes, oils for children, perfumes and cosmetics; Payments for utensils such as scissors, shavers, etc. are also included. (items 8 to 16).
- **First aid kit items.** They are the expenses made by the members of the household in medicines for frequent home use and that are commonly present in the household medicine cabinet (item 17). If at home, in addition to the items mentioned in the last month, they bought bandages, gauze, hydrogen peroxide, etc., include them in this type of expense and ask how much they paid.
- **Domestic employees.** They are the expenses that were made in the home during the past month in employees who helped with domestic chores, such as: cook, laundress, babysitter, ironer, gardener, driver, butler, housekeeper and others; Include those who are part of the household and those who are not members of the household, that is, they live in another independent household, in another dwelling or in another place, but do their work in the premises of the employer's household. It includes people who go to the homes during the day, carry out their work (washing, ironing, etc.) and when their work is finished they leave the house (items 18 and 19).
- **Washing, ironing and repair of clothing outside the home.** These are the expenses incurred in the reference period in the services of washing, ironing and repairing any clothing of the members of the household, as long as this service has been carried out outside the home by persons other than the resident domestic servants or those who do this work for days, either in a company or in your company or by independent workers at home, who collect the clothes and wash, iron or repair them in facilities other than the home (item 20).
- **Sewing items:** These are the expenses incurred by the members of the household in the reference period for the purchase of sewing threads, wool, buttons, etc. (item 21).
- **Books and magazines.** They are the expenses made in the reference period by the members of the household, in the purchase of books other than those used in formal education (school textbooks); Also includes magazines and other news media purchased by household members, except newspapers (item 22).
- **Recreation and fun.** These are the expenses made by the members of the household, during the reference period, in the services of cinema, theater, concert halls, shows, stadiums, dance halls (discotheques) and other leisure activities. Included in this item is the purchase of cassettes and C'DS, etc. (item 23).
- **Barbershop, (haircut and shave). Beauty Salon (hairstyle, curling, manicure, pedicure and makeup).**
These are the expenses incurred in the reference period by the members of the household for the services described (item 24).
- **Gym, Sauna, Turkish bath and massages.** Are the expenses incurred in the period

reference by household members in gyms, aerobics, martial arts, massages, etc. (item 25).

- **Contributions to the IGSS by the domestic employee of the home.** These are the fees paid by the household for affiliation to the domestic employees insurance. Do not include the contributions of employees of the home business (item 26).
- **Alimony pension.** These are the expenses made by the members of the household in the reference period, in payments that are transferred to other people for recognition of paternity, normally set by law and are mandatory (item 27).
- **Private accident insurance for household members.** These are the expenses made by the members of the household in the reference period, in private accident insurance payments for the members of the household. (item 28)
- **Payment of Life Insurance for Household Members.** These are the expenses made by the members of the household, during the past month, in life insurance for the members of the household (item 29).
- **Vehicle Insurance Payment.** These are the expenses made by the members of the household, in the reference period in vehicle insurance, including fire, theft, damage to third parties and other risks (item 30).
- **Payment for obtaining and processing documents (item 31)** These are the expenses incurred by the members of the household in obtaining and processing documents, including photocopies, stamps, stamped paper and payment of processors, etc.

After asking the question of this last item, **GO TO Q.7.**

FREQUENCY AND VALUE OF PURCHASES IN SUPERMARKETS. Pr.7 and Pr.8

Pr.7 and Pr.8. SHOPPING IN SUPERMARKETS. In practice, it may happen that purchases of some or all items for personal use, personal hygiene, and household cleaning are made in supermarkets, where payment is made in a single account, which is why the informant does not remember the value. individual of each product; in such cases proceed as follows:

Ask these questions only if the informant bought any of the aforementioned items in supermarkets and does not remember their unit value.

Pr.7 PURCHASE FREQUENCY. Ask about the frequency with which they buy these products in the mentioned establishments, mark an "X" in the box of the category that corresponds to the information obtained, if the reported frequency is different from those contemplated, indicate which one and mark an "X" in box "4".

Pr.8 TOTAL VALUE OF THE PURCHASE. Write down the total value in whole figures of purchases in QUETZALES in supermarkets; Do not include the value of food purchases, or the value of items that do not belong to items 1 to 31 of this Section.

EXPENSES IN THE LAST TWELVE MONTHS

In this section we ask about the expenses made by the members of the household, during the LAST TWELVE MONTHS and that by their nature are bought or obtained few times a year.

It is possible that these expenses have been made on more than one occasion in the reference period, in which case add all the values and record them in Q.10.

- Keep the same person who gave you information about the previous part as your informant. If at home they tell you that there is a person who is better informed about the topics in this part, carry out the interview with this person and write down their name and registration code (CP) in observations.

The value that you register in QUETZALES will be equal to the total spent for each of the items within the last 12 months.

Below is a description of the items that make up these expenses.

- **Garments made and/or ordered to be made.** Corresponds to the expenses made by the members of the household, during the last 12 months, in the purchase of garments already made (ready to use) and fabrics that are used for the manufacture of garments. The item of clothing includes the payment for making the tailor or dressmaker. This item does not include school uniforms or the fabrics for their preparation if they were purchased separately (items 1 and 2).
- **Shoes and shoe repair.** Corresponds to the expenses made by the members of the household in the purchase and repair of footwear (shoes, tennis shoes, boots, sandals, etc.) during the reference period. This item does not include school uniform footwear (item 3).
- **Home maintenance and repair.** These are the expenses incurred by the household in the conservation, repair and maintenance of the dwelling, in items such as: painting, repair of walls, doors or fixed furniture that are part of the construction, cleaning of channels and pipes, repair of installations. Normally these expenses are associated with the use of labor and tools necessary to carry out the work, include these costs in this item; whether the home is owned, rented or assigned. This item does not include expenses on improvements or additions to the home already contemplated in the housing chapter (item 4).
- **Home furniture.** They are the expenses made by the household in the reference period, in the purchase of furniture such as: beds, tables, chairs, armchairs, living room, dining room and bedroom sets; fixed accessories; floor coverings such as: carpets and linoleums (item 5).

- **Home appliances.** These are the expenses incurred during the reference period, in household appliances such as: stove, iron, washing machine, refrigerator, radio and other household appliances. Include repairs and parts. DO NOT INCLUDE IN THIS ITEM THE HAIR DRYER AND THE HAIR WAVELER AND THE ELECTRIC SHAVING (item 6).
- **Electrical Equipment for Personal Use.** Includes the dryer, hair curler and electric shaver (item 7).
- **Crockery, pots, trays and other household utensils.** They correspond to the expenses made in the reference period, by the members of the household in household utensils for cooking and eating, such as: crockery, pots, trays, cutlery, Pyrex, pans, ladles, etc. (item 8)
- **Curtains, sheets, towels, blankets and others.** They consist of household expenses on tablecloths, dryers, curtains, sheets, towels, mattresses, etc. (item 9).
- **Ornaments.** This item includes: porcelain figures, decorations for the living room and kitchen, glass decorations, vases, etc. (item 10).
- **Jewelry and fantasy items.** These are the expenses incurred in the reference period in the purchase of watches, jewelry items such as: rings, bracelets, chains, pendants, earrings, etc., made with all types of metals, stones or other materials; includes fancy items made from other materials (jewellery). Expenses for repairs of these items are included (item 11).
- **Party expenses.** Expenditures made by household members on birthdays, marriages, baptisms, graduations, parties and celebrations are grouped under this heading. Include the value of gifts purchased for this type of event (item 12).
- **Toys and sporting goods.** They are the expenses made by the members of the household, during the last twelve months, in sports articles and toys, as well as their repair and maintenance (item 13).
- **Extra-urban and international tickets.** These are the expenses incurred for the payment of transportation services outside the department, municipality or village and/or the country, made by the members of the household in the reference period. If the person travels to work from one department, municipality or village to another, they are included here, in addition to air and river transportation expenses during vacations or any other event in which people from the household participate (item 14).
- **Hotels, pensions and travel "tours".** They are the expenses made by the members of the household in lodging during the trips or walks and the payments for tourist excursions or tours. Do not include travel expenses incurred for work or business (per diem) (item 15).
- **Purchase of vehicles and other related expenses.** They are the expenses made by the members of the household during the reference period, in the purchase of automobiles, boats, vans, outboard motors, trucks, for exclusive use.

of home. It includes the expenses associated with these purchases: customs, property registration, etc. Less insurance (item 16).

- **Repair and maintenance of household vehicles.** They correspond to the expenses made during the reference period by the members of the household, in the maintenance and repair of the vehicles used by them, that is to say that they are not from their businesses or work; These expenses include parts, tires, accessories, and labor. Do not include the expenses of fuels and lubricants that are part of another group of expenses already mentioned (item 17).
- **Purchase of motorcycles and bicycles.** Household expenses incurred in the reference period for motorcycles and bicycles, which are for the exclusive use of the household. It includes the expenses associated with these purchases: customs, property registration, etc. Less insurance (item 18).
- **Fines, vehicle decal, plates and driver's license.** These are the expenses made by the members of the household in fines caused by the vehicle paid to the tax authorities, or to the municipalities for traffic fines, including time expired in parking lots, speed, passing the red light, improperly parked, etc.
Includes expenses to obtain driver's licenses (item 19).
- **Medicines, Fees, Doctors.** These are the expenses incurred by the members of the household for the purchase of medicines, medical fees, laboratory tests, x-rays, hospitalization or other expenses associated with the health care of the members of the household. Expenses in the last month for doctors, dentists and specialists or health professionals are included in Chapter VI HEALTH. Medical expenses (medical, dental, and other PROFESSIONAL SERVICES) that occurred within a different period in the last 12 months, include them in this item (item 20).

- **Direct taxes ISR, IUSI** (Income Tax , and Single Property Tax). They are the payments that the members of the household make to the government for the commercial operations (work, investments) carried out or for the possession of real estate, as long as it is on the house for private use, business taxes are excluded. (item 21).
- **Professional Services** (Other than Physicians, Dentists, and Other Health Professionals). These are the expenses incurred by the household for the services rendered by a professional; these can be lawyers, architects, economists, accountants, veterinarians and the service provided by finance companies or any other professional bureau (item 22).
- **Sending money or goods to family and friends.** They are transfers made by the household (its members) to other households, friends or acquaintances or to absent members (such as students), in cash or goods; for this last case of transfers in goods, ask and record the value of the purchase, if the transfers are in money or goods, record the sum of the two values (item 23).
- **Donations to charities.** Includes disbursements made by

household members in the reference period, destined for non-profit organizations, charities or similar entities, these donations are voluntary and there are no contractual obligations involved. Include contributions to Church activities (item 24).

- **Contributions to cooperatives, clubs and associations.** These are the expenses incurred by the members of the household in the reference period, for the fees paid to cooperatives, professional groups and cultural or sports clubs to which they belong (item 25).
- **Funeral services and contracts.** It includes the expenses caused by the purchase of coffins, crypts, niches or land; wake rooms and other expenses and services associated with a burial (item 26).

**CONTINUE THE SURVEY
IN CHAPTER XIII.**