



Republic of Panama
Comptroller General
Directorate of Statistics and Census

Ninth National Population Census and Fifth Housing Census
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Enumerator's Manual

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V. Instructions for filling out the Census Questionnaire

A. General rules of procedure

1. Description of the census questionnaire:

The Census Questionnaire is the collection instrument for the required information and the guide over which the interview in the dwelling is given.

The Census Questionnaire is a type of booklet, that is to say, that consists of many pages stapled together in the middle as if it were a notebook, with the capacity for 8 persons. In it, blocks of questions about the characteristics of the dwelling and blocks of individual questions for each person have been designated. The information about every dwelling is included in sections I and II, while the personal [information] is detailed starting in section III. Section III includes a section of "List of Occupants", which is meant for [() registering all the persons who are included in the census interview.

The Census Questionnaire deals with different topics, each of which starts its own section. The sections of the questionnaire are the following:

Section I. Location of the Dwelling: This section refers to the geographic location of the dwelling.

Section II. Dwelling Information: In this one [section], information about general characteristics of the dwelling is requested.

Section III. List of Occupants: In this [section], the persons who slept in the dwelling the night before the day of the Census will be written down.

Section IV. General Characteristics: In this [section], the general characteristics of all persons

will be brought up.

Section V. Residence 5 years ago and Educational Characteristics: This section includes the residence of the population 5 years ago and the educational characteristics for persons 5 years of age or older.

Section VI. Degree obtained and Economic Characteristics: This section includes questions about the diploma or degree obtained and about economic characteristics for persons 10 years of age or older.

Section VII. Fertility and Mortality Characteristics: In this [section], information about fertility and mortality characteristics for women 15 years of age or more are requested.

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2. Some basic concepts:

The enumerated unit of the Census is the Dwelling. For the best understanding of the specific instructions relative to the filling out of the questionnaire, it is fundamental that the Enumerator keep in mind the following concepts:

A dwelling: is any place or premises structurally separate or independent, that has been built, made or converted for use as permanent or temporary housing or lodging of persons or also any class of lodging, fixed or mobile, occupied by persons as a living quarters on the date of collection of information. Private and collective dwellings exist. Within the dwellings reside groups of persons named "homes".

Private household: is a person or group of related or unrelated persons who reside habitually in the dwelling and who share their food or who depend voluntarily on a common budget to take care of these and other necessities essential for living.

Collective household: is a group of persons who inhabit a dwelling under a non family set of rules and who live together to take care of these and other necessities essential for living.

Examples of a private household:

- A family with a father, mother and children
- A family with father, mother, children and uncles and aunts
- A single person
- A family and a friend who lives habitually with them
- Two or more students who rent a common apartment.

Examples of a collective household:

- A group of religion persons in a convent
- Students in a boarding school
- A group of lodgers in a hotel.

A private dwelling: is a dwelling where a private home habitually resides.

Hotel or boarding house rooms where a private home habitually resides are considered a private dwelling.

A collective dwelling: is a dwelling where a collective home stays.

Examples of a private dwelling:

- A private dwelling can be:

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- A room in a tenement house
- A group of rooms in a tenement house
- An apartment
- A chalet
- A shack
- An annex in a chalet
- A bedroom or group of bedrooms that form part of a building built for other reasons, for example:

- A bedroom or room that a teacher in a school occupies
- A bedroom or room that a superintendent in a building occupies
- A room that a watchman in a factory occupies

Any place or premises that lodges persons like garages, storerooms, hallways, etc. A vessel, vehicle, tent or canopy where persons in homes are lodged
Any other class of lodging meant for lodging a group of persons or a single person.

Examples of a collective dwelling:

- Barracks of the Defense Forces
- A hospital
- A boarding school
- A jail
- A booth for workers
- A convent
- An asylum

From the given definitions, it can be seen that there exists a correspondence between private home and private dwelling, that is to say that each **private dwelling corresponds to a private home**. Nevertheless, some special cases exist that although not frequent, should be kept in mind:

- a. A private home can be found in a collective dwelling that should be counted as a private dwelling. For example, bedrooms of a person where a family habitually resides or a cleaner of a convent who lives in a bedroom with their family.
- b. In a private dwelling like a chalet or a large apartment, there can exist another home in addition to the home of the owner of the apartment or house (for example: a couple) who is renting one of the bedrooms and who has an independent budget for living.

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In these cases fill out an independent questionnaire and write this situation in "observations".

[Points 3 - 4 omitted]

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B. Content of the questionnaire

Questionnaire number

Write down the number that corresponds to the order in which you will carry out the visits to each one of the dwellings within the enumerated segment. The first questionnaire that you fill out will be Number 1, the second Number 2 and so on. This numeration is applied to not only dwellings with their occupants present (occupied), but also to dwellings without occupants, and to places not meant to be inhabited but are used as a dwelling such as doorways, garages, etc. Do not consider in this enumeration commercial places or public buildings, such as: department stores, supermarkets, schools, churches, storage rooms, etc. unless persons live in these places. If on the route of segment you find a consulate or embassy, do not take it into consideration.

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Section I. Dwelling information

Lines 1, 2 and 3: Province, district and judicial precinct

Carefully write in the corresponding spaces, the name of the province, district and administrative unit where the enumerated dwelling is located.

Line 4: Locality or Area

Carefully write in the corresponding space, the name of the locality or area where the enumerated dwelling is located. When it is indicated both in the map material and in your folder that the boundaries of the segment cover part of a locality, write the name of this locality in and in parenthesis write down the letter (P) which means "part". Keep in mind also that in rural areas segments that are more than one locality exist. In these cases, write down only the name of the locality that corresponds to the location of the enumerated dwelling.

Example:

4. Locality or Area El Valle (P)

Line 5: Street or Avenue (Number or Name)

Write the complete number or name of the street, avenue, highway or road where the enumerated dwelling or building that contains the enumerated dwelling is located.

Line 6: Building or house (Number or Name)

Write down the number or name of the house or building that contains the enumerated dwelling.

[To the right of the text is a picture of an enumerator writing down a street number.]

When the Official Municipal Nomenclature does not exist, write down the number that identifies the building or house. In some localities the numeration of the Office of Health is used. If the building or house does not have a number or a name, draw a diagonal line.

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Line 7: Room or apartment Number

Write down the number or letter that identifies the room or apartment to be enumerated. If a room or apartment does not have a number, indicate its position within the building so it can be found easily. Example: At the end of the corridor on the left side, above the stairs, etc. In those cases in which the building and the dwelling coincide, that is to say, when the building contains a single dwelling without spaces meant for other uses, draw a horizontal line in the space meant for the number of the room or apartment.

Line 8: Segment Number

Write down the number of the segment that corresponds to you, which appears both in the map and in the folder that is given to you to do your job.

Line 9: Block number

Write down the number of the block where the dwelling to be enumerated is located that appears in your segment; if your material does not have this information, draw a line in the corresponding space.

Example of a filled out [form] of Section 1:

[Below the text is a photograph of a filled out form]

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Section II. Dwelling information

Question Number 1: Type of dwelling

Identify the type of dwelling by observing and based on the definitions.

In case of doubt, ask the questions you consider are able to clarify better what type of dwelling is concerned.

Mark a single circle, according to the how illustrated in the example:

[The instructions refer to a graphic of question 1 of the census form.]

You should keep in mind the following definitions:

a. Private permanent (Circle 01):

It is built with long lasting materials such as: concrete, concrete blocks, bricks, stone, wood, adobe, clay covered plant fiber (*quincha*), etc. It can also be totally or partially built. Semi-detached houses or duplexes are considered individual permanent dwellings.

Example:

[Below the text are 2 pictures of individual permanent dwellings.]

b. Private semi-permanent (Circle 02):

It is built with materials of medium to short duration, such as cane, straw, palm leaves, bamboo, etc.

Example:

[Below the text is a picture of an individual semi-permanent dwelling.]

c. Improvised (Circle 03):

It is built with temporary means and that generally forms part of the "Spontaneous Settlements or Emergency Areas". It is built with material like: old wood, pieces of zinc, tin, cardboard, canvas, cloth, etc.

Example:

[Below the text is a picture of an improvised dwelling]

d. Apartment (Circle 04):

It is a dwelling unit with toilet facilities and a bath of private use located in a building where three or more similar dwellings exist within the same piece of land. This type of dwelling can be found with one floor or as a building with two or more floors.

[To the left of the text is a picture of an apartment building.]

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e. Room in tenement housing (Circle 05):

It constitutes one or more rooms in a tenement house that occupies part of a building composed of many dwellings and does not have toilet facilities, or bath, of private use. The occupants of these dwellings share the use of toilet facilities and bath.

[To the right of the text is a picture of a tenement house.]

f. Place not meant to be a bedroom but used as a dwelling (Circle 06):

It refers to and place or space not meant principally as a dwelling such as: a doorway, vessel, granary, garage, stable, office, store, etc.

The rest of the questions about dwelling will not be asked about the dwellings marked in this circle (06) and the questions of Section III. List of Occupants will begin to be asked.

[To the right of the text is a picture of a person sitting in a doorway.]

g. Without dwelling (Circle 07):

Mark this circle when the person does not have a dwelling, so that the person sleeps in the street, sidewalk, park, push cart, etc. and continue with Section III. List of Occupants.

h. Collective dwelling:

As it is explained before, a collective dwelling is used and meant to be used as special living quarters combined of persons generally without family ties who live together for reasons of discipline, health, education, religious life, work and others such as reformatories, jails, penal

colonies, hospitals, sanatoriums, nursing homes, hotels, etc.

[To the left of the text is a picture of a hospital.]

The rest of the questions about dwelling will not be asked about the dwellings marked in this circle and the questions of Section III. List of Occupants will begin to be asked.

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The collective dwellings of Panama City will be enumerated by special enumerators, who will be in charge of this type of dwelling. For the rest of the country, The Regional Inspector will determine if it is necessary to assign these dwellings to special enumerators. In the contrary case, they will be enumerated by the enumerators in charge of them, [i.e.] area where these dwellings are located.

Both the Supervisor as well as the Enumerator will be told by their supervisors in the Census Organization about the collective dwellings that are located in their areas of work.

When a dwelling has annexes for renting, consider the annexes as individual permanent dwellings and enumerate them as independent dwellings.

Question Number 2: Condition of the dwelling:

When the Enumerator arrives at a dwelling the following situations can be found:

Occupants are in the dwelling (occupants present)

Occupants are not found in the dwelling (closed dwelling)

The dwelling is unoccupied.

Mark only one circle keeping in mind the following definitions:

a. With inhabitants present (Circle 1):

When it concerns a dwelling inhabited with any occupant present at the moment of the Census.

b. With inhabitants absent "closed" (Circle 2):

When it concerns a dwelling inhabited, but whose occupants are not present at the moment of the Census. This dwelling should be visited more than one time to avoid omissions of enumeration on the day of the Census. If the interview occurs, mark circle 1, if it does not occur, leave circle 2 marked.

c. Unoccupied Dwellings (Circles 3 to 6):

The circles for this question are for pointing out the unoccupied dwellings since they can be for sale or for rent, in repair or construction, summer houses or other reason.

For sale or rent (Circle 3):

When at the moment of the visit, the dwelling is found unoccupied for being for sale or for rent.

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Under repaired or construction (Circle 4):

It is at the moment of the visit unoccupied because its construction has not yet been finished or repairs or modifications (reparations) are being done.

Summer home (Circle 5):

When it concerns a dwelling that is used for spending vacations or weekends because the person or the family has their habitual residence in another place.

Other reason (Circle 6):

Is when the dwelling is not in any of the conditions mentioned above.

Example:

If at the moment of visiting a dwelling, the door is found to be closed and when asking the neighbors what it is due to, they indicate that the owners of this dwelling do not live in it, but they only come in the summer or on vacations, the question will be marked in the following manner:

[Below the text is a picture of a form with Circle 5 marked.]

Note: A closed dwelling (with occupants absent) should not be confused with an unoccupied dwelling. Ask the neighbors its condition.

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Questions 3 to 14 only are asked at dwellings with occupants present classified en one of the circles 01 to 05 of question Number 1 "Type of Dwelling".

Question Number 3: Ownership of the dwelling

Is your dwelling . . .

Read the options and mark only one circle according to what the persons indicates. Keep in mind the following definitions:

a. Mortgaged (Circle 1)

It refers to the dwelling that has been built by means of mortgage loans from the Social Security Fund, from the Savings Bank, from the National Bank, collective mortgages and from other credit institutions and are not totally paid for.

Include also as a mortgage a dwelling whose original mortgage has been totally paid, but that is found to be involved with a new mortgage and it has not been paid yet.

For the case of the mortgaged dwellings, mark circle 1 and write down in Balboas in the corresponding space, the monthly sum that pays the mortgage. Write down whole numbers, omitting cents. Put 0 in front of the mortgage when it is less than B/1,000.

Examples:

[Below the text are two drawings of filled out questions.]

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b. Rented (Circle 2):

When the habitation unit is rented or that is the right to use it is paid for, mark circle 2 and write down in Balboas in the corresponding space the monthly sum that is paid for rent, omitting cents. Put 0 in front of the rent when it is less than B/1,000.

Examples:

[Below the text is a picture of a filled out question.]

If the person pays the mortgage or rent every other week, multiply this amount by two.

Example:

In a dwelling that is being enumerated in San Miguelito, the head of the home informs that he is charged B/55.00 for two weeks of mortgage payment. The information should be written down as such:

[Below the text is a picture of a filled out question.]

c. Owned (Circle 3):

The dwelling is considered owned when occupied by the owner of the building and the land or only the building. Include as owned the dwelling built with their own resources, built through mortgage payments already paid for or rented or acquired through other means.

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d. Ceded (Circle 4):

It refers to a dwelling whose occupants are not owners and they do not pay any rent or mortgage. Generally the persons who inhabit these dwellings are relatives of the owner or have been ceded for work reasons.

Examples:

- 1) Some houses for workers of the Chiriquí Land Company.
- 2) The room that a cleaner occupies in a building as payment for doing the cleaning.

e. Condemned (Circle 5):

It refers to a dwelling considered uninhabitable by the Office of Safety, the Fire Department, the Department of Municipal Engineering, the Department of Sanity of the Ministry of Health and that because of its poor state and hygienic and deteriorative condition constitute grave danger for the security and health of its tenants. The tenants do not pay rent and assume the expenses of water and light.

Question Number 4: How many rooms does this dwelling have? (Do not include kitchen, toilet and bath)

Write down in Arabic numbers in the corresponding space, the total number of rooms that the enumerated dwelling has. Do not count as a room the kitchen, bathroom, halls, terraces, doorways, attics and garages. Also do not consider those that are used exclusively for commercial, industrial or service (store, workshop, depositories of grain and other products, elevated storage rooms (*jorones*), stalls for animals, etc.) purposes. Do not include annexes that

are rented.

Question Number 4a Of these [rooms] how many are for sleeping?

Write down in Arabic numbers in the corresponding space the amount of bedrooms or sleeping quarters that the enumerated dwelling has. Write down "00" if the dwelling is composed of a single room. Do not count attics as bedrooms.

Bedroom is understood to be the room meant for used **exclusively for sleeping**.

Example:

[Below the text is a picture of a filled out question.]

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Explanations with respect to questions 5 and 6:

These two questions, unlike the rest of the section, refer to the building where the dwelling is, that is to say that in the cases in which apartments or tenement houses are being enumerated, the questions refer to the apartment building or the tenement house where the dwelling is located. If an **individual house** is being enumerated, the building and the dwelling coincide.

Question Number 5: What is the predominant material in the outside walls of the building or house?

Mark a single circle according to the response of the person. If the person has doubts when responding, keep in mind, when explaining to the person, the following:

The walls of the dwelling are understood to be the walls of the front, sides and back.

If more than one material is used in the walls, write down the one most used or predominant.

Example:

[Below the text is a picture of a filled out question.]

Question Number 6: What is the predominant material in the roof of the building or house?

Mark a single circle according to the material that the largest part of the roof of the building or house is according to the person. The roof refers to the material that protects the largest part of the building or house from the sun or the rain and does not refer to the ceiling. Or that is, if a building or an apartment building or rooms in a tenement house are being enumerated, this question refers to the roof of the building or house.

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Example:

[Below the text is a picture of a filled out question.]

Question 7: What is the predominant material in the floor of this dwelling?

Mark a single circle according to the type of material that the largest part of the floor of the dwelling is built with, according to the response of the person. In case of doubt, keep in mind that:

- a. This question refers to the material of the majority of the floors of the dwelling.
- b. One should not look only at the material of the floor in the living room because in some dwellings this floor is different than the material of the rest of the rooms.

Example:

[Below the text is a picture of a filled out question.]

Important observation about questions 8 and 9:

When asking these questions, keep in mind that they consist of one main question and 2 sub-questions, which should be asked in the manner that is explained in the instructions corresponding to each of these questions.

Question Number 8: Where is drinking water obtained from?

Read the question and then the options given as they appear in the questionnaire. Keep in mind that when the response is that water is taken from the Public Water System of the IDAAN, from the Community Public Water System or from a Private Water System it should also be asked if water is taken from installations "Within the Dwelling" or "Outside of the Dwelling". Mark a single circle according to the response of the person.

Keep in mind that this question refers to water for drinking and not for cleaning or for doing other necessities of the dwelling.

a. Public water system of the IDAAN (Circles 01 or 04):

A system through which the inhabitants are supplied drinking water by means of branch lines of pipes that can be installed within or outside of the dwelling, and that are administrated by the IDAAN.

b. Community public water system (Circles 02 or 05):

When the water that the occupants of the dwelling drink is provided by a public water system administrated by the community of another entity. The installations can be within or outside of the dwelling.

c. Private water system (Circles 03 or 06):

When the occupants of the dwelling are supplied water provided from a private system for exclusive use of the dwelling. The installations can be within or outside of the dwelling.

d. Sanitary Well (Circle 07):

When the water that the occupants of the dwelling drink is provided from a sanitary well that is public or private with a pump to extract water. The pump can be manual, motorized or by windmill. Include the protected or covered springs.

e. Mark the circle that corresponds, when the water that the occupants of the dwelling drink is not obtained from a public water system. Nor private, nor sanitary well, but rather from an

unprotected spring (Circle 8), from rain water (Circle 9), from a surface well (Circle 10), from a river or gully (Circle 11), or from a cistern truck (Circle 12).

When the dwelling has installations for getting water from the IDAAN, but because of a shortage of members of the home they obtain water principally from a cistern truck, Circle 12 (cistern truck) should be marked.

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Example:

When enumerating the dwelling of Mr. Tomás González located in the Administrative Unit Tocumen, he says that they get their drinking water for a water system of the IDAAN, but because the water only comes two days a week, there is a cistern truck that distributes water every day in the morning. The response will be written down as:

[Below the text is a picture of a filled out question.]

Question Number 9: Does this dwelling have sewer facilities?

Toilet facilities are defined as an installation for eliminating excreta.

Read the question and every one of the following response options that appear in the questionnaire. Afterwards the enumerated person will indicate one of the three response options that appear in the questionnaire: Of pit or latrine, connected to a sewer system or a septic tank. After the enumerated person indicates the ownership of one of the three options, ask if it is of public or private use.

It should be kept in mind that you can only mark a single circle according to the response that the person gives. Make any explanations that you consider necessary taking into consideration the following:

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- a. Toilet facilities can be connected to a system of sewers (sewer system) that serves the whole community or a part of it; they can be connected to a septic tank, generally built from waterproof concrete, whose existence is more frequent in a sub-urban area; or they can be of a pit or latrine. In the case of the areas or urbanizations that have a septic tank for all dwellings, consider the facilities as connected to a sewer system.
- b. Toilet facilities can be of private or collective use.

Private use: When they are for the exclusive use of one dwelling (Circles 1 to 3)

Collective use: When they are for the use of two or more dwellings (Circles 4 to 6)

- c. If the dwelling does not have toilet facilities, mark Circle 7 (it does not have them).

Example:

In the visited dwelling, they indicate to you that they have toilet facilities of private use and that they are connected to the sewer system of the IDAAN. Their response will be written down as:

[There is not a question under the text.]

Question Number 10: What type of lighting does the dwelling have?

Mark a single circle in agreement with the response of the person.

a. Electric from the IRHE (Circle 1):

When the dwelling has electric installations provided from connections of the IRHE.

b. Electric from Private sources (Circle 2):

When the dwelling has electric installations provided from connections of any other kind (owned motor, from the city, from a private company).

c. Kerosene (Circle 3):

When the occupants of the dwelling are illuminated with kerosene.

d. Gas (Circle 4):

When the occupants of the dwelling are illuminated with kerosene.

e. Other (Circle 5):

When the occupants of the dwelling use another type of illumination that is not mentioned above (Example: candles).

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Example:

If when enumerating a dwelling, the enumerated person says that they are illuminated with light from the IRHE, the question will be marked in the following manner:

[Below the text is a picture of a filled out question.]

Question Number 11: What fuel is most frequently used for cooking?

Mark a single circle, according to the fuel that is used **most frequently** for cooking in the dwelling.

Example:

If you are enumerating a dwelling that uses gas and firewood, mark the circle of that which is used most.

[Below the text is a picture of a filled out question.]

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Question Number 12: In this dwelling is there a . . . ?

Ask the question as it is written and read to the person all the appliances that are included in the questionnaire.

Mark with "X" the circles in agreement with the response that the person gives you.

[Below the text is a picture of a filled out question.]

Question Number 13: In what year was this dwelling built?

Mark a single circle according to the response of the person. Read the alternatives given in the questionnaire.

There will be cases in which the person does not know the date. Try to get the information from other sources (the neighbors, the lessee, etc.). In other cases, the information will be found written down on a special card at the entrance of the building. Keep in mind that in tenement houses and apartments this information should be uniform for all dwellings. In case of having extinguished all resources without getting the information, mark circle 4, "not known".

Example:

[Below the text is a picture of a filled out question.]

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Question Number 14: Has any member of this household gone to live permanently in another country in the last 10 years?

Mark "yes" or "no" according to the response of the person.

If the response is yes, ask the name of the person, the year when they left, to which country they went, their age when they left, and their sex; write down the information in the space designated for each question. Write "H" for man and "M" for woman.

If the response is "no", continue with the list of occupants.

Example:

[Below the text is a picture of a filled out question.]

Keep in mind that the question refers to persons who have left to live abroad permanently, therefore do not consider those who are studying in another country or persons who are away from the country for vacation, work or other reasons. Persons who left to live in another country in the last 10 years but are present in the dwelling should not be included in this question.

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Section III. List of inhabitants

Write down the name and surname of **every person who slept in this dwelling** the night before the interview. Begin with the name of the Head of family or that of the persons who the members of the family consider as such and continue in the following order: The spouse of the head, children in order of age, oldest to youngest, other persons who slept in the dwelling.

Include the members of the family who did not sleep in the dwelling but who were not lodged in another dwelling; example: a person who spent the night taking care of a relative in the hospital; a person who was fishing; a doctor or nurse who took their turn in a medical center; a night watch person, a driver who traveled all night transporting passengers or cargo; a seller in a

pharmacy or restaurant; someone who was at a party; someone who was at a wake, etc. If a newborn has not yet been given a name at the moment of the interview, write "newborn" in the corresponding space. Do not forget to include the elderly.

When the number of persons is larger than 8, use an additional questionnaire, repeating the locality and the questionnaire number. Write down the information about the 9th person in the part corresponding to the 2nd person.

Ask the question about sex only when the name is common for both sexes; Example: Carmen, Rosa, Trinidad, Concepción, Natividad, etc.

Questions 4 and 5:

After writing down the name and surname of all the persons that slept in the dwelling, ask the head of the dwelling if **any member of the dwelling has any physical or mental impediment** (Question 4). If the head answers "Yes", ask "who" and mark the circle corresponding to the person. If the head answers "no", continue to question 5, which will be filled out in the same manner as question 4. When the head answers "NO" on question 5, ask then the individual questions.

Below is an example of this part of the questionnaire filled out.

Example:

In an enumerated dwelling in San Carlos, Mrs. Bartola says that Mr. Francisco Pérez is the head of the family, but as he works in Panama he did not sleep in the dwelling. She is the spouse and has 5 children 2 of whom did not sleep in the dwelling, Juan who studies in the teacher training college of Santiago and Andrés who was fishing all night. Her youngest child is José then going from oldest to youngest Juan, Andrés, María, and Osvaldo.

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Mrs Bartola says that her godfather Tereso Medina lives in el Piro but came to visit here and stayed in her dwelling. When asked if any member has any impediment, she says that María is deaf and to the question about if any indigenous person lives in this dwelling, she responds that Tereso is.

[Below the text is a picture of a filled out question.]

After this section, there appears in the questionnaire a space for observations relative to the characteristics of the dwelling and the list of occupants. Below is found a graph that should be filled out at the end of the enumerating of each dwelling in the following manner

[Below the text is a graph that reads: "Verify if all the persons who are in the list of occupants have been enumerated and proceed to fill out the following graph". The graph corresponds to adding up the number of men and women in the dwelling and the total number of persons.]

Section IV. General Characteristics

(Question 1 to 9)

(Applicable to persons of all ages)

In the line corresponding to **information of person Number**, go to the name and surname of the persons you wrote down in the list of occupants beginning with the head of the dwelling and then continue with the spouse of the head, the children from oldest to youngest, etc.

If there are more than 8 persons in the dwelling remember to write down the information of the 9th in the space corresponding to the second person o the second questionnaire. Cross out the number of person 02 and write down 09. Then begin to interview every member of the home.

Question Number 1: what relation or relationship do you have to the head of the home?

Mark with an "X" the circle corresponding to the response of the person. If the enumerated person is the head of the home, begin to mark the corresponding circle and do not ask this question.

With this question it should be kept in mind that:

Head: refers to a person recognized as such by the rest of the members of the home. In the case that there is no agreement between the members, the person who has the economic responsibility should be considered as head of the home. When there are many who contribute economic responsibility, consider as head the person who contributes the most. When the home is formed by unrelated members, consider as head the oldest person in the home.

Spouse of the Head: refers to the wife if the head is male, or the husband if the head is female. This relationship permits any type of matrimonial relation, that is to say that the pair can be married civilly, ecclesiastically, or [consensually] united. In the same home you can find more than one spouse; write them down as such.

Example:

When interviewing Mrs Andrea, she says that she is the companion of Juan who is the head of the home. Although they have been living together for many years as such, they have not thought about getting married civilly or through the church. The response to the question about relationship with the head will be marked as:

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[Below the text is a picture of a filled out question.]

Son (daughter): refers to the children born of the marriage or the consensual union, as both adopted children and children raised there.

Question Number 2: Sex:

Mark with an "X" the corresponding circle in agreement with that marked in the list of occupants (Section III).

[Below the text is a picture of a filled out question.]

Question Number 3: What is your age in complete years?

Write down the age of the person in complete years on their last birthday. For those under one year, mark the corresponding circle.

If the person is 99 years old or more write down "98" in the corresponding spaces; and if the person is less than 10 years old, put a 0 in front of it [the age]. Example:

[Below the text is a picture of a filled out question.]

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Some persons have the tendency to lower or raise their age or round their age to numbers ending in 0 or 5. They say they are 50 when they are actually 49, or that they are 55 when they are actually 56. If any doubt about answering the question is observed, try to obtain the exact age through their personal identity card.

When the person does not know their age and does not have a personal identity card, estimate the age based on the age of a woman when she had her oldest baby to the current age of that child; or how old when getting married or [consensually] united and remembering how many years that they have been married or [consensually] united.

Question Number 4: What is your current marital status?

Read the alternatives and mark the corresponding circle agreeing with the response of the person. Example: When enumerating a dwelling in Calidonia, Mr. Roberto says that he was married, but as he had problems he separated with his wife. He has been coexisting with Dalia for a year and now they have a son. The question will be marked as:

[Below the text is a picture of a filled out question.]

Keep in mind the following definitions:

[Consensually] United: is a person who lives in marital union without having been civilly or religiously married with their current companion. The person can be living in the same dwelling with the spouse or not.

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Separated from marriage: is a person who lives separated from their spouse and does not live in [consensual] marital union.

Married: is a person who has been married civilly and/or religiously and lives in this state.

Divorced: is a person legally separated who has not married again and does not live in [consensual] marital union.

Widowed: is a person whose spouse has died and has not married again and does not live in [consensual] marital union.

Single: is a person who **never** has married or lived in [consensual] marital union, that is to say who **never** has had a spouse [companion]. Some persons have the tendency to say that they are single because they have never been married, but nevertheless they have lived in [consensual] marital union. In such a case, consider them as separated from [consensual] union.

For those less than 15 years mark the corresponding box. If a person under 15 years declares to be one of the marital states enumerated above, classify her according to their response.

Question Number 5: Is your mother alive?

Mark with an "X" the corresponding circle without considering if the mother lives in the same dwelling of the person being enumerated or not. For adopted children or those raised there, this question refers to the mother who gave birth to them.

[Below the text is a picture of a filled out question.]

[p. 54]

Question Number 6: What type of physical or mental impediment do you have?

Mark with an "X" a single box agreeing with the response of the person. Remember that this question is asked only to the persons who declared to have some impediment in the list of occupants. If the person does not have an impediment mark circle 7 (none).

[Below the text is a picture of a filled out question.]

Consider as:

Blind: a person who has no vision or sees very little (visual weaknesses) an impediment that cannot be normalized with the use of glasses, treatments or other optical aids. Include persons who are blind from birth, blind by sickness like glaucoma, "toxoplasmosis", and diverse infections, and those blind by accident (hit in the eye, diverse injuries, etc.).

Deaf: a person who does not hear or talk and communicates through signs but with normal intelligence.

Mental Retardation: a person who has a below normal intellectual capacity. The characteristics are shown through a low performance in school, problems with adaptation and behavior, and retardation in mental and social development. A typical case is a "mongoloid" [Down's syndrome] person.

Cerebral Paralysis: a person who cannot move because of an injury or pain in the brain. Generally, there is an aural, visual, mental or language problem.

Permanent Physical Disability: includes paraplegics who are paralyzed in the lower extremities of their bodies and quadriplegics who are persons paralyzed in the upper and lower extremities of their bodies. This condition could have happened from sickness or accident.

Other: Mark this circle in the case of a person who is mute, autistic or suffers from dementia.

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Question Number 7: Which indigenous group do you belong to?

Mark with an "X" the corresponding circle, agreeing with the response of the person. For

children, mark the question based on the response of their parents.

Example:

When enumerating a dwelling in Setegantí of the Province of Darién, the head responds that both he and his companion are indigenous. To the question about what group they belong to, both say they are Emberá. A 4 year old minor who lives with them will appear in this question as:

[Below the text is a picture of a filled out question.]

Remember that this question is only asked to persons who declared to be indigenous in the list of occupants. If the person is not indigenous mark circle 7 (none).

Question Number 8: in what locality of this country were you born?

Mark with an "X" the circle **in this place** if the person says to have been born in the same locality where enumerated. Keep in mind that this question refers to the locality where the mother lived when the enumerated person was born and not the hospital or other place where she went to give birth.

When the enumerated person says to have been born in another locality, write down this name and the district which this place belongs to.

For those who say they **have been born in another country** write down the name of the country of birth in the corresponding space.

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Do not forget to ask question 8a to those born in another country. write down in the corresponding space the year in which the person came to panama to live permanently.

[Below the text is a picture of a filled out question. The picture is almost impossible to see.]

Question Number 9: In what locality of this country do you live permanently?

Mark with an "X" the circle in this place if the enumerated person claims to live permanently in the same locality where enumerated. In the contrary case, write down the name of the locality where the person lives permanently and its district.

For those who claim to live permanently in another country, mark the corresponding circle and **end the interview**.

Example:

The person states that they do not live permanently in the place of enumeration and points out that their habitual dwelling is located in El Jobo, locality that is in the District of Chame you should write down the information as.

[Below the text is a picture of a filled out question.]

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Section V. Residence 5 years ago and educational characteristics

(Questions 10 to 12)

(For persons 5 years old or older)

Question Number 10: In what locality did you live in this country in may of 1985?

Mark with an "X" the circle **in this place** if the enumerated person states that they had lived in the locality where enumerated for 5 years.

If the person lived in another locality, write down in the corresponding spaces the name of the locality and district where they had lived for 5 years.

For those who had lived for five years in another country, write down the name of the country in the corresponding space.

Example:

If an enumerated person indicates that in May of 1985, they lived in the same place of enumeration, you should mark the circle in this place and no make any other annotation. The information will be registered as:

[Below the text is a picture of a filled out question.]

[p. 58]

Question Number 11: Do you currently attend school?

School attendance refers to both schools of regular education (official or private) as well as vocational schools that are not incorporated into the regular system of education (schools of 1, 2, or 3 years that teach sewing, beauty, mechanics, electricity, etc.). Also consider attendance as any "pre-school" or "children center" and attendance at schools for persons with mental or physical deficiencies and attendance at courses for illiterates.

Mark with an "X" the corresponding circle in agreement with the response of the enumerated person.

[Below the text is a picture of a filled out question.]

If at the moment of the Census the schools are closed for vacation, work stoppages, lack of teachers or another reason, and the enumerated person is a student waiting to renew classes, yes should be marked in question 11.

Question Number 12: What is the highest grade or school year you completed?

Write down in the corresponding space the level of education, [or] the number of years that the person passed.

Examples:

[Below the text is a picture of a filled out form.]

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Do not use roman numerals. Keep in mind that the highest grade or year of regular education totally passed is requested and consequently neither half grades nor grades that have not been completely finished or passed should be written down.

If the person has received education abroad or in schools in the Panama Canal Zone, write down the equivalent grade in the system of regular education of the country with the closest possible approximation. for example: the 8th grade of the schools of the canal zone of panama is equivalent to the 2nd grade of secondary schooling in panama.

Consider as a vocational school those that are not incorporated in the system of regular education and that teach hairstyling, mechanics, electricity, commerce arbitrator (*perito*), etc. Do not include in this category schools and official schools known as vocational but that are incorporated into the system of regular education, such as is the case of the School of Arts and Crafts and the professional and technical institutes that are found in different parts of the national territory.

If a person studies in a school of regular education and also in a vocational school, write down the grade in the level that the person considers most important.

If you marked grade or up to 3rd grade of primary [education] and the person is ten years old or older ask:

Question Number 12a: Are you able to read and write?

If the person knows how to read and write a passage [refers to the ability of read and comprehend a passage] mark circle (Yes). If the person only knows how to read or writes numbers, mark circle 2 (no).

This question applies to persons that can read or write in any language.

[Below the text is a picture of a filled out form.]

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Section VI. Degree obtained and economic characteristics

(Questions 13 to 21)

(For persons 10 years old or older)

Question Number 13: What diploma or degree do you possess?

Write down in the corresponding space the diploma or degree that the person has obtained.

Diplomas or degrees refer to those that persons acquire through courses of study in full time or part time programs, whether in regular education or not, within or outside of the country.

For the case of persons who posses many diplomas or degrees, **write down the one the person considers most important or of the highest level.**

If the person has not received any diploma or degree, but rather only a primary school or first cycle certificate mark the circle none.

[Below the text is a picture of a filled out form.]

Examples of filling out questions 11 to 13.

Example Number 1:

Mrs. Juana, who is being enumerated in the administrative unit of San Fransisco, states that she got her first cycle certificate, but afterward, because she wanted to get work as a dress seamstress, studied two years in a vocational school where she got the degree of dressmaker. Her daughter Teresa, who lives with her, is studying the subject of Pedagogy at the university to be a professor, she already graduated with a License in Biology.

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[Below the text are two filled out questionnaire forms.]

Example Number 2.

When enumerating a dwelling in the Administrative Unit of Leones of the District of Las Minas where 2 brothers live: José and Pedro, José, the oldest, states that he is attending a course for illiterates because when he was young he did not finish the 2nd grade and he wants to read the letters that his son who lives in Panama sends him.

Pedro, younger brother of José, finished 6th , but because there was no secondary school close to where he lived when he was a child, he did not continue studying. He does not have any interest in continuing to study.

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[Below the text are two filled out questionnaire forms.]

Important observations about questions 14 to 21:

Questions 14 to 21, which form part of this section, are meant for getting information about the participation of the population of 10 years old or older in economic activities of the country. **It is recommended that each member of the home respond for themselves.** If this is not possible, the Head or responsible adult could respond for the youngest, but it is preferable to insist that the adult members respond for themselves.

The information refers to the week before the Census. This week is defined as the reference week and is understood to be from Sunday to Saturday.

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[Question Number] 14. Principal activity of the individual:

The responses obtained in question are the basis for classifying the population of 10 years old or older in:

- a. **Economically active:** is understood to be the employed population (Circles 01 and 03) and the unemployed population (Circles 02, 04 and 05)
- b. **Not economically active:** is understood to be a homemaker, student, retiree or pensioned, rentier or other condition (Circles 06 to 10).

Question Number 14a: Did you work last week or did you have any job from which you were temporarily absent?

If the response is affirmative, mark the corresponding circle and go to question 15. If the person

answers "no", continue with question 14 b, which the arrow in the questionnaire indicates. In this question, persons who are employed or that is those who have a remunerated job or employment or those who have their own business like for example the owner of a grocery store, the businessperson who has their own office, etc. should respond "yes".

The box "yes" should be marked also, for all persons who work independently. For example:

- A dress designer who works at home.
- An ironer who irons in a family house.
- A gardener who works in different houses.
- A woman who makes food for selling outside of the house.
- A woman who weaves baskets or any other craft for selling.
- A peddler or traveling salesperson.
- A farmer who works a plot of land.
- A child of a farmer who helps the father with the crops.
- A farmer who does not have any land, but makes a living as cane cutter cleaning fields or as one who sows.

Also, "yes" should be marked when the person has employment but was absent last week because of temporary incapacity, vacation or on leave because of pregnancy.

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Also, ["yes" should be marked] for the independent worker that during the reference week worked few hours or did not work for temporary reasons. For example: a taxi driver whose car was being repaired, a candy salesperson who became sick, etc.

Question Number 14 b: Did you look for work last week? (for the persons who answered no to question 14a.)

If the answer is affirmative, mark the corresponding circle and go to question 15. If the person answers "no", continue with question 14c, which the arrow in the questionnaire indicates.

Question Number 14 c: For what reason did you not look for work last week?

If the person responds in agreement with any of the circles 03 to 05 (The person does occasional jobs, Looked for work before and is waiting for news or Impossible to find work), mark the corresponding circle and go to question 15.

For those who respond affirmatively in any of the circles 06 to 10 (Homemaker, Student, Retiree, or pensioned, Rentier or Other condition), mark the corresponding circle and go to question 21. Keep in mind the following definition:

Does occasional jobs: a person who does occasional jobs (*camarones*); for example: a fisher, a mason, etc.

Looked for work and is waiting for news: a person who has looked for work before and is waiting to be called or sent for.

Impossible to find work: a person who is unemployed and is tired of looking for work because they are discouraged and now do not look.

Homemaker: a person who does only and exclusively domestic tasks and chores in their own home and are not looking for work, are not retired, or pensioned or live on investments,

or attend school. In a dwelling there can be more than one homemaker.

Student: a person dedicated principally to studying. If the person studies and also tends to domestic duties, circle 07 (student) should be marked.

Retired or pensioned: A person who has stopped working and is receiving income as retirement payments or pensions. Do not include persons who receive food pensions for divorce or separation.

Rentier: a person who receives money or investments from a business, company, real estate, renting of land, machinery, etc. without working.

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Other condition: a person who, without being classified in any of the groups above, does no economic activity. This person can be idle, invalid, secluded, etc.

If a person is dedicated to studying and also works, they should be marked in question 14 in circle 01. Equally, if a person is retired and also works, they should be marked in question 14 in circle 01. In summary, the fact that a person works prevails in the classification of question 14. Independently of the response of the person, only a circle marked in any other the alternatives 01 to 10 are accepted;

Example:

If when interviewing a person, this person responds that they did not work last week nor had any employment, nor looked for work last week and when asked for what reason they did not look for work last week, they respond that they are a student, the question is marked in the following manner:

[Below the text is a filled out form.]

Questions 15 to 21 should be asked to all persons who were marked in any of the circles 01 to 05 of question 14. Except to persons who answered that they have never worked in question 15.

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Question Number 15: What occupation, trade or job did you do last week or the last time you worked?

For one who works (employed) and has more than one job, write down the occupation of the principal job. Consider as principal job that which produces the largest income.

For unemployed, write down in the space designated for principal occupation, the occupation, employment or job done at their last job. If an unemployed person never has worked but rather is looking for first employment, write down " **Never has worked**" and go to question 21. The highest age for these persons is 45 if female, if male, investigate the cause and make the respective observations.

Write down in this question the specific occupation that is done in the job of the enumerated person, avoiding vague or generic terms. Example:

[Below the text is a list of "correct" and "incorrect" occupations.]

Incorrect
Office worker

Correct
Internal Messenger
Hotel Receptionist
Bank Teller
Executive Secretary

Incorrect
Driver

Correct
Of a truck
Of a taxi
Of a bus
Of a mule

Incorrect
Mechanic

Correct
Of cars
Bicycle Assembler
Of diesel engines
Of sewing machines
Of typewriters

Incorrect
Machine Operator

Correct
Computer Operator
Typist
Mimeograph Operator

Incorrect
Manager

Correct
Sales Manager
Production Manager
Maintenance Manager
Quality Control Manager

Incorrect
Doctor

Correct
Veterinarian
Children's Dental Surgeon
Dermatologist
Pediatrician

Incorrect
Construction Worker

Correct
Mason Helper
Tile placer
Shoveller
Carpenter

Incorrect
Agricultural worker

Correct
Milker
Kitchen Assistant (Water Carrier)
Coffee Gatherer
Cutter [*Machetero*]
Poultry breeder
Stable Keeper
Cattleman, etc
Cane Cutter

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Question Number 16: Where do you work or where did you work the last time you had a job?

In this question the name of the establishment, company or institution where the person works or worked is wanted and not the locality where this place is located.

Write down the information in the following form:

- a) If it concerns a business, establishment, company or private office, write the complete name. Example: The Panamanian Company of Aviation, Lopez Optics, The Continental Hotel, Department Store "Luces," Soda Fountain Miramar.
- b) Do not use acronyms or abbreviations of the company or institution, unless it concerns a governmental dependence; IRHE, IDAAN, INTEL, IFARHU, MOP, etc.
- c) When it concerns an agricultural farm or a livestock ranch that does not have a name, write down "**In an agricultural farm or a livestock ranch**".

- d) When a person works or used to work in a private house like for example: domestic employees, cooks, ironers, gardeners, etc, write down "**In family house**".
- e) In the cases of tailors, clothes washers, or persons who make or used to make food in their house as their job or for sale, write down "**In their house**".
- f) When a person works or used to work in the street on their own account (car washers, traveling salespersons, patio cleaners, taxi or bus drivers, commission salesperson, etc.), do not ask this question but rather write down "**In the street**".
- g) When the person works or used to fish as their job on their own account write down "**In the sea**".
- h) For a person who works or worked in the Canal Commission the name of the Division or Department should be obtained.

Examples:

- 1) Division of maintaining the Canal Commission
- 2) Division of Engineering de the Canal Commission

- i) When a person works or used to work in any school or secondary school, write down the name of the **school or secondary school** and not the Ministry of Education. If a person works or used to work in any medical center of the Ministry of Health write down the name of the **health center** and not Ministry of Health.

Question Number 17: What is done at the business, establishment, company or institution where you work or worked?

Write with the best precision the class of activity that was done at the business, establishment or company whose name was written down in question 16. If a person works or used to work in any governmental institution, **write down Administration and Public Services**.

Example:

[Below the text are two columns, the name of the business on the left and the class of activity on the right as flows:]

- López Optics-eye examinations and sale of glasses
- Department Store La Avenida-sale of clothes for women or men
- Grocery Store El Sol-sale of retail provisions
- Ramos and Sánchez , S. A.-Legal Services
- Ministry of Employment-Administration and Public Services
- Puertas, S.A.-Manufacture of wooden doors
- Ortega Blacksmith's-Factory of iron and rail furniture

For the person who works or used to work in the Canal Area the activity that is done in the company, institution and business established in this area should be written down.

Example:

Division of Maintaining of the Canal Commission of Panama-maintaining of buildings, highways etc.

Division of Engineering of the Canal Commission of Panama-technical engineering jobs Commissary, Armed Forces of the United States-retail commerce of food and drinks

Military Hospitals Gorgas and Coco Solo, Armed Forces of the United States-Medical services

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Example of filling out for questions 14 to 17

Example Number 1:

In the administrative district of Santa Ana a dwelling is being enumerated where Señor Carlos González lives who states that his position is in the Ministry of Health where he worked last week as office clerk "111", but his occupation is as a messenger. His wife Estela is a dress maker in her house.

[Below the text are two filled out forms]

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Example Number 2:

Rubén Díaz who lives in Nuevo Emperador when being enumerated states that he is a farmer but because of being sick he did not work last week. The crop that he has planted the most is corn. With Mr. Rubén lives his son José who is waiting for a call about a job in the company Panama Tinsmith's. He has recently graduated and never has worked before.

[Below the text are two filled out forms]

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Question Number 18: Do you work or did you work last time as a:

Before asking this question, observe the responses written down in questions 15 and 16, since based on these responses, in some cases you will be able to deduce what circle to mark on this question.

Read the alternatives and mark the corresponding circle, according to the case, for which you keep in mind the following definitions:

Circle 1. Employee or salary earner: is a person who works or used to work for an employer and receives or used to receive remuneration in the form of salary, wage, commission, tip, paid by the job or in kind.

Circle 2. Independent or own-account worker: One who runs or has run their own economic company or private business or manages on their own account a profession or office and is not in charge of any remunerated employees. This person can work alone or with associates. Example: Bus driver, Traveling salesperson, Home hairstylist, Shoeshine [person], etc.

Circle 3. Unpaid family worker: a person who works or has worked 15 hours or more a week for any family member in their business, company or farm and does not receive a wage or salary for their work.

Circle 4. Employer (owner): One who runs or has run their own economic business (alone or with associates), or manages on their own account a profession, office, that always is in

charge of one or more employees who receive salaries.

Circle 5. Member or a Production Cooperative or Settlement: is a person who works or has worked for a Cooperative or a Farmer's Settlement and receives an income proportional to the sale of the product.

Considering that it may prove to be too simple to determine who is an Employee or salary earner (Of the Government, Private Company, Canal Commission, etc.) let us analyze the rest of the occupational categories and the following cases a little more:

- a. You are enumerating in the dwelling of Mr. Juan Barria. When asking him for the place of work he states that he is owner of the newsstand San Antonio (question 16). Upon asking him question 18 be careful to make the correct classification investigating if he is in charge of employees. If he has them, it should be classified in circle 4. If not, it should be classified in circle 2.
- b. You will be able to determine the category of occupation of the persons in some cases, by means of question 15 (occupation). Example: a shoe shiner, traveling salesperson, car washer, scrap seller, newspaper seller and other occupations that persons do in which they logically are not in charge of any employees.

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These persons can be classified automatically as **independent or for their own account**.

- b. In equal form the category of occupation (question 18) will be able to be determined through the response given to question 16 (where do you work or did you work). Example: If a person states that they worked (question 16) in the IRHE, the IDAAN or any other dependency of the government, you will be able to classify the person automatically as employee or salary earner. Equally if the person works in their house or in the street they can be classified as **independent or for their own account**.
- c. Inasmuch as the family worker, you may think that it concerns a person who works in a family house, nevertheless, if you carefully read the definition, it will become clear to you that it concerns a person who works 15 hours or more a week in the business of a family member without receiving a wage or a salary. In this category are included the family members of farmers who work in the same plot of land without receiving payment.

Question Number 19: For whom do you work or did you work?

This question is asked to persons who were marked in circle 1 (employee or salary earner) in question 18. Read the alternatives and mark the corresponding circle in agreement to the response of the person, considering the following definitions:

Circle 1. Private company: if a person works or has worked for a private employer and receives for their work, **remuneration** in the form of a salary, wage, commission, tip, paid by the job or paid in kind. Example: agricultural worker, seller in a grocery store, employee in a shoe factory, head of accounting, secretary, etc

Circle 2. Government: if a person who works or has worked for the Central or Municipal Government, such as: The Ministry of Housing and Treasury, Government, Offices, in Autonomous or Semi-Autonomous Entities like the Savings Bank, Social Security Fund,

Institute for the Formation and Use of Human Resources (IFARHU [in Spanish]), etc. and receives for the work a remuneration in the form of salary or wage. Include in this category the employees of international organisms (Embassies, OAS, UNO, etc.)

Circle 3. Cooperative: if a person works or has worked for a Cooperative of production, of consuming, of savings, etc. or a farmer's settlement.

Circle 4. Family house: if a person works or has worked in a family house and receives for the work remuneration en the form of a salary or wage. Example: domestic employee, gardener, driver, cook, housekeeper, butler, etc.

Circle 5. Canal Commission: if the person works or has worked in the Canal Commission , a company that is in charge of the running and maintaining of the Canal.

Circle 6. United States Armed Forces: if the person works or has worked for the Armed Forces of the United States of America.

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Question Number 20: Is or was your job temporary?

Mark the corresponding circle agreeing with the response of the person, considering the following definitions:

Circle 1: Permanent employee: a person who works or used to work in a private company with the existence of a contract 1 year or more. In the case of government employees, the person is or was appointed by decree.

Circle 2: Temporary employee: a person who works or has worked in a private company with a contract under 1 year. In the case of government employees, it is a person not appointed by decree, but rather works or used to work the same job by contract.

Question Number 21: What was your income last month from:

- a. Wage or gross salary?
- b. Income from independent work or by your own account?
- c. Farm or livestock sales?
- d. Retirement payment, pension, grants, family aid, rent, investments, or subsidies?
- e. Without income

Read every one of the alternatives and wait for the response of the person. If there is no income in any of the alternatives draw a diagonal line. Below is detailed what should be included in each alternative of the question.

a. Wage or gross salary: refers to the wage, gross salary or commission obtained in the occupation that the person did last month, without deductions of Social Security, Income Tax, Education Insurance, or whatever other deduction from loans from a bank or other credit institution. When the person earned fixed wage and commission, add the two amounts and write down the result in the corresponding space.

Put a zero in front when the amount is less than 1,000, Example:

[Below the text is a filled out form.]

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For employees of the agricultural and livestock sector, ask for the whole gross salaries for all days worked last month and add those salaries earned during the time that they worked and write down the corresponding amount.

Example:

When enumerating a dwelling, it is found that one of its members worked in the agriculture and livestock sector in neighboring farms for 12 days. The payment received was B / 3.00 for 5 days and B / 4.00 the rest of the days worked, for which the calculation carried out is 3 Balboas for 5 days plus 4 Balboas for 7 days = B / 43.00. the salary to write down will be:

[Below the text is a filled out form.]

If a person is not sure or does not know the wage or salary of another person who is not present, with much tact, ask for last month's pay stub. If the checkbook corresponds to a week, multiply the gross total by 4.33 and if it is of every other week, multiply the gross total by 2.

If a person refuses to give a wage or salary, write down 9999 in the corresponding space

Example:

If you are enumerating a dwelling in the administrative unit Bella Vista and one of the members of the home who worked in a private company says that **they do not know how much they earned**, which is a subtle and indirect way of refusing to give the information, try to convince the person in a confidential way that they [the private company] have their information and use any other means of persuasion to get the required information. If you cannot obtain the information by any other means, write down the numbers 9999 in the following manner:

[p.75]

[Below the text is a filled out form.]

b. Income from independent job or by their own account: refers to the net income, or that is deposits minus expense withdrawals in the business received by the person who worked for their own account or as employer.

Example:

When enumerating an owner of a grocery store, he states that he sold more or less B / 250.00 in merchandise a day, but that the net gain is B / 15.00 a day. It did not close any day of the month. The income to be written down will be (15 x 30):

[Below the text is a filled out form.]

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c. Agricultural and livestock sales: refers to sales of agricultural and livestock products that an agricultural or livestock worker made during the last month.

Example:

Mr. Victor Corrales who is a farmer, last month sold 300 lbs of corn at B / 10.00, 1000 lbs of rice at B / 12.00. Also he sold 3 chickens at B / 6.00 a head. The carried out calculation is 3 times 10 = B / 30.00 plus 10 times 12 = B / 120.00 plus 3 times 6 = B / 18.00 = B / 168.00. The income to be written down will be:

[Below the text is a filled out form.]

d. Retirement payments, pensions, grants, family aid, rent, investments or subsidies: refers to income received by a retired or pensioned person such as a food pension that one of the spouses receives from the other because of being separated, like food payments for the children that they have had in common.

It also includes here all contributions that one of many of the members of the home can receive from family members (**not belonging to the home**), or other persons such as public or private institutions. The contributions can be in money or in kind (goods or services). In this last case, the values should be calculated and written down in Balboas. Example[s] of this type of income are: milk or other food that children in schools or children's centers receive, food and goods donations by social aide or state programs; money, clothes, food or any other goods that can be received by being **non resident** parents or relatives in the interviewed dwelling, etc. The number to write down should be the final result of all the contributions that the person would be able to receive in this heading. Include also the money received by any renting of dwellings or places, land or any other property that the person owns and the dividends, interests, or benefits from stocks, bonds and savings accounts or investments. Do not forget to ask if there is any scholarship holder and if there is one under 10 years old, **write down the information about the head of home**.

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Example of filling out of questions 18 to 21:

Upon continuing the interview of Mr. Carols González, who works for the Ministry of Health, he says that he is a Government employee and was appointed permanently 1 year ago. His wife Estela also sews in the house on her own account. She made 10 dresses last month at B / 10.00 each. Carlos was earning B / 250.00 last month, also he drove a taxi that gave him more or less B / 150.00.

[Below the text are 2 filled out forms.]

Important Note: When asking questions 15 to 20 corresponding to **Economic Characteristics**, the condition of the person, given in question 14a should be kept in mind. That is, that if it is observed that the person worked last week, these questions will be asked in the following manner:

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Question Number 15: what occupation, trade or job did you do last week?

Question Number 16: Where do you work?

Question Number 17: What is done at this business, establishment, company or institution where you work?

Question Number 18: What do you work as?

Question Number 19: For whom do you work?

Question Number 20: Are you a permanent or temporary employee?

On the contrary, if it is observed that the person did not work last week, the questions will be asked in the following manner:

Question Number 15: What occupation, trade or job did you do the last time you worked?

Question Number 16: Where did you work last?

Question Number 17: What is done at this business, establishment, company or institution where you worked?

Question Number 18: What did you work as the last time?

Question Number 19: For whom did you work?

Question Number 20: Were you a permanent or temporary employee?

Some persons consider as work what they did for an employer and not what they did on their own account, so when asking about their last job they both should be considered. For this reason, if a person stopped being employed by an employer and later did some work on their own account, questions 15 to 20 will refer to the work done on their own account.

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Section VII. Fertility and Mortality Characteristics

(For women 15 years old and older)

Question Number 22: How many sons and daughters born alive have you had?

In this question the number of sons or daughters born alive in her whole reproductive life that the woman has had is requested. The number should cover all sons and daughters born alive, even though they are not alive now or they do not live with her. Include the child(ren) who were born alive but died at the moment of birth.

Write down in the corresponding spaces the number of sons and daughters who the person states. For women who never have had children, mark the circle corresponding to "none" and end the interview of this person.

Question Number 23: Of these [children] how many are alive?

Write down in the corresponding spaces the response of the person. The information refers to the number of children alive at the moment of the interview, whatever their age, or if they live with the mother or not.

The following conditions are applied to women from 15 to 49 years of age, who declared to have had children born alive.

Question 24: Of your sons and daughters born alive, were any born during the period between May 14th 1989 and today?

Mark the corresponding circle agreeing with the response of the person. This question concerns the current fertility which is needed to know if the woman has had any child from May 14, 1989 to the date of the Census.

When the person answers affirmatively, the date of the birth of the son or daughter born alive should be marked in the corresponding space. (**day, month and year**)

If the response is negative, finish the interview and continue with the next person.

Question Number 25: Is this child alive?

Mark with an "X" the corresponding circle, agreeing with the response of the informant. Keep in mind that this question refers to the child declared in question 24.

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Example of filling out of questions 22 to 25:

In the dwelling of Andrés Medina his spouse Juana Díaz is being interviewed, who states that she is 50 years old. On the questions of fertility and mortality, she answers that she has four children alive, and she had six overall, but one was born dead and another died after 3 months. María, daughter of Mrs. Juana who lives with them, when asked questions about fertility and mortality states that she has a son, who was born January 10 of this year.

[Below the text are 2 filled out forms.]

Make the necessary observations, verify that all the persons written down in Section III (List of Occupants) have been enumerated, fill out the chart that is at the end of the List of occupants and finish the interview. Write down your name and sign the questionnaires. And **do not forget to put the enumerator card in a visible place of the dwelling.**