



**MDGF-1919:  
Enhancing Access to  
and Provision of Water Services with the  
Active Participation of the Poor**

***Manual of Guidelines for  
Baseline Survey of Thirty-Six Waterless Municipalities  
Volume III. Manual of Guidelines  
For Household Survey***



**March 29, 2010**



***Department of the Interior and Local Government (DILG)  
Office of Project Development Services (OPDS)  
Water Supply and Sanitation Unit (WSSU)***

For more information, visit our website: [www.dilg-mdgf1919.org.ph](http://www.dilg-mdgf1919.org.ph)

## **ACRONYMS AND ABBREVIATIONS**

BLGU	Barangay Local Governmen Unit
BWSA	Barangay Water Supply Association
DILG	Department of the Interior and Local Government
FGD	Focus Group Discussion
HH/s	Household/s
HP	Horsepower
KII	Key Informant Interview
LGU/s	Local Government Unit/s
MDGF	Milleneum Development Goal Fund
MW4SP	Municipal Water Supply and Sanitation Sector Plan
OPDS	Office of Project Development Services
P/MWATSAN	Provincial/Municipal WATSAN Team
P3W	President's Priority Program on Water
PO/s	Peoples' Organization/s
UNDP	United Nations Development Programme
WATSAN	Water and Sanitation
WSPs	Water Sector Plan
WSSU	Water Supply and Sanitation Unit

## ACKNOWLEDGMENT

This Manual of Guidelines for the Baseline Survey of Thirty-Six Waterless Municipalities under the Joint Programme *Enhancing Access to and Provision of Water Services with the Active Participation of the Poor* is intended to be a tool for establishing the actual situation of water and sanitation in the target municipalities. It was prepared through the convergence of efforts and inputs from different stakeholder.

In this connection, the Department of the Interior and Local Government wishes to acknowledge the participation and contribution of different stakeholders who have been involved in its drafting, pre-test and completion:

- the DILG Regional Offices, Water and Sanitation Focal Persons at Regional, Provincial and Municipal levels;
- the Provincial and Municipal Local Government Units participating in the Joint Programme and their respective Water and Sanitation (WATSAN) Teams;
- Non-governmental organizations which participated in deliberations;
- Our partner agencies – the National Economic and Development Authority, National Water Resources Board, Local Water Utilities Administration, to name a few;
- The Municipalities of Tungawan and Danggagan of the provinces of Zamboanga Sibugay and Bukidnon, respectively, which were the areas for the pre-test of guidelines for field level data gathering and assessment;
- Our donors- the United Nations Development Programme and the Government of Spain without whose support the preparations would have not been pursued;
- And all others who in one way or another made this output possible.

It is hoped that appropriate use of the guidelines contained herein would provide useful basis for sustainable development and management of water and sanitation programs.

## INTRODUCTION

In the pursuit of its mandate in building capacities of Local Government Units (LGUs) for the provision and efficient management of basic services, the Department of the Interior and Local Government (DILG) strived to access external support for Water and Sanitation. After several studies and implementation of water and sanitation projects in specific areas, the DILG joined forces with the National Economic and Development Authority for the implementation of the Joint Programme *Enhancing Access to and Provision of Water Services with the Active Participation of the Poor*.

Referred to as MDGF 1919, the Joint Programme focuses on institutional strengthening to complement the infrastructural interventions in the water and sanitation sector, mainly on thirty-six waterless municipalities. The main outcomes of the Joint Programme, which are in line with the Philippine Water Supply Sector Road Map are: (1) Investment support mechanisms shall have been established for poor communities/municipalities to improve efficiency, access, affordability and quality of affordable water; and (2) enhanced local capacities to develop, operate and manage water utilities by fostering participation in decisions relating to water service provision.

Towards assuring sustainability, the JP needs to refer to baseline data and information on what is currently in place. The Baseline Survey is the first key component under outcome 2 (enhanced local capacities) that is envisioned to provide useful basis for planning the development efforts for water and sanitation. The survey focuses on three major components: technical inventory, assessment and mapping of existing infrastructures; profile and status of households; and profile and capacities of water users associations, local water service providers and local government units, particularly the water and sanitation councils. This Manual of Guidelines for Conducting Household Survey in Thirty-Six Waterless Municipalities shall aid the DILG Water and Sanitation Unit and its counterpart teams at Regional, Provincial and Municipal levels in undertaking such task.

The Manual is compiled in four volumes containing general and specific guidelines and tools for activities at field level : Volume I. The MDGF 1919 Comprehensive Manual of Guidelines for Baseline Survey of thirty-Six Waterless Municipalities; Volume II. The Manual of Guidelines for Facilities Mapping, Technical Inventory and Assessment; Volume III. The Manual of Guidelines for Household Survey; and Volume IV. The Manual of Guidelines for Institutional Assessment. Another separate package, Volume V, shall be issued towards the culmination of the Baseline survey to serve as guide for data management, preservation, updating and retrieval.

**ROLYN Q. ZAMBALES**

Director, Office of Project Development Services  
Department of the Interior and Local Government

**GENERAL GUIDELINES FOR CONDUCTING THE MDGF 1919 BASELINE SURVEY**

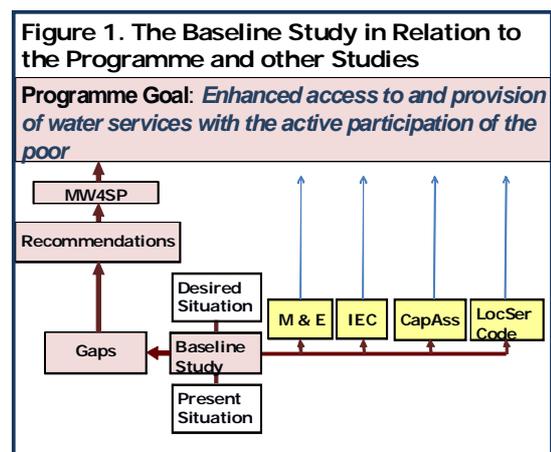
**1 Background and Introduction**

**1.1 Anchorage: The Joint Programme**

The United Nations, the Government of Spain and the Government of the Philippines pursues the Joint Programme (JP) “Enhancing Access to, and Provision of Water Services with the Active Participation of the Poor”. The JP shall complement the existing infrastructure programs on potable water supply, particularly the President’s Priority Program on Water (P3W) by providing the “soft” components. The main outcomes of the JP, which are in line with the Philippine Water Supply Sector Road Map are: (1) Investment support mechanisms shall have been established for poor communities/municipalities to improve efficiency, access, affordability and quality of affordable water; and (2) enhanced local capacities to develop, operate and manage water utilities by fostering participation in decisions relating to water service provision.

Towards assuring sustainability, the JP needs to refer to baseline data and information on what is currently in place: inventory and mapping of existing infrastructures; profile and capacities of water users associations and/or local water service providers; and factors which hinder or facilitate the access to, and provision of water services with special focus on the poor and the disadvantaged.

An assessment of the local situation in connection with water supply will best support the direction for sustainable development in the sector by establishing the gaps and corresponding recommendations which would be useful reference for the preparation of Municipal Water Supply, Sewerage, and Sanitation Sector Plan (MW4SP). The study, simply called the *MDGF 1919 Baseline Survey*, would be coordinated with other components of the Joint Programme – Monitoring and Evaluation, Information, Education and Communication, Capacity Assessment, and Local Service Code.. This is illustrated in Figure 1.



## 1.2 Purpose of the MDGF 1919 Baseline Survey

The MDGF 1919 Baseline Survey is envisioned to be a conscientious situation analysis which could serve as useful baseline data and information on Water and Sanitation in the target municipalities. Key question to be answered is:

***“What factors facilitate or hinder the access to and provision of water services to beneficiaries, especially the poor?”***

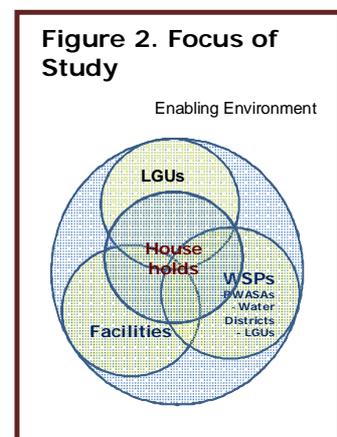
Specifically, the Survey aims to establish the current situation in terms of:

- Current state of the infrastructure facilities whether : (1) fully functional; (2) partially functional; or (3) non-functional;
- Profile, status of the households, with special focus on women and children, the extent by which they access, or are served by the water supply facilities, and the extent by which they are involved in decision-making;
- An assessment of water users’ associations, roles and capacities to engage in local governance processes (decision-making, planning and implementation); demand accountabilities; and practice gender equality;
- An assessment of water service providers in terms of roles and capacities: 1) in providing safe, adequate, affordable and continuous water services; 2) ensuring gender equality and integrity in the provision of water services; 3) and regularly consulting and providing information to the community;
- An assessment of the Municipal Water and Sanitation (WATSAN) Councils’ roles and capacities: as a) local oversight body on water matters and engaging the community in regular dialogues and consultations; b) in promoting gender equality in policies and plans; and c) in ensuring integrity in the whole local water governance and the rights of its local citizens to water is promoted, protected and fulfilled.

## 1.3 Focus of the Study

The Study, therefore, focuses on:

- 1) the households
- 2) the physical facilities
- 3) the Water Service Providers (WSPs) and the Local Government Units (LGUs); and
- 4) the enabling environment – external factors such as policies, relationships, the environment, and others which affect the households, the facilities, the water service providers, the LGUs and their relationships in the course of accessing/delivering water services.



#### 1.4 Target Municipalities

The target municipalities for baseline survey are listed below.

**Table 1. List of Thirty-Six (36) Waterless Municipalities for Baseline Survey**

Region	Province		Municipality	
II	1	Cagayan	1	Abulug
			2	Alacapan
			3	Ballesteros
			4	Lasam
			5	Pamplona
			6	Sto. Niño
V	2	Isabela	7	Palanan
	3	Camarines Norte	8	Basud
	4	Camarines Sur	9	Capalonga
			10	Garchitorea
IX	5	Zamboanga del Norte	11	Siruma
			12	Gutalac
			13	Jose Dalman
			14	Kalawit
			15	Katipunan
			16	Siayan
			17	Siocon
			18	Sirawai
	6	Zamboanga Sibugay	19	Alicia
			20	Payao
			21	Titay
			22	Tungawan
	7	Zamboanga del Sur	23	Lapuyan
			24	Midsalip
			25	Tigbao
X	8	Bukidnon	26	Dangcagan
			27	Don Carlos
			28	Kadingilan
			29	Kibawe
			30	Kitaotao
			31	Sultan Naga Dimaporo
9	Lanao del Norte	32	Baliangao	
10	Misamis Occidental	33	Sinacaban	
CARAGA	11	Misamis Oriental	34	Claveria
			35	La Paz
	12	Agusan del Sur	36	Sibagat

## 2 Users and Uses of the Baseline Survey Guidelines

These guidelines provide the requirements, processes and tools in pursuing the baseline survey, adopting unified approach and methodology that espouse participatory concepts and strategies. Basic roles and responsibilities of different groups are also identified, as well as reporting form. *WATSAN Teams may be allowed to undertake subject to a prior notification and agreement with the WSSU.*

**Table 2. Specific Users and Uses of the Baseline Survey Guidelines**

Users	Uses
DILG-OPDS/WSSU and DILG regional, provincial and municipal level offices	Provision of guidance for implementing teams Monitoring of progress of activities and expected outputs
Provincial and Municipal LGUs	Reference for related decisions
Provincial and Municipal WATSAN Teams	Guide for the conduct of baseline survey activities Reference for the implementation and supervision of activities
Enumerators/Technical Inventory Teams	Guide for data gathering

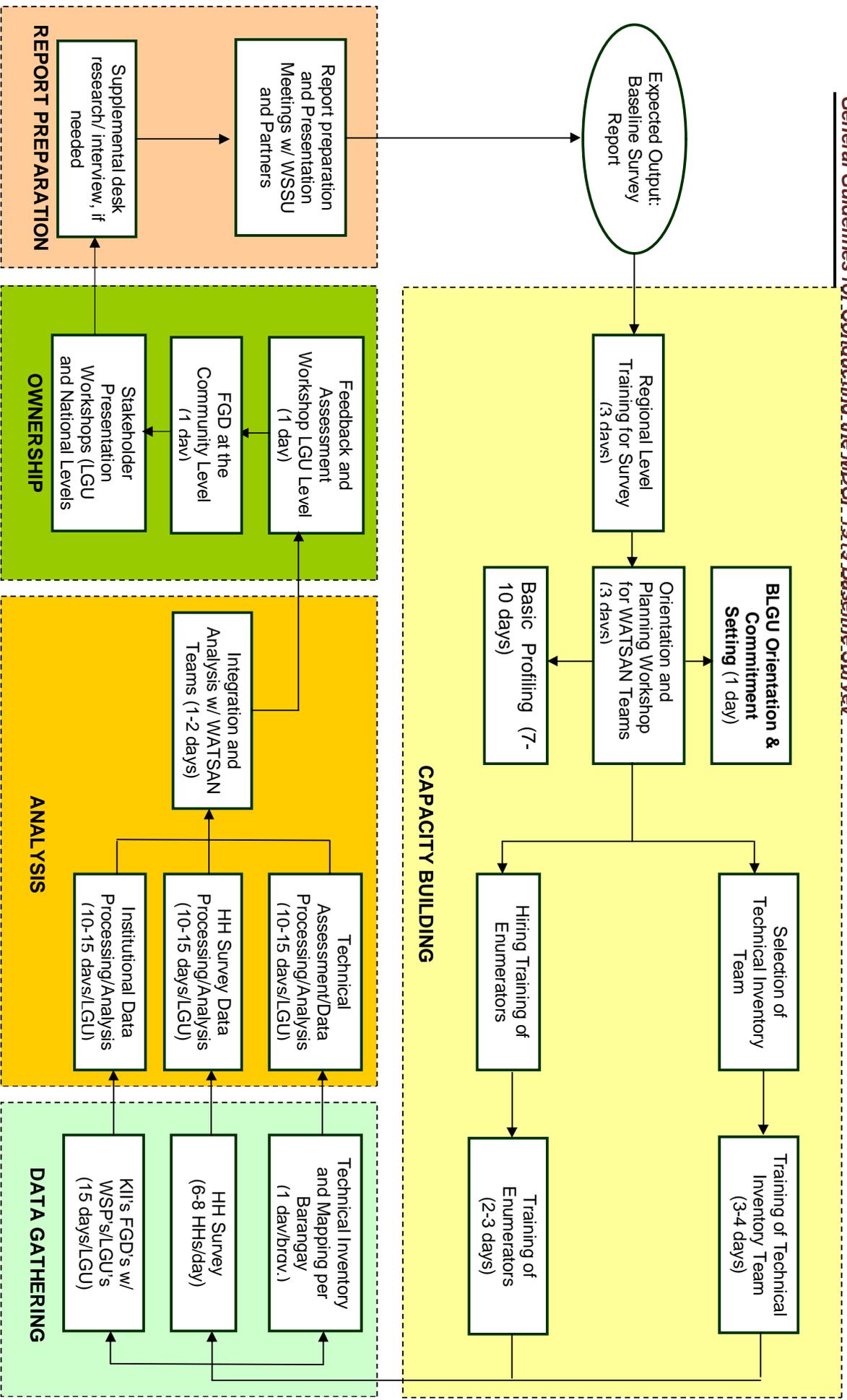
## 3 Key Activities

The activities for the baseline survey is grouped into five phases involving the different focus of attention:

- ✚ capacity building for WATSAN teams and those to be involved in data gathering
- ✚ data gathering with the use of prescribed tools and procedures
- ✚ analysis – processing and analysis of data culminating in participatory analysis at LGU level
- ✚ ownership – consisting of presentation of findings and generation of further from WATSAN Teams, LGUs, communities and other stakeholders
- ✚ reporting – involves the incorporation of findings, analysis and recommendations in a report per municipality.

The outline of activities and description of details are shown in the next pages.

**Figure 1. Outline of Baseline Survey Activities**



**Table 3. Description of Specific Activities for the Baseline Survey**

Activity/Key Outputs	Specific Objectives	Specific Activities	Who Will Do It	Target Source/ Participants
<b>CAPACITY BUILDING PHASE</b>				
1. Regional level training for Baseline Survey  <u>Key outputs:</u> Regional Detailed Work Plan for Baseline Survey	Orient the Regional counterparts on the guidelines for survey	Review of agreements and schedules during regional JP orientation	WSSU and consultants	WATSAN Teams at Regional and Provincial levels
	Enable preparation of specific action plans and strategies	Discussion of Baseline Survey guidelines		Municipal WATSAN Teams
	Enable subdivision of tasks among WATSAN teams	Contextualization of questionnaires; strategy formulation		
		Detailed planning		
		Role Delineation		
		Reporting system		
2. Orientation and Planning Workshops for WATSAN Teams  <u>Key outputs:</u> P/MWATSAN Work Plans for Baseline Survey Task Subdivision within teams	Orient the Provincial and Municipal WATSAN Teams on Baseline Survey Guidelines	Review/contextualization of Baseline Survey Guidelines		
	Enable preparation of specific work plans and strategies	Assessment of local situations and available resources		
		Work Planning		
	Agree on operating norms, including reporting	General Interaction		
3. BLGU Orientation and Commitment Setting	Orient BLGU and generate commitment and work plans for the conduct of survey	Overview of the Baseline Survey: background, purpose, activities	Municipal WATSAN Team	BLGU key officials (at least the Brgy. Chairperson, Chairperson of Infrastructure Committee, Brgy. Secretary)
		List of activity schedules and action requirements from BLGU		
		BLGU scheduling of activities: -Basic Profiling -technical inventory and mapping -Household survey -Community Feedback meeting/FGDs -others		
4. Basic profiling  <u>Key Outputs:</u>	Establish extent of coverage of water and sanitation	Review of records at municipal and/or barangay levels	Municipal WATSAN Team/Baran	WATSAN Records, barangay

-Basic Profiles per Municipality	services		gay leaders	profiles, project records
5. Selection of Technical Team	Assign team to undertake technical inventory and assessment	Clarification of tasks	Municipal WATSAN team	
		Formal designation		
7. Selection/ hiring of enumerators	Assign team to undertake household census and survey	Clarification of tasks and qualifications	Municipal WATSAN Team	BHW, BPO or equivalent, designated/hired enumerators
		Formal designation		
8. Training of Enumerators and Technical Inventory Team	Install, observe knowledge and skills in the conduct of activities	Orientation/ classroom training	Municipal WATSAN Team	Assigned/hired technical team and enumerators
		On-the-job training/guided practice		
<b>DATA GATHERING PHASE</b>				
9. Technical inventory/assessment and mapping per barangay	Gather data requirements	Inventory/assessment of source, facilities and service areas	Technical team	Water source, water supply facilities, sanitation facilities, key informants
10. Census and Survey		Interviews	Enumerators	Sample households
11. Institutional Assessment		Documents review, key informant interview, FGDs	Consultant/ WATSAN Teams	Key informants from WSPs, LGUs, etc.
<b>ANALYSIS PHASE</b>				
12. Processing and analysis of data	Analyze data and information gathered	Review, editing, encoding, tabulation, analysis	WSSU and consultants	
13. Integration and analysis at WATSAN level	Undertake overall analysis and interpretation	Discussion of findings	WSSU/ PDMU	WATSAN Teams
		Incorporation of inputs from WATSAN Teams		
<b>OWNERSHIP PHASE</b>				
14. Feedback and assessment workshop at LGU level	Promote LGU ownership of findings	Presentation of findings	WSSU/ PDMU	LGU management and staff
		Further situation analysis (gaps, factors and constraints)		
15. FGD at the community level	Provide feedback on survey results and generate community assessment of WATSAN	Presentation of findings - Potentials - Gaps - Factor/ Constraints - Opportunities	WATSAN Teams	Sample inhabitants; If there are IPs, IPs must have separate FGD
16. Feedback meeting at LGU level	Present, discuss baseline survey results and generate list of next steps by LGUs	Half day meeting	MWATSAN Team with support from WSSU/ PDMU	LGU LCE and key LGU management and staff

<b>REPORTING PHASE</b>				
17. Supplemental Desk Research/ Interview	To support, validate or probe findings as may be necessary	Documents review, Interviews, or e-research	Consultants	
18. Report preparation and Presentation Meetings	To present findings, incorporate further views of partners and stakeholders	Presentation Workshops; Report preparation/ packaging	Consultants with WSSU	Partner institutions, other stakeholders

#### **4 Directory of Tools**

The tools for the baseline survey consist of:

- ✚ instructional guidelines (general and specific guidelines). The specific guidelines accompany each specific data gathering form and questionnaire
- ✚ data gathering forms
- ✚ questionnaires, and
- ✚ Activity guides.

For easier reference, the tools are packaged according to the users and categories of data/information to be gathered. Shown in the next page is the directory of data gathering tools

**Table 4. Directory of Data Gathering Tools for the Baseline Survey for MDGF 1919**

	<b>Title</b>	<b>Code</b>	<b>Main User/s</b>
A	General Guidelines	MDGF-BS-GGL	All
B	Guide for BLGU Orientation	MDGF-BS-BLO	P/MWATSAN Teams
C	Guidelines for Basic Profiling	MDGF-BS-PGL	
	Assessment of Water Supply Coverage	MDGF-BS-PWS	WSSU-Regional Coordinators (RCs)/WATSAN Teams
	List of Health and Sanitation Facilities	MDGF-BS-PSF	
	General Information on Water Service Providers (WSPs)	MDGF-BS-PSP	
D	Guide for Selection and Training of Technical Assessment Team and Enumerators	MDGF-BS-STE	PMWATSAN Teams
E	Technical Assessment		
	Guidelines for Spot Mapping of Water Supply and Sanitation Facilities	MDGF-BS-SMP	Technical Inventory/ Assessment Team
	Guidelines for Technical Inventory and Assessment of Water and Sanitation Facilities	MDGF-BS-TGL	
	Forms:		
	- General Information on Water Supply Facilities	MDGF-BS-GWS	
	- Level I Facilities Technical Information	MDGF-BS-WS1	
	- Level II Facilities Technical Information	MDGF-BS-WS2	
	- Level III Facilities Technical Information	MDGF-BS-WS3	
- General Information on Sanitation	MDGF-BS-SF1		

	Facilities		
	- Technical Information on Sanitation Facilities	MDGF-BS-SF2	
F	Guidelines for Conducting Household Survey	MDGF-BS-SGH	Enumerators and Supervisors, P/MWATSAN Teams
	Interview Schedule	MDGF-BS-HSQ	
G	Guidelines for Institutional Assessment	MDGF-BS-SGI	
	Instructions for Institutional Profiling	MDGF-BS-IPF	P/MWATSAN Teams
	Guide for Focus Group Discussion	MDGF-BS-FGD	P/MWATSAN Teams

## 5 Roles and Responsibilities

**Table 5. Roles and Responsibilities of Groups in the Baseline Survey**

Pre-Implementation	Implementation	Post-Implementation
<b>WSSU</b>		
<p>Orient/train regional/provincial WATSAN Teams</p> <p>Disseminate policies/guidelines and information materials</p> <p>Prepare simple monitoring reports (physical and financial)</p>	<p>Monitor progress of baseline survey</p> <p>Participate in consultation/sharing sessions with consultants</p> <p>Coordinate baseline activities with other components</p> <p>Review/analyze outputs of consultants and of WATSAN Teams, participate in review sessions/workshops</p>	<p>Reproduce, disseminate survey outputs</p> <p>Facilitate utilization of survey results in MW4SP preparation and other tasks under JP</p> <p>Maintain data bank of baseline – related data and information</p> <p>Undertake relevant advocacy, information sharing and dissemination</p>

<b>Baseline Consultants</b>		
<p>Participatory preparation of survey guidelines/tools including activity designs</p> <p>Assist WSSU in the conduct of JP orientation and planning</p>	<p>Install capacities for the conduct of baseline survey including data management</p> <p>Provide technical assistance and supportive monitoring to WATSAN Teams in coordination with WSSU and the PDMU</p> <p>Prepare/submit progress reports</p> <p>Prepare/submit baseline survey reports in accordance with the TOR requirements</p> <p>Conduct review sessions in collaboration with the WSSU Project Officer and RCs</p>	<p>Turnover relevant documents and data to WSSU upon task completion</p>
<b>PDMU</b>		
<p>Initiate planning for baseline survey within the region</p> <p>Mobilize manpower and resources</p>	<p>Coordinate the baseline activities and related support at the regional and provincial levels including those with NGOs and other stakeholders</p> <p>Initiate preparation of work plans by WATSAN Teams</p> <p>Monitor progress of activities within the region, submit progress reports to WSSU</p> <p>Centralize the documentation and reporting system, submit reports to WSSU</p>	<p>Centralize regional level documentation and other relevant documents for reference purposes</p> <p>Initiate project development activities as may be identified during implementation phase</p> <p>Undertake continuing monitoring of gaps, recommendations and actions identified during baseline survey implementation</p>

<b>Provincial WATSAN Teams</b>		
<p>Support, assist the Municipal WATSAN Teams in plan and strategy preparation</p> <p>Coordinate with PDMU</p> <p>Mobilize resources at provincial level, if necessary</p>	<p>Support, assist the WATSAN Teams in the implementation of survey</p> <p>Coordinate the activities at provincial level</p> <p>Mobilize resources at provincial level, if necessary</p> <p>Consolidate reports from Municipal WATSAN Teams, submit to PDMU with analysis and recommendations</p> <p>Provide technical guidance and inputs during workshops, conferences and similar sessions.</p>	<p>Initiate provincial level policies and plans in support to the results of baseline survey</p> <p>Provide support to MLGUs on actions in relation to Baseline survey results</p>
<b>Municipal WATSAN Teams</b>		
<p>Prepare plans and strategies for the implementation of baseline survey</p> <p>Facilitate preparation/ submission of pre-baseline survey implementation requirements</p> <p>Identify/recommend enumerators, members of technical inventory team, and other necessary personnel</p>	<p>Supervise, enforce baseline survey guidelines</p> <p>Check, validate outputs of data gathering, ensure completeness and compliance with requirements and guidelines</p> <p>Prepare/submit progress reports</p> <p>Attend sharing/assessment sessions as may be called for.</p> <p>Undertake advocacy and information sharing/dissemination at Municipal level</p>	<p>Initiate provincial level policies and plans in support to the results of baseline survey</p> <p>Advocate for related local water-related advocacy funds</p> <p>Propose for related studies for the furtherance of relevant survey findings.</p>

## 6 Reporting

The WATSAN Teams shall report the progress of activities to the Project Development Management Unit (PDMU) of the DILG Regional Office. The PDMU shall in turn submit reports to the WSSU. Frequency of reporting shall be monthly. Reports shall be submitted via email to WSSU through the Regional Coordinator every 5<sup>th</sup> working day of succeeding month.

Format shall be as follows:

<b>Progress Report on Baseline Survey for MDGF 1919: Enhancing Access to and Provision of Water Services with the Active Participation of the Poor</b>					
<b>Region</b>					
<i>For the month of</i>					
Date start of activities					
Target date of completion					
	Outputs	Targets		Accomplishment	
		Qty	Date	Qty	Date
1	Enumerators assigned/hired				
2	Technical team				
3	Trained Enumerators and technical team				
4	Spot Maps				
5	Households Surveyed				
6	Key Informant Interviews				
7	Focus Group Discussions				
	others				
Issues/Concerns					
Submitted by:				Date Received by WSSU:	
PDMU					

## **GUIDE FOR BLGU ORIENTATION**

### **1. Why Conduct the BLGU Orientation**

- ✚ To orient the Barangay LGUs, through its leaders, on the purpose, activities and requirements of the Baseline Survey, including the needed support and participation from them
- ✚ To generate initial commitment to provide support for, and participate in, the Baseline Survey activities
- ✚ To facilitate schedules/work plans for Barangay level activities

### **2. Participants**

- ✚ At least the Barangay Chairpersons of target barangays, that is, the barangays covered by the target municipality; at most, the Barangay Chairperson and the chairpersons of relevant Barangay Committees, ex., infrastructure, health, population committees

### **3. Strategy for Implementation**

- ✚ One-day live-out conference
- ✚ Venue may be the municipal hall, or other strategic places for a one-batch activity; any other strategic places for other schemes of implementation such as clustered municipalities

**Key pointers: *Materials be translated into the local dialect***

***Dry-run/preparatory meeting be conducted by the***

***WATSAN Team to level off roles and working norms***

***Disseminate notifications/invitations within ample time***

***prior to date of conduct. Notification/invitation shall***

***contain date, venue, time, purpose/agenda***

### **4. Content Areas/Suggested Program:**

See next page

### Suggested Program for the BLGU Orientation

Time Allocation	Activities	In-Charge
30 min	Arrival and Registration	Conference Secretariat
30 min	Overview of the Baseline Survey: Background, Purpose, Coverage, Uses of the Results	Head, MWATSAN Team
1.0 hr	General Guidelines for Baseline Survey	MPDC
1.0 hr	Guidelines for Basic Profiling	Technical Member of MWATSAN Team
1.0 hr	Schedule of Baseline Survey Activities and Needed Action from BLGU	Head, MWATSAN Team
30 min	Open Forum	MPDC
1.0 hr	Scheduling of Barangay level activities to include among others: <ul style="list-style-type: none"> <li>- Basic Profiling</li> <li>- Technical inventory and mapping</li> <li>- Scouting for potential enumerators</li> <li>- FGDs</li> </ul>	MPDC
30 min	Wrap up	

Alternative options:

- Conduct the orientation during meetings of Barangay leaders, ex., ABC meetings/conferences, and other activities where Barangay leaders/officials are convened
- Orientation by cluster of barangays
- One-on-one orientation

#### 5. Materials (minimum requirements)

- ✚ Visuals or leaflets showing key information on the Baseline Survey - Overview of Baseline Survey (attached), list of target barangays per target municipality



**MDGF 1919: Enhancing Access to  
and Provision of Water Services with the  
Active Participation of the Poor**

*Socio-Economic Household Survey and Assessment of Thirty-Six Waterless Municipalities*  
**Guide for BLGU Orientation**

---

- ✚ Guidelines/forms for Basic Profiling (see specific Guidelines and Forms for Basic Profiling) and other forms as may be necessary

## **6. Documentation and Report Requirement**

The Municipal WATSAN Team shall submit immediately to the DILG-OPDS Water Supply and Sanitation Unit through appropriate Channels a post – conference Completion Report with Highlights, Results/Agreements, specially the schedule of Barangay Level activities. Attendance sheets and other supporting data/documents shall be attached to the report. The report must be received by the WSSU in no more than ten (10) working days after the conference.

**Overview of Baseline Survey: Basic Orientation Material/Contents**

 <p>    <b>MDGF-1919</b>   <small>ENHANCING ACCESS TO AND PROVISION OF WATER SERVICES WITH THE ACTIVE PARTICIPATION OF THE POOR</small> </p> <p style="text-align: center;"> <b>OVERVIEW OF THE SOCIO-ECONOMIC HOUSEHOLD SURVEY AND ASSESSMENT</b> </p> <p style="text-align: right; border: 1px solid black; width: 20px; height: 20px; margin-left: auto;">1</p>	<h3>Purpose</h3> <p> <b>Establish current situation,              Establish gaps and factors              Identify recommendations</b>              in terms of:                  facilities                  households/users                  water service providers                  LGUS, other              stakeholders  <i>In relation to access to and provision of water services</i> </p> <p style="text-align: right; border: 1px solid black; width: 20px; height: 20px; margin-left: auto;">2</p>
<h3>Expected Results</h3> <p>             Current state of the infrastructure facilities whether : (1) fully functional; (2) partially functional; or (3) non-functional         </p> <p>             Profile, status of the households, with special focus on women , disadvantaged people and children, and the extent by which they are <u>served</u> by the water supply facilities, and the extent by which they are <u>involved</u> in decision-making         </p> <p style="text-align: right; border: 1px solid black; width: 20px; height: 20px; margin-left: auto;">3</p>	<h3>Expected Results</h3> <p>             An assessment of water users' associations roles and capacities to engage in local governance processes (decision-making, planning and implementation); demand accountabilities; and practice gender equality         </p> <p>             An assessment of water providers in terms of roles and capacities: 1) in providing safe, adequate, affordable and continues water services; 2) ensuring gender equality and integrity in the provision of water services; 3) and regularly consulting and providing information to the community         </p> <p style="text-align: right; border: 1px solid black; width: 20px; height: 20px; margin-left: auto;">4</p>

## Expected Results

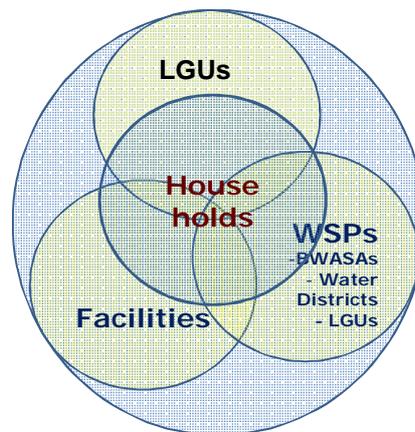
An assessment of the Municipal Water and Sanitation (WATSAN) Councils' roles and capacities as

- a) local oversight body on water matters and engaging the community in regular dialogues and consultations;
- b) in promoting gender equality in policies and plans; and
- c) in ensuring integrity in the whole local water governance and the rights of its local citizens to water is promoted, protected and fulfilled

5

## Focus of Study

Enabling Environment



6

## General Approach

Participatory and consultative  
Location-specific adjustments  
Cascading approach of technology transfer

### Activities

- Review of documents/ experiences
- Participatory questionnaire preparation, pre-test, finalization
- Orientations/consultations/training
- Spot mapping/physical inventory
- Household survey
- Key Informant Interviews
- FGDs

7

## Questionnaires and Tools consist of:

- Profile Sheets per Municipality and per Barangay – Facilities (Water and Sanitation), Households/Population, Water Service Provider
- Physical/Facilities inventory sheets per water system
- Spot maps indicating facilities, water source, households and other related community resources
- Questionnaires for Key Informant Interviews and Household Survey
- Activity Designs for Focus Group Discussions, trainings, workshops
- Instructional Guides

8

**Guide for Accomplishing the Forms  
For Basic Profiling**

**MDGF-BS-PWS: Assessment of Water Supply Coverage**

1	Objective	To establish the extent of coverage of water supply facilities/services within the municipality
2	Uses	Reference for : detailed planning of survey activities; spot mapping of facilities; sampling of respondents for household survey
3	Specific Activities	Basic Profiling: Collection of available data from records at DILG Head Office, Regional, Provincial and/or Municipal levels
4	Responsible	WSSU Regional Coordinators
5	Sources of Data/Information	Main sources: Water and Sanitation Profiles at DILG Head Office, Regional, Provincial and/or Municipal levels
		Secondary sources: Municipal LGUs
6	Explanation of Entries	
	Heading	In the space provided for, enter name of Region, Province and Municipality
	Column (1) Barangay	Name of Barangay. (Assign number for each barangay in the space provided at the left)
	Barangay Coverage	This is intended to establish the whole coverage of the Barangay
	Column (2) No. of HHs	Number of households where one household means a single family or an extended family residing in one abode
	Population	
	Column (3) Total	Total number of people in the barangay
	Column (4) Female	Out of the total population, how many are female?
	Column (5)	Identify projects or fund sources which have facilitated or supported the establishment of water supply facilities
	Service Level	This is intended to establish the coverage of water facilities per service level
	Level I	
Column (6) No. of Facilities	Number of Level I facilities	
Column (7) HHs	Number of Households served by the Level I facilities	
Column (8) Total Pop	Total population/number of persons served by the Level I facilities	
Column (9) Female	Out of the total population served, how many are female.	
Level II		
Column (10) No. of Facilities	Number of Level II facilities	
Column (11) HHs	Number of Households served by the Level II facilities	

	Column (12) Total Pop	Total population/number of persons served by the Level II facilities
	Column (13) Female	Out of the total population served, how many are female.
	Level III	
	Column (14) No. of Facilities	Number of Level III facilities
	Column (15) HHs	Number of Households served by the Level III facilities
	Column (16) Total Pop	Total population/number of persons served by the Level III facilities
	Column (17) Female	Out of the total population served, how many are female.

***MDGF-BS-PSF : List of Sanitation Facilities***

1	Objective	To establish the extent of coverage of sanitation facilities/services within the municipality
2	Uses	Reference for : detailed planning of survey activities; spot mapping of facilities; sampling of respondents for household survey
3	Specific Activities	Basic Profiling: Collection of available data from records at DILG Head Office, Regional, Provincial and/or Municipal levels
4	Responsible	WSSU Regional Coordinators/WATSAN Teams
5	Sources of Data/Information	Main sources: Water and Sanitation Profiles at DILG Head Office, Regional, Provincial and/or Municipal levels Secondary sources: Municipal LGUs
6	Explanation of Entries	
	Facilities	State type of facility or the name given to it by the community
	Barangay	Self-explanatory
	Purok	Self-explanatory
	No. of HHs served	Number of households served or using the facility. Estimates will be acceptable.
	Population	Total population using the facility. In some cases, it may be difficult to get exact number. Estimates will be acceptable.
	Female	Of the total population using the facility, indicate number of female using or served by the facility.
	No. of Children	Of the total population using the facility, indicate number of children using or served by the facility
	Managed by	State who manages the facility – barangay (name of barangay) school (name of school), etc.

**MDGF-BS-PSP: General Information on Water Service Providers**

1	Objective	To establish the extent of coverage of sanitation facilities/services within the municipality
2	Uses	Reference for : detailed planning of survey activities; spot mapping of facilities; sampling of respondents for household survey
3	Specific Activities	Basic Profiling: Collection of available data from records at DILG Head Office, Regional, Provincial and/or Municipal levels
4	Responsible	WSSU Regional Coordinators
5	Sources of Data/Information	Main sources: Water and Sanitation Profiles at DILG Head Office, Regional, Provincial and/or Municipal levels
		Secondary sources: Municipal LGUs
6	Explanation of Entries	
	Name Of Water Service Provider	Enter full/official name of WSP. In the case of LGU as Water Service Provider, indicate the name of LGU
	Purok/Barangays Covered	Self-explanatory
	Contact Person, Address/Contact Number	Self-explanatory
	Coverage According to Service Level	
	For Level II	Enter the number of level II facilities, Number of Households, Total number of population and number of female out of the total population covered/served by the level II facilities
	For Level III	Enter the number of level II facilities, Number of Households, Total number of population and number of female out of the total population covered/served by the level II facilities



## Guide for Selection and Training of Technical Assessment Team and Enumerators

### Selection of Technical Inventory Team

Tasks	Undertake inventory of WATSAN facilities – location, coverage, and conditions affecting performance
	Locate facilities and relevant institutions in the spot map
	Facilitate assessment of facilities in coordination with other aspects of the baseline survey
	Document findings in the prescribed forms and spot maps
Composition and Qualifications	At least one infrastructure engineer with experience in design, construction, operation or assessment and evaluation of WATSAN facilities
	At least one rural health/social worker or equivalent with experience in community assessment of rural infrastructure preferably WATSAN facility
	Barangay level chairman or member of infrastructure committee
	One representative from Water Service Provider in target barangay
	Able and willing to work in extended hours of the day

### Selection of Enumerators

Tasks	Prepare a demographic survey of households in the target area in accordance with the prescribed survey form
	Interview target households using the interview schedule
	Submit to the supervisor/WATSAN Team the accomplished questionnaires within the agreed time frame
Qualifications	Experienced in conducting similar surveys, e.g., CBMS, etc.
	Good interviewing skills – high capability in motivating responses, keen in note-taking, analytical
	Highly familiar with the local situation in target area.
	Able and willing to work in extended hours of the day

### The Supervisors

<b>Technical Supervisor</b>	
Who	Preferably from the PWATSAN Team (from PMEO)
Tasks	Orient/train the technical inventory team on the requirements and procedures of data gathering, inventory, mapping and assessment
	Check the outputs of the technical team
	Facilitate transmittal of data to WSSU
<b>HH Survey Supervisor</b>	
Who	Preferably from MWATSAN Team experienced in conducting/supervising HH Surveys (1 supervisor: 4-5 enumerators)
Tasks	Assist in the conduct of sampling
	Facilitate translation of interview schedules/questionnaires into the local dialect
	Orient/train the enumerators on the requirements, procedures and quality of interview, including note-taking
	Conduct spot check of surveys being undertaken
	Check completeness and quality of entries to the interview schedule
	Compile the outputs according to the assigned codes
	Submit accomplished questionnaires and other reports/documents as may be required to WSSU

**Training of Technical Assessment Team and Enumerators**

Objective	To equip the technical inventory team and enumerators with appropriate knowledge, attitude and skills for the Baseline survey
Responsible	MWATSAN Team
Participants	Technical Inventory Team and Enumerators
Venue and Duration	Within the municipality, 3 days
Classification	Combination of classroom training and guided practice
Content Areas	
Classroom training	Orientation on Joint Programme – 1 hr
	Orientation on Baseline Survey - 2 hrs
	Discussion of Guidelines - 2 -4 hrs
	Simulation - 2-3 hrs
On-field	Guided practice 1-2 days
Materials and Tools	Briefs on the Joint Programme Baseline Survey Guidelines Interview Schedules for use in guided practice Workshop Materials – Whiteboard or Manila paper, markers, LCD Projector, computer, writing pads, ball pens and pencils, notebooks

## Guidelines for Conducting Household Survey

1	Objective	Gather and analyze first – hand information on the profile, socio-economic status of households, their capacities, access to water and sanitation services, their opinions and suggestions.
2	Uses	Data basis for establishing needs, capacities, extent of services acquired, the limiting and contributing factors, and other relevant aspects of WATSAN
3	Specific Activities	Establishing the households Sampling Interviews
4	Responsible	Designated Enumerators/Interviewers as the implementers, Municipal WATSAN Team as supervisor/s
5	Sources of Data/Information	Heads of sample households
6	Establishing the households	Establish the total number of households served and not served by water supply facilities. Refer to the data from the “Assessment of WATSAN Reach”.
7	Selection of sample households	Firm up the number of households and number of target respondents based on the results of technical inventory.  For Level I facilities – 30 % of households owning Level I facility, selected in simple random.  For Level II facilities – 30 % of households served by Level II facility. Select sample households in simple random at the closest, midway and farthest (head, middle, tail-end) from each tap stand.  For Level III facilities – 30 % of households served by Level III facility. Select sample households in simple random at the closest, midway and farthest (head, middle, tail-end) from

		<p>the reservoir.</p> <p>For those without any facility at all – 30 % of households selected in simple random.</p> <p><i>Note, however, that the lists of target respondents have been prepared during the technical inventory, hence, identification of respondents for those without any facility at all would be done by the survey supervisor and/or the enumerator.</i></p>
8	Identification of respondents	Respondent must be the head of the family. If the head of the family is not available, the next option is the spouse, the eldest child and so on. In no case shall respondents be below 18 years of age.
9	Explanation of Entries	
<p><b>A. Demographic Characteristics of Households:</b> This part is to provide a brief inventory of members of the household and would help in identifying peculiarities in terms of indigenous grouping and disability</p>		
	Heading	In the space provided, write down the province, municipality, barangay, purok, facility number and the name of respondent.
	Column (1) No.	This is a designated number where the head of household is number 1. Other members of the households be listed in the following order: spouse; children from oldest to youngest; parents; in-laws/ relatives; and so on.
	Column (2) Name	Full Name of household member starting with given name followed by family name. Middle name is optional.
	Column (3) Relationship to Household Head	Enter code as specified in the form: 1 – Household Head; 2 – spouse; 3 – son/daughter; 4 – grandchildren; 5 – parents; 6 – in-laws/relatives; 7 – no relationship at all.
	Column (4) Sex	Enter code for sex of household member where: M- Male; F - Female
	Column (5) Age	Age as of last birthday

	Column (6) DOB	Date of Birth. Enter month and year in four-digit number, ex., February 1960 be written as 0260
	Column (7) Marital Status	Enter applicable codes: S – single; M – married; W – widow/widower; Se – separated whether legally or informally separated; L – live-in partner
	Column (8) Religious Affiliation	Write down the religious affiliation of household member, ex., Roman Catholic, Methodist, Islam, 7 <sup>th</sup> Day Adventist, Iglesia ni Cristo. etc.
	Column (9) Tribe	Identify what tribe the household member belongs, ex., Ibanag, Ilokano, Itaois, Bicolano, Maguindanon, Maranaw, Bukidnon, etc.
	Column (10) Disability, if any	Disability would be defined as physical limitation depriving the individual to undertake activities normally done by people without disability, ex., blindness, “lumpo”, deafness, senility, etc.
<b>B. Household Composition:</b> This summarizes Part A to give information on household’s extent of water utilization (demand)		
1)	Number of HH members	On the space provided, indicate <b>TOTAL</b> number of household members based on the list in Part A.
		Out of the <b>TOTAL</b> number of household members, indicate on the space provided the number of <b>FEMALE</b> members of the household.
2)	Number of occupants using water	Determine number of occupants using water, that is, some household members may be working abroad or in other places, hence, they have to be deducted from the total number of household members.
<b>C. Education Profile:</b> This part describes the level of education and skills (of the respondent)		
3)	Education Level	Check box corresponding to the highest level of formal education attained by the respondent
4)	Skills training attended	For purpose of this survey, gather only the trainings related to leadership, organization management, governance, water, sanitation and

		hygiene-related skills training. Use additional sheets if necessary or write at the back of questionnaire.
<b>D. Social Affiliations:</b> This tries to establish the experiences and exposure of the respondent and household member in community organizations and the like.		
5)	Are you a member of any Peoples' Organization?	Answerable by YES or NO. Check appropriate box.. <i>PO is Peoples Organization, a voluntary association of individuals with the mandate to pursue programs for the common good. These may be associations, cooperatives, health/women's clubs, or the like.</i>
	Follow up questions:	
	▪ If YES, since when?	State month number and year, ex., 0209 for February 2009
	▪ Please specify name of PO	State full name of PO. The PO in this survey means an association voluntarily organized by a group of people with the purpose of serving the interest of the people/members.
	▪ What is your current position in the PO	State position other than plain "member". If respondent is only a member, no need to fill this up.
6)	If the PO is water-related, what is its advocacy or mission?	Assess if the PO is water-related. If so, ask the question to the respondent and write down key words, as in : equal access to water; delivery of water services; etc.
7)	Is any Household Member a member of water/sanitation-related organization?	Answerable by YES or NO. Check appropriate box. It may be water and sanitation-related organization or water-related or sanitation-related organization.
	Follow up question: If YES, please state name of organization and his/her position.	State full name of organization and then in open – close parenthesis the position of the household member if other than being plain member.
<b>E. Household Economic Features:</b> This will show some details of income, income sources, expenditures and list of properties which indicate capabilities for economic undertaking.		

8)	Income Source and Income	
	Sources of Family Income	Identify sources of family income, that is, those earned by the household head and other household members that go into the funds of the household. Check appropriate box
	Annual Household Income	Aggregate cash income of the household per year.. Check appropriate box representing range of annual income. It may be difficult for the respondent to provide exact amount, so the enumerator may help by asking estimate of monthly cash income, then multiplying the amount by 12 (months).
9)	Monthly HH Expenses	Reflect monthly expenses per cost item. (Monthly expenses is solicited as it may be difficult to determine annual expenses)
10)	Which of these do you own?	Check as many items as are owned by the household. These are a few items which would indicate other opportunities for income generation.
<p><b>F. Gender, Disadvantaged and Vulnerable Groups:</b> Originally designed for gender disaggregation, this part further disaggregates information on old aged, disabled persons and children (below 18 years, taking the UNICEF definition). This part is subdivided into key areas of concern-</p> <ul style="list-style-type: none"> <li>▪ Particulars – key points of query</li> <li>▪ Old aged - 65 years and above</li> <li>▪ Disabled - those with physical disability, regardless of age. Disability is explained as physical constraint to undertake productive activities.</li> <li>▪ Adult - above 18 years and segregated into M - Male, F - Female or B – Both</li> <li>▪ Children (below 18 years of age) and segregated into M - Male, F - Female or B – Both</li> </ul>		
11)	Who takes the active role in the following: (house work, field/farm work, community social services, community decision-making, leadership in Peoples Organizations and Cultural movements)	Check appropriate box/es

12)	Who has experienced water-borne diseases in the last six months?	The intent here is to assess who is more prone to water-borne diseases – men, women, children, old-aged, or disabled persons. Check appropriate box/es
<b>G. Health, Sanitation and Hygiene Practices:</b> This part needs extra care and tactful means of gathering information, to avoid any offense in the course of interview.		
13)	Do you have a toilet?	Answerable by YES or NO. Check appropriate box.
	If YES, what type?	<u>Types/description of types of toilet</u> Water-sealed, sewer septic tank Water, other depository Ventilated improved pit(w/o water-sealed bowl, depository is usually of large circular tubes made of concrete on top and has a small opening Sanitary pit privy (dry type) Open pit Others (Pail system, etc)
	Used exclusively by the household or shared with other households?	Check corresponding box if the toilet is used exclusively by the household or shared with other households.
	If NO, where do you defecate?	Check appropriate box
14)	Do you wash after defacating?	Answerable by YES or No. Check appropriate box.
	Follow-up questions:	
	If YES, do you use soap, disinfectant or water only?	Check appropriate box/es
	If NO, What do you use : paper, stick, others	Check appropriate box/es
15)	If you have septic tank, what	Check appropriate box. If the answer is NO or

	do you do when it is full?	the respondent hesitates to answer, follow up question is: when was your septic tank constructed? Perhaps the septic tank is still new/not yet full. If so, write on the write side the year it was constructed or the word "NEW"
	Follow up question: When was the last time you desludged your septic tank?	Specify month and year. If the septic tank is new, write Not Applicable.
16)	How do you dispose of garbage?	Check appropriate box. Choose only the most usual practice of garbage disposal.
<p><b>H. On Water Supply and Water Services:</b> This part probes on respondent's opinions on water supply and water services, including feedback and notifications.</p>		
17)	Where do you get water?	This is to probe on sources of water for drinking and other basic needs – water system Level II or III, deep well, artesian well, others. In the case of Levels II and III, specify the name of the water system. As a follow up question, ask for reason/s why they get water from such sources.
18)	Volume of water consumed by the household	This could be in terms of container per day in which case, indicate the volume per container. In case of responses of volume per month (expectedly for Level III), main reference may be the bill for the previous month.
19)	Distance and time spent in getting water	Ask the distance (in meters, one way) and time spent (in minutes, back and forth) in getting water for different purposes with reference to the answer in number 17). Probe on other constraints, ex., slippery, steep, etc.
20)	<p>The respondent is to provide a rating on water supply services against specific indicators:</p> <ul style="list-style-type: none"> <li>- Reliability of service (24 hours availability)</li> <li>- Regular maintenance (includes regular facility checks, minor</li> </ul>	<p>The rating scale is 1 to 4 where:</p> <ul style="list-style-type: none"> <li>▪ 1 is good, meets needs and expectations in terms of quality and quantity. In terms of fees, rate is considered commensurate to services provided and is affordable.</li> <li>▪ 2 is acceptable, there are some lapses but needs are satisfied through some alternatives. This happens when services are not properly delivered due to reasons</li> </ul>

	<p>repair)</p> <ul style="list-style-type: none"> <li>- Actions to complaints – whether problems are resolved, advice are provided, or problems are forwarded to authorities)</li> <li>- Responses or feedback to users</li> <li>- Reasonableness of fees – if the rates of water and /or service fees are commensurate to services acquired</li> </ul>	<p>beyond the control of the provider. In terms of fees, rate may not be affordable but acceptable in view of services acquired.</p> <ul style="list-style-type: none"> <li>▪ 3 is fair, needs and expectations are not satisfied, causing occasional sacrifices of the beneficiaries. In terms of fees, rate may be affordable but not as acceptable in view of the services acquired.</li> <li>▪ 4 is poor, beneficiaries do not get enough services most of the time. In terms of fees, rate is unacceptable or way beyond beneficiaries' capability to pay.</li> </ul>
	Reasons	Solicit key reason for every rating provided. Write at the back of the questionnaire or use additional sheet if necessary. Indicate, however, if entries were written at the back of the sheet or if additional sheets were used. Staple the additional sheet to the questionnaire.
21)	Are there water quality problems encountered in the last six months?	Answerable by YES or NO. Check appropriate box.
	If YES, specify whether : turbid water; metallic taste; salty water; or bad smell	Answers could be : 1 – occasional; or 2 – most of the time  Solicit reason/s for such occurrence and write key words in the box provided, ex., flooding, contamination, etc. .
	If answer is NO, what are the reasons?	This would provide opportunity to gather positive factors that prevent or arrest water quality problems. Check any or all of the factors listed:  <ul style="list-style-type: none"> <li>- Good management</li> <li>- Good water source selection</li> <li>- Sound design and construction</li> </ul>

		<ul style="list-style-type: none"> <li>- Appropriate maintenance</li> <li>- Early troubleshooting</li> <li>- Others, specify (there could be other location/facility-specific factors)</li> </ul>
22)	Were there water supply interruptions in the past six months?	Answerable by Yes or No
23)	To whom or where do you go re: complaints on water service?	Check appropriate box but in the case of Water Service Provider and others, solicit and write down specific answers, ex., specify the name of Water Service Provider.
24)	In case of water service interruption, do you get prior notice?	Answerable by YES or NO. Check appropriate box.
	Follow up question: If YES, how are you notified?	Check appropriate box/es for possible answers provided.
<b>I. Water Fees, Policies and Programs</b>		
25)	Is water fee being charged to water users?	Answerable by YES or NO. Check appropriate box.
	Follow up question: If YES, how much?	Solicit the rate of water fee rate, that is, Pesos per cubic meter, or Pesos per month, whichever is adopted.
26)	Do you pay water fees?	Answerable by YES or NO. Check appropriate box.
	Follow up questions:	
	If YES, to whom or where do you pay?	Enter position of the person, or office, to whom or where payment is made by respondent
	If NO, please explain WHY.	Motivate the respondent to explain why he does not pay water fees. Reasons may fall under any of the following categories:  -capacity to pay -attitudinal

		<ul style="list-style-type: none"> <li>-dissatisfaction (on services)</li> <li>-relationship (with collecting officer)</li> <li>-distance</li> <li>-unacceptable rates</li> </ul> <p>In case the respondent provides more than one answer, facilitate ranking to arrive at the main reason.</p>
27)	Is there any sanction for non-payment of fees?	Answerable by YES or NO. Check appropriate box. Solicit explanation but write only key words, ex., penalty, fines, service cut off, etc.
28)	Is there any incentive program for good payors?	Answerable by YES or NO. Check appropriate box. Solicit explanation but write only key words, ex., discount coupon, special awards, etc.
<p><b>J. Information and Participation:</b> This part solicits the manner by which important information reaches the respondent and how the respondent participates in decisions.</p>		
29)	How do you acquire information on Water, Sanitation and related Hygiene Practices?	<p>Information means updates on available programs, ways and means to improve or maintain level of water services, appropriate sanitation and related hygiene practices, relevant services available and how to access them.</p> <p>Check appropriate box and indicate the top three sources of information.</p>
30)	Of those listed in item 29, which do you trust to have the most updated and reliable information on water and sanitation?	Write down the answer on the space provided for.
31)	Have you seen posters, received brochures, heard something on the radio, or attended a seminar or meeting on water and sanitation?	Answerable by Yes or No.
	<p>Follow up questions:</p> <p>If yes, has this experience led to a positive change in your water and sanitation</p>	Answerable by Yes or No.

	practice? If Yes, why do you think so? If the answer is NO, why?	Write down the answer of the respondent. Write down the answer of the respondent.
32)	At present, are you satisfied with the amount of information you receive on water and sanitation?  Follow up question: If the answer is No, what other information do you think you need on water and sanitation?	Answerable by Yes or No. Check appropriate box.  Solicit from respondent other water and sanitation information needed. Check appropriate box which reflects the respondent's answer.
33)	How are you able to influence decisions on water and sanitation?	Check only one answer which is the most usual means of influencing decision. As a strategy, the respondent may be asked to rank in the order of most common means.
<b>K. General Opinions:</b> In this part, the assessment of the respondent shall be solicited.		
34)	On a scale of 1 to 4 where 1 is poor, 2 is fair, 3 is acceptable, and 4 is good, how would you rate your access to water supply services . . . ?	Reliability of water supply - ideally water supply must be available in 24 hours. Reasonableness of fees – fees charged to the users is commensurate to services acquired Responsiveness to need – water supply service is available or may be acquired as needed. Access to information – households are able to acquire information from WSP or Barangay. Participation – households/users are able to influence decisions on water and sanitation For each rating provided, solicit comments/explanation that explain the rating given.
35)	This probes on whether the PANTHER principles are manifested in the operation and management of water and sanitation facilities.	Answerable by Yes or No. This part attempts to find out the respondent's impressions on existing situation vs. the PANTHER principles. An alternative way of asking it is: What principles are there in water and sanitation that serve as positive factors – equality, democracy,

		<p>participation, human rights. . . Then categorize into any of the principles.</p> <p>Participation – are these rules, regulations, activities which provide opportunity for influencing decisions? Are they able to give suggestions?</p> <p>Accountability – are specific persons assigned on money matters and other responsibilities?</p> <p>Non-discrimination – do all households have equal rights over water supply service regardless of age, sex, tribe. . .?</p> <p>Transparency – are there mechanisms by which households access information on the affairs re: water and sanitation?</p> <p>Human rights – do rules, practices considerate of human rights to access water, information and services?</p> <p>Empowerment – do the present practices enable households/people to improve their knowledge, access to information, and opportunities to participate in decisions?</p> <p>Rule of law – are the policies, rules and practices within the bounds of existing laws?</p> <p>Whatever the answer must be provided with explanations to substantiate indicators of the PANTHER principles as they perceive it</p>
36)	<p>Recommendations to improve access to and provision of water services with the active participation of the poor.</p>	<p>Make a brief summary of information gathered from the respondent.</p> <p>Solicit recommendations to improve access to and provision of water services with the active participation of the poor. This is open-ended and the respondent must feel the acceptance of his inputs, but avoid making assurances or promises.</p> <p>Conclude the session with an acknowledgement of respondent's participation.</p>
37)	<p>If given the chance, how would you participate in water and sanitation program?</p>	<p>Starting off from the respondent's recommendations, ask the respondent if he is willing to participate in water and sanitation programs.</p>

		<p>Ask what roles or participation he would like in WATSAN programs – financial or labor contributions, part of management, collector, etc.</p> <p>Ask how he could best do the enumerated roles/participation.</p>
<b>DO's and DON'T's</b>		
<b>DO's</b>		<ul style="list-style-type: none"> <li>✚ Upon entry to the barangay, make sure that the BLGU is aware of the activity to be undertaken. A courtesy call would be advisable.</li> <li>✚ Make side notes of relevant items disclosed by the respondent</li> <li>✚ Allow the respondent to talk, but be tactful in redirecting him/her if the subject goes beyond the scope of interview</li> <li>✚ Check completeness of entries to the form before leaving the respondent.</li> </ul>
<b>DON'T's</b>		<ul style="list-style-type: none"> <li>✚ Avoid pressuring the interviewer. Give him/her time to think and provide the useful/relevant information. If he/she declines to answer some questions, do not push hard.</li> <li>✚ Avoid giving false hopes just to motivate the interviewer to answer, ex., saying that if he/she provides good answers, there will be a project. Remember that this is only to establish the present situation and next steps would depend on the study results.</li> </ul>
<p><b>Estimated time frame for interview:</b> 45 minutes per respondent on the average. Time frame may be longer, depending on the intensity of issues, the capability of respondent to provide information, and/or other possible interruptions.</p>		

**Household Survey on Water and Sanitation**

Dear Respondent:

The Department of the Interior and Local Government (DILG) would like to seek some information on your household to determine the present situation of water and sanitation. Please give your most honest responses. We assure you that responses will be treated with utmost confidentiality.

Thank you.

<b>HOUSEHOLD NUMBER:</b>	<b>FACILITY CODE:</b>
--------------------------	-----------------------

**NAME OF HOUSEHOLD HEAD :**

**NAME OF RESPONDENT /RELATIONSHIP TO HOUSEHOLD HEAD**(if respondent is other than household head):

**PUROK:**

**BARANGAY:**

**MUNICIPALITY:**

CALL RECORD		
DATE		
TIME STARTED		
TIME COMPLETED		
REMARKS		

**CERTIFICATION**

I hereby certify that the data set forth were obtained/reviewed by me personally in accordance with the instructions given

\_\_\_\_\_ DATE

SIGNATURE OVER PRINTED NAME OF ENUMERATOR

\_\_\_\_\_ DATE

SIGNATURE OVER PRINTED NAME OF SURVEY SUPERVISOR

*Baseline Survey of Thirty-Six Waterless Municipalities*

SURVEY QUESTIONNAIRE FOR HOUSEHOLDS (USERS OF FACILITY)			
Province		Municipality	
Barangay		Purok	
<b>B. Household Composition</b>			
1) Number of HH members: TOTAL		FEMALE	
2) Number of occupants using water: TOTAL		FEMALE	
<b>C. Education Profile</b>			
3) Education Level		4) Skills Training attended (State title of training and year acquired)	
No formal schooling <input type="checkbox"/>	College Graduate <input type="checkbox"/>		
Elementary <input type="checkbox"/>	Masteral course <input type="checkbox"/>		
High School <input type="checkbox"/>	Vocational, <input type="checkbox"/>		
College level <input type="checkbox"/>	specify _____		
<b>D. Social Affiliations</b>			
5) Are you a member of any Peoples' Organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, since when? Please specify name of PO			
What is your current position in the PO?			
6) If the PO is water-related, what is its advocacy or mission?			
7) Is any Household Member a member of WATSAN--related organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, please state name of organization and his/her position.			
<b>E. Household Economic Features</b>			
<b>8) Income Source, Income and Expenses</b>		<b>9) Monthly HH Expenses</b>	
<i>Source of Family Income</i>	<i>Annual Family Income</i>	<i>Item</i>	<i>Amount</i>
Farming <input type="checkbox"/>	less than P20,000 <input type="checkbox"/>	Water <input type="checkbox"/>	
Livestock/Poultry <input type="checkbox"/>	P20,001 to 40,000 <input type="checkbox"/>	Electricity <input type="checkbox"/>	
Fishing <input type="checkbox"/>	P40,001 to P60,000 <input type="checkbox"/>	Communication <input type="checkbox"/>	
Regular employment <input type="checkbox"/>	P60,001 to P80,000 <input type="checkbox"/>	Food <input type="checkbox"/>	
Seasonal employment <input type="checkbox"/>	P80,000 to P100,000 <input type="checkbox"/>	Clothing <input type="checkbox"/>	
Small enterprise/business <input type="checkbox"/>	above P100,000 <input type="checkbox"/>	Housing <input type="checkbox"/>	
Remittances/pensions <input type="checkbox"/>		Appliances/Fixtures <input type="checkbox"/>	
Subsidies <input type="checkbox"/>		Education <input type="checkbox"/>	
Others, <input type="checkbox"/> specify _____		Health/Medication <input type="checkbox"/>	
<b>10) Which of these do you own?</b>			
Residential lot <input type="checkbox"/>	Farm animals <input type="checkbox"/>	others, <input type="checkbox"/> specify _____	
Residential House <input type="checkbox"/>	Backyard animals <input type="checkbox"/>		
Farm <input type="checkbox"/>	Horse <input type="checkbox"/>		
Machinery <input type="checkbox"/>	Transport vehicles <input type="checkbox"/>		

<b>F. Gender</b>								
<i>11) Who takes the active role in the following:</i>								
Particulars	Old Aged	Disabled	Adult			Children (below 18 yrs)		
			M	F	Both	M	F	Both
<b>a. House work</b>								
fetching water	<input type="checkbox"/>							
cooking	<input type="checkbox"/>							
take care of children	<input type="checkbox"/>							
washing clothes	<input type="checkbox"/>							
house cleaning/maintenance	<input type="checkbox"/>							
gathering firewood	<input type="checkbox"/>							
gardening	<input type="checkbox"/>							
<b>b. Field work</b>								
Farming	<input type="checkbox"/>							
Storage	<input type="checkbox"/>							
Processing	<input type="checkbox"/>							
Transporting products	<input type="checkbox"/>							
Marketing	<input type="checkbox"/>							
<b>c. Community social activities</b>								
Meetings	<input type="checkbox"/>							
Social gatherings	<input type="checkbox"/>							
Trainings	<input type="checkbox"/>							
<b>d. Community decision-making</b>								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>e. Membership in:</b>								
Peoples' Organizations	<input type="checkbox"/>							
Cultural movements	<input type="checkbox"/>							
<b>f. Leadership in:</b>								
Peoples' Organizations	<input type="checkbox"/>							
Cultural movement	<input type="checkbox"/>							
<i>12) Who has experienced water-borne diseases in the last six months?</i>								
Diarrhea	<input type="checkbox"/>							
Amoebiasis	<input type="checkbox"/>							
Malaria	<input type="checkbox"/>							
Dengue	<input type="checkbox"/>							
Schistosomiasis	<input type="checkbox"/>							
others, specify	<input type="checkbox"/>							

**G. Health, Sanitation and Hygiene Practices**

13) Do you have a toilet? YES  NO

If YES, what type?

Description	Used exclusively by HH	Shared w/ other HHs
Water-sealed, sewer septic tank	<input type="checkbox"/>	<input type="checkbox"/>
Pour-Flush with Septic Tank/Pit	<input type="checkbox"/>	<input type="checkbox"/>
Ventilated Improved Pit	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Pit Privy (Dry Type)	<input type="checkbox"/>	<input type="checkbox"/>
Open Pit	<input type="checkbox"/>	<input type="checkbox"/>
Others (Pail system, etc)	<input type="checkbox"/>	<input type="checkbox"/>

If NO, where do you defecate?

Neighbor  Open Field  Others,  specify \_\_\_\_\_  
 River

14) Do you wash after defecating?

LUBOT YES  NO

KAMUT YES  NO

If yes, do you use: soap?  disinfectant?  others,  specify

If No, what do you use: paper  stick

15) If you have septic tank, what do you do when it is full?

have pozo negro excavation  just leave it

When was the last time you desludged your septic tank ? (month/year)

16) How do you dispose of garbage ?

picked up by mun garbage collector  composting  others,  specify

dumping in individual pit  burying

burning  feeding to animals

**H. On Water Supply and Services**

17) Where do you get water for . . .

Uses	Source	Reason
Drinking		
Cooking		
Bathing		
Cleaning		
Washing		

18) How much is the volume of water consumed by your household?

\_\_\_\_\_ per day \_\_\_\_\_ per month

19) Distance and the time spent in getting water?						
Water For	Distance (in km)	Time Required (in minutes)	Any constraints (Pls. specify)			
Drinking						
Cooking						
Bathing						
Cleaning						
Washing						
20) On a scale of 1 to 4 where 1 is poor, 2 is fair, 3 is acceptable, and 4 is good, how would you rate water supply services in terms of the following:						
	Particulars	1	2	3	4	Reasons
	sustainability of service (24 hrs service)					
	regular maintenance					
	actions to complaints					
	responses and feedback to users					
	affordability of fees (rates)					
21) Are there water quality problems encountered in the last six months?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If yes, please specify:						
	Observations	1	2	Reasons for occurrence		
	Turbid water					
	Metallic taste					
	salty water					
	Bad smell					
1 - is occasional; 2 - is most of the time						
If answer is NO, what are the reasons?						
	good management	<input type="checkbox"/>	others, <input type="checkbox"/> specify			
	good water source selection	<input type="checkbox"/>				
	correct design and construction	<input type="checkbox"/>				
	appropriate maintenance	<input type="checkbox"/>				
	early troubleshooting	<input type="checkbox"/>				
22) Were there water supply interruptions in the past six months?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
23) To whom or where do you go re: complaints on water service?						
	Barangay	<input type="checkbox"/>				
	Water Service Provider, specify	<input type="checkbox"/>				
	others, specify	<input type="checkbox"/>				
24) In case of service interruption, do you get prior notice?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If YES, how are you notified?						
	written notice	<input type="checkbox"/>	Text Message	<input type="checkbox"/>	others, <input type="checkbox"/> specify	
	by word of mouth (Verbal)	<input type="checkbox"/>	Brgy meeting	<input type="checkbox"/>		
	community billboard	<input type="checkbox"/>	public information system	<input type="checkbox"/>		

**I. Water Fees, Policies and Programs**

25) Is water fee being charged to water users? YES  NO  If YES, how much? \_\_\_\_\_  
If yes, how much?

26) Do you pay water fees? YES  NO   
If YES, to whom or where do you pay?

\_\_\_\_\_

If NO, please explain WHY. \_\_\_\_\_

27) Is there any sanction for non-payment of fees? YES  NO   
If YES, please explain sanctions enforced

28) Is there any incentive program for good payors? YES  NO   
If YES, please explain types of incentives.

**J. Information and Participation**

29) How do you acquire information on WATSAN and related hygiene practices? Please indicate at the right of the box the top three sources from which you get the most information, where 1 is the top most, and so on.

- |                                  |                          |                         |                          |
|----------------------------------|--------------------------|-------------------------|--------------------------|
| written notice from Barangay/WSP | <input type="checkbox"/> | Barangay Health Workers | <input type="checkbox"/> |
| Barangay/BWSA/WSP meetings       | <input type="checkbox"/> | (SMS) Text messaging    | <input type="checkbox"/> |
| community billboards and posters | <input type="checkbox"/> | friends and neighbors   | <input type="checkbox"/> |
| school and teachers              | <input type="checkbox"/> | Barangay/Family elders  | <input type="checkbox"/> |
| children                         | <input type="checkbox"/> | others, specify         | <input type="checkbox"/> |
| television                       | <input type="checkbox"/> |                         |                          |

30) Of those listed in item 29, which do you trust to have the most updated and reliable information on water and sanitation?

31) Have you seen posters, received brochures, heard something on the radio, or attended a seminar or meeting on water and sanitation in the past six months? YES  NO

If yes, has this experience led to a positive change in your water and sanitation practice?

YES  NO

If YES, why do you think so?

If the answer is NO, why?

32) At present, are you satisfied with the amount of information you receive on water and sanitation? YES  NO

If the answer is NO, what other information do you think you need on water and sanitation?

- Proper hand washing
- Updates on water-borne diseases
- Water and health-related information
- News/information on water service interruption
- Notices of BAWASA meetings
- More news on BAWASA and water-related issues in the Barangay
- others, specify

33) How are you able to influence decisions on water and sanitation?

- meetings and assemblies
- community consultations on projects/activities
- through officers /representatives of WSPs
- through barangay officials
- others, specify
- none at all

**K. General Opinions**

34) On a scale of 1 to 4 where : 1 poor, 2 is fair; 3 is acceptable; and 4 is good, how would you rate your access to water supply services in terms of:

	1	2	3	4	Comments
reliability of water supply					
reasonableness of fees					
responsiveness to needs					
access to information					
participation					

35) Are the following manifested in the operation and management of water and sanitation facilities? If YES, in what ways? If NO, how can situation improve?

Key principles	YES	In what ways?	NO	How?
participation				
accountability				
non-discrimination				
transparency				
human rights				
empowerment				
rule of law				

36) Please give recommendations to improve access to and provision of water services especially to the poor

---



---

37) If given the chance, how would you participate in water and sanitation programs?

---

---

---

Thank you!

## **Guidelines for Conducting Household Survey for Non-Users<sup>1</sup>**

1	Objective	Gather and analyze first – hand information on the profile, socio-economic status of households, their capacities, access to water and sanitation services, their opinions and suggestions.
2	Uses	Data basis for establishing needs, capacities, extent of services acquired, the limiting and contributing factors, and other relevant aspects of WATSAN
3	Specific Activities	Establishing the households Sampling Interviews
4	Responsible	Designated Enumerators/Interviewers as the implementers, Municipal WATSAN Team as supervisor/s
5	Sources of Data/Information	Heads of sample households
6	Establishing the households	Establish the total number of households served and not served by water supply facilities. Refer to the data from the “Assessment of WATSAN Reach”.
7	Selection of sample households	Firm up the number of households and number of target respondents based on the results of technical inventory.  For Level I facilities – 30 % of households owning Level I facility, selected in simple random.  For Level II facilities – 30 % of households served by Level II facility. Select sample households in simple random at the closest, midway and farthest (head, middle, tail-end) from each tap stand.

<sup>1</sup> Non-Users in this context are those not using Level II or III facility

		<p>For Level III facilities – 30 % of households served by Level III facility. Select sample households in simple random at the closest, midway and farthest (head, middle, tail-end) from the reservoir.</p> <p>For those without any facility at all – 30 % of households selected in simple random.</p> <p><i>Note, however, that the lists of target respondents have been prepared during the technical inventory, hence, identification of respondents for those without any facility at all would be done by the survey supervisor and/or the enumerator.</i></p>
8	Identification of respondents	Respondent must be the head of the family. If the head of the family is not available, the next option is the spouse, the eldest child and so on. In no case shall respondents be below 18 years of age.
9	Explanation of Entries	
<p><b>A. Demographic Characteristics of Households:</b> This part is to provide a brief inventory of members of the household and would help in identifying peculiarities in terms of indigenous grouping and disability</p>		
	Heading	In the space provided, write down the province, municipality, barangay, purok, facility number and the name of respondent.
	Column (1) No.	This is a designated number where the head of household is number 1. Other members of the households be listed in the following order: spouse; children from oldest to youngest; parents; in-laws/ relatives; and so on.
	Column (2) Name	Full Name of household member starting with given name followed by family name. Middle name is optional.
	Column (3) Relationship to Household Head	Enter code as specified in the form: 1 – Household Head; 2 – spouse; 3 – son/daughter; 4 – grandchildren; 5 – parents; 6 – in-laws/relatives; 7 – no relationship at all.

	Column (4) Sex	Enter code for sex of household member where: M- Male; F - Female
	Column (5) Age	Age as of last birthday
	Column (6) DOB	Date of Birth. Enter month and year in four-digit number, ex., February 1960 be written as 0260
	Column (7) Marital Status	Enter applicable codes: S – single; M – married; W – widow/widower; Se – separated whether legally or informally separated; L – live-in partner
	Column (8) Religious Affiliation	Write down the religious affiliation of household member, ex., Roman Catholic, Methodist, Islam, 7 <sup>th</sup> Day Adventist, Iglesia ni Cristo. etc.
	Column (9) Tribe	Identify what tribe the household member belongs, ex., Ibanag, Ilokano, Itaois, Bicolano, Maguindanon, Maranaw, Bukidnon, etc.
	Column (10) Disability, if any	Disability would be defined as physical limitation depriving the individual to undertake activities normally done by people without disability, ex., blindness, “lumpo”, deafness, senility, etc.
<b>B. Household Composition:</b> This summarizes Part A to give information on household’s extent of water utilization (demand)		
1)	Number of HH members	On the space provided, indicate <b>TOTAL</b> number of household members based on the list in Part A.
		Out of the <b>TOTAL</b> number of household members, indicate on the space provided the number of <b>FEMALE</b> members of the household.
2)	Number of occupants using water	Determine number of occupants using water, that is, some household members may be working abroad or in other places, hence, they have to be deducted from the total number of household members.
<b>C. Education Profile:</b> This part describes the level of education and skills (of the respondent)		
3)	Education Level	Check box corresponding to the highest level of

		formal education attained by the respondent
4)	Skills training attended	For purpose of this survey, gather only the trainings related to leadership, organization management, governance, water, sanitation and hygiene-related skills training. Use additional sheets if necessary or write at the back of questionnaire.
<b>D. Social Affiliations:</b> This tries to establish the experiences and exposure of the respondent and household member in community organizations and the like.		
5)	Are you a member of any Peoples' Organization?	Answerable by YES or NO. Check appropriate box.. <i>PO is Peoples Organization, a voluntary association of individuals with the mandate to pursue programs for the common good.</i> These may be associations, cooperatives, health/women's clubs, or the like.
	Follow up questions:	
	▪ If YES, since when?	State month number and year, ex., 0209 for February 2009
	▪ Please specify name of PO	State full name of PO. The PO in this survey means an association voluntarily organized by a group of people with the purpose of serving the interest of the people/members.
	▪ What is your current position in the PO	State position other than plain "member". If respondent is only a member, no need to fill this up.
6)	If the PO is water-related, what is its advocacy or mission?	Assess if the PO is water-related. If so, ask the question to the respondent and write down key words, as in : equal access to water; delivery of water services; etc.
7)	Is any Household Member a member of water/sanitation-related organization?	Answerable by YES or NO. Check appropriate box. It may be water and sanitation-related organization or water-related or sanitation-related organization.
	Follow up question: If YES, please state name of organization and his/her	State full name of organization and then in open – close parenthesis the position of the household member if other than being plain member.

	position.	
<b>E. Household Economic Features:</b> This will show some details of income, income sources, expenditures and list of properties which indicate capabilities for economic undertaking.		
8)	Income Source and Income	
	Sources of Family Income	Identify sources of family income, that is, those earned by the household head and other household members that go into the funds of the household. Check appropriate box
	Annual Household Income	Aggregate cash income of the household per year.. Check appropriate box representing range of annual income. It may be difficult for the respondent to provide exact amount, so the enumerator may help by asking estimate of monthly cash income, then multiplying the amount by 12 (months).
9)	Monthly HH Expenses	Reflect monthly expenses per cost item. (Monthly expenses is solicited as it may be difficult to determine annual expenses)
10)	Which of these do you own?	Check as many items as are owned by the household. These are a few items which would indicate other opportunities for income generation.
<b>F. Gender, Disadvantaged and Vulnerable Groups:</b> Originally designed for gender disaggregation, this part further disaggregates information on old aged, disabled persons and children (below 18 years, taking the UNICEF definition). This part is subdivided into key areas of concern- <ul style="list-style-type: none"> <li>▪ Particulars – key points of query</li> <li>▪ Old aged - 65 years and above</li> <li>▪ Disabled - those with physical disability, regardless of age. Disability is explained as physical constraint to undertake productive activities.</li> <li>▪ Adult - above 18 years and segregated into M - Male, F - Female or B – Both</li> <li>▪ Children (below 18 years of age) and segregated into M - Male, F - Female or B – Both</li> </ul>		

11)	Who takes the active role in the following: (house work, field/farm work, community social services, community decision-making, leadership in Peoples Organizations and Cultural movements)	Check appropriate box/es
12)	Who has experienced water-borne diseases in the last six months?	The intent here is to assess who is more prone to water-borne diseases – men, women, children, old-aged, or disabled persons. Check appropriate box/es

**G. Health, Sanitation and Hygiene Practices:** This part needs extra care and tactful means of gathering information, to avoid any offense in the course of interview.

13)	Do you have a toilet?	Answerable by YES or NO. Check appropriate box.
	If YES, what type?	<u>Types/description of types of toilet</u> Water-sealed, sewer septic tank Water, other depository Ventilated improved pit(w/o water-sealed bowl, depository is usually of large circular tubes made of concrete on top and has a small opening Sanitary pit privy (dry type) Open pit Others (Pail system, etc)
	Used exclusively by the household or shared with other households?	Check corresponding box if the toilet is used exclusively by the household or shared with other households.
	If NO, where do you defacate?	Check appropriate box
14)	Do you wash after defacating?	Answerable by YES or No. Check appropriate box.
	Follow-up questions:	

	If YES, do you use soap, disinfectant or water only?	Check appropriate box/es
	If NO, What do you use : paper, stick, others	Check appropriate box/es
15)	If you have septic tank, what do you do when it is full?	Check appropriate box. If the answer is NO or the respondent hesitates to answer, follow up question is: when was your septic tank constructed? Perhaps the septic tank is still new/not yet full. If so, write on the write side the year it was constructed or the word "NEW"
	Follow up question: When was the last time you desludged your septic tank?	Specify month and year. If the septic tank is new, write Not Applicable.
16)	How do you dispose of garbage?	Check appropriate box. Choose only the most usual practice of garbage disposal.
<b>H. On Water Supply and Water Services:</b> This part probes on respondent's opinions on water supply and water services, including feedback and notifications.		
17)	Where do you get water?	This is to probe on sources of water for drinking and other basic needs – water system Level II or III, deep well, artesian well, others. In the case of Levels II and III, specify the name of the water system. As a follow up question, ask for reason/s why they get water from such sources.
18)	Volume of water consumed by the household	This could be in terms of container per day in which case, indicate the volume per container. In case of responses of volume per month (expectedly for Level III), main reference may be the bill for the previous month.
19)	Distance and time spent in getting water	Ask the distance (in meters, one way) and time spent (in minutes, back and forth) in getting water for different purposes with reference to the answer in number 17). Probe on other constraints, ex., slippery, steep, etc.

20)	Are there water quality problems encountered in the last six months?	Answerable by YES or NO. Check appropriate box.
	If YES, specify whether : turbid water; metallic taste; salty water; or bad smell	Answers could be : 1 – occasional; or 2 – most of the time  Solicit reason/s for such occurrence and write key words in the box provided, ex., flooding, contamination, etc. .
	If answer is NO, what are the reasons?	This would provide opportunity to gather positive factors that prevent or arrest water quality problems. Check any or all of the factors listed:  <ul style="list-style-type: none"> <li>- Good management</li> <li>- Good water source selection</li> <li>- Sound design and construction</li> <li>- Appropriate maintenance</li> <li>- Early troubleshooting</li> <li>- Others, specify (there could be other location/facility-specific factors)</li> </ul>
	Follow up question: If YES, how much?	Solicit the rate of water fee rate, that is, Pesos per cubic meter, or Pesos per month, whichever is adopted.
<b>J. Information and Participation:</b> This part solicits the manner by which important information reaches the respondent and how the respondent participates in decisions.		
21)	How do you acquire information on Water, Sanitation and related Hygiene Practices?	Information means updates on available programs, ways and means to improve or maintain level of water services, appropriate sanitation and related hygiene practices, relevant services available and how to access them.  Check appropriate box and indicate the top three sources of information.
22)	Of those listed in item 21, which do you trust to have the most updated an reliable information on water and	Write down the answer on the space provided for.

	sanitation?	
23)	Have you seen posters, received brochures, heard something on the radio, or attended a seminar or meeting on water and sanitation?	Answerable by Yes or No.
	Follow up questions: If yes, has this experience led to a positive change in your water and sanitation practice? If Yes, why do you think so? If the answer is NO, why?	Answerable by Yes or No.  Write down the answer of the respondent. Write down the answer of the respondent.
24)	At present, are you satisfied with the amount of information you receive on water and sanitation?	Answerable by Yes or No. Check appropriate box.
	Follow up question: If the answer is No, what other information do you think you need on water and sanitation?	Solicit from respondent other water and sanitation information needed. Check appropriate box which reflects the respondent's answer.
25)	How are you able to influence decisions on water and sanitation?	Check only one answer which is the most usual means of influencing decision. As a strategy, the respondent may be asked to rank in the order of most common means.
<b>K. General Opinions:</b> In this part, the assessment of the respondent shall be solicited.		
26)	On a scale of 1 to 4 where 1 is poor, 2 is fair, 3 is acceptable, and 4 is good, how would you rate your access to water supply services . . . ?	Reliability of water supply - ideally water supply must be available in 24 hours. Reasonableness of fees – fees charged to the users is commensurate to services acquired Responsiveness to need – water supply service is available or may be acquired as needed. Access to information – households are able to

		<p>acquire information from WSP or Barangay.</p> <p>Participation – households/users are able to influence decisions on water and sanitation</p> <p>For each rating provided, solicit comments/explanation that explain the rating given.</p>
27)	<p>This probes on whether the PANTHER principles are manifested in the operation and management of water and sanitation facilities.</p>	<p>Answerable by Yes or No. This part attempts to find out the respondent's impressions on existing situation vs. the PANTHER principles. An alternative way of asking it is: What principles are there in water and sanitation that serve as positive factors – equality, democracy, participation, human rights. . . Then categorize into any of the principles.</p> <p>Participation – are these rules, regulations, activities which provide opportunity for influencing decisions? Are they able to give suggestions?</p> <p>Accountability – are specific persons assigned on money matters and other responsibilities?</p> <p>Non-discrimination – do all households have equal rights over water supply service regardless of age, sex, tribe. . .?</p> <p>Transparency – are there mechanisms by which households access information on the affairs re: water and sanitation?</p> <p>Human rights – do rules, practices considerate of human rights to access water, information and services?</p> <p>Empowerment – do the present practices enable households/people to improve their knowledge, access to information, and opportunities to participate in decisions?</p> <p>Rule of law – are the policies, rules and practices within the bounds of existing laws?</p> <p>Whatever the answer must be provided with explanations to substantiate indicators of the PANTHER principles as they perceive it</p>
28)	<p>Recommendations to improve access to and provision of</p>	<p>Make a brief summary of information gathered from the respondent.</p>

	<p>water services with the active participation of the poor.</p>	<p>Solicit recommendations to improve access to and provision of water services with the active participation of the poor. This is open-ended and the respondent must feel the acceptance of his inputs, but avoid making assurances or promises.</p> <p>Conclude the session with an acknowledgement of respondent's participation.</p>
<p>29)</p>	<p>If given the chance, how would you participate in water and sanitation program?</p>	<p>Starting off from the respondent's recommendations, ask the respondent if he is willing to participate in water and sanitation programs.</p> <p>Ask what roles or participation he would like in WATSAN programs – financial or labor contributions, part of management, collector, etc.</p> <p>Ask how he could best do the enumerated roles/participation.</p>
<p><b>DO's and DON'T's</b></p>		
<p><b>DO's</b></p>		<ul style="list-style-type: none"> <li>✚ Upon entry to the barangay, make sure that the BLGU is aware of the activity to be undertaken. A courtesy call would be advisable.</li> <li>✚ Make side notes of relevant items disclosed by the respondent</li> <li>✚ Allow the respondent to talk, but be tactful in redirecting him/her if the subject goes beyond the scope of interview</li> <li>✚ Check completeness of entries to the form before leaving the respondent.</li> </ul>
<p><b>DON'T's</b></p>		<ul style="list-style-type: none"> <li>✚ Avoid pressuring the interviewer. Give him/her time to think and provide the useful/relevant information. If he/she declines to answer some questions, do not push hard.</li> <li>✚ Avoid giving false hopes just to motivate the interviewer to answer, ex., saying that if he/she provides good answers, there will be a project. Remember that this is only to establish the present situation and</li> </ul>



**MDGF 1919: Enhancing Access to  
and Provision of Water Services with the  
Active Participation of the Poor**

*Baseline Survey of Thirty-Six Waterless Municipalities*

***Guidelines for Conducting Household Survey***

---

	next steps would depend on the study results.
<b>Estimated time frame for interview:</b> 45 minutes per respondent on the average. Time frame may be longer, depending on the intensity of issues, the capability of respondent to provide information, and/or other possible interruptions.	

### Household Survey on Water and Sanitation

Dear Respondent:

The Department of the Interior and Local Government (DILG) would like to seek some information on your household to determine the present situation of water and sanitation. Please give your most honest responses. We assure you that responses will be treated with utmost confidentiality.

Thank you.

**HOUSEHOLD NUMBER:**

**FACILITY CODE:**

**NAME OF HOUSEHOLD HEAD :**

**NAME OF RESPONDENT /RELATIONSHIP TO HOUSEHOLD HEAD**(if respondent is other than household head):

**PUROK:**

**BARANGAY:**

**MUNICIPALITY:**

#### CALL RECORD

DATE		
TIME STARTED		
TIME COMPLETED		
REMARKS		

#### CERTIFICATION

I hereby certify that the data set forth were obtained/reviewed by me personally in accordance with the instructions given

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF ENUMERATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF SURVEY SUPERVISOR

\_\_\_\_\_  
DATE

*Baseline Survey of Thirty-Six Waterless Municipalities*

SURVEY QUESTIONNAIRE FOR HOUSEHOLDS (NON-USERS)			
Province		Municipality	
Barangay		Purok	
<b>B. Household Composition</b>			
1) Number of HH members: TOTAL		FEMALE	
2) Number of occupants using water: TOTAL		FEMALE	
<b>C. Education Profile</b>			
3) Education Level		4) Skills Training attended (State title of training and year acquired)	
No formal schooling <input type="checkbox"/>	College Graduate <input type="checkbox"/>		
Elementary <input type="checkbox"/>	Masteral course <input type="checkbox"/>		
High School <input type="checkbox"/>	Vocational, <input type="checkbox"/>		
College level <input type="checkbox"/>	specify _____		
<b>D. Social Affiliations</b>			
5) Are you a member of any Peoples' Organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, since when? Please specify name of PO			
What is your current position in the PO?			
6) If the PO is water-related, what is its advocacy or mission?			
7) Is any Household Member a member of WATSAN--related organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, please state name of organization and his/her position.			
<b>E. Household Economic Features</b>			
<b>8) Income Source, Income and Expenses</b>		<b>9) Monthly HH Expenses</b>	
<i>Source of Family Income</i>	<i>Annual Family Income</i>	<i>Item</i>	<i>Amount</i>
Farming <input type="checkbox"/>	less than P20,000 <input type="checkbox"/>	Water <input type="checkbox"/>	
Livestock/Poultry <input type="checkbox"/>	P20,001 to 40,000 <input type="checkbox"/>	Electricity <input type="checkbox"/>	
Fishing <input type="checkbox"/>	P40,001 to P60,000 <input type="checkbox"/>	Communication <input type="checkbox"/>	
Regular employment <input type="checkbox"/>	P60,001 to P80,000 <input type="checkbox"/>	Food <input type="checkbox"/>	
Seasonal employment <input type="checkbox"/>	P80,000 to P100,000 <input type="checkbox"/>	Clothing <input type="checkbox"/>	
Small enterprise/business <input type="checkbox"/>	above P100,000 <input type="checkbox"/>	Housing <input type="checkbox"/>	
Remittances/pensions <input type="checkbox"/>		Appliances/Fixtures <input type="checkbox"/>	
Subsidies <input type="checkbox"/>		Education <input type="checkbox"/>	
Others, <input type="checkbox"/> specify _____		Health/Medication <input type="checkbox"/>	

10) Which of these do you own?								
Residential lot <input type="checkbox"/>	Farm animals <input type="checkbox"/>	others, <input type="checkbox"/> specify _____						
Residential House <input type="checkbox"/>	Backyard animals <input type="checkbox"/>							
Farm <input type="checkbox"/>	Horse <input type="checkbox"/>							
Machinery <input type="checkbox"/>	Transport vehicles <input type="checkbox"/>							
<b>F. Gender</b>								
11) Who takes the active role in the following:								
Particulars	Old Aged	Disabled	Adult			Children (below 18 yrs)		
			M	F	Both	M	F	Both
<b>a. House work</b>								
fetching water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
take care of children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
washing clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
house cleaning/maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
gathering firewood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
gardening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b. Field work</b>								
Farming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transporting products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>c. Community social activities</b>								
Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social gatherings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>d. Community decision-making</b>								
Membership in:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peoples' Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultural movements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>f. Leadership in:</b>								
Peoples' Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultural movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gender (continuation)								
Particulars	Old Aged	Disabled	Adult			Children (below 18 yrs)		
			M	F	Both	M	F	Both
12) Who has experienced water-borne diseases in the last six months?								
Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amoebiasis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malaria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dengue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schistosomiasis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
others, specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. Health, Sanitation and Hygiene Practices</b>								
13) Do you have a toilet? YES <input type="checkbox"/> NO <input type="checkbox"/>								
<i>If YES, what type?</i>								
Description			Used exclusively by HH		Shared w/ other HHs			
Water-sealed, sewer septic tank			<input type="checkbox"/>		<input type="checkbox"/>			
Pour-Flush with Septic Tank/Pit			<input type="checkbox"/>		<input type="checkbox"/>			
Ventilated Improved Pit			<input type="checkbox"/>		<input type="checkbox"/>			
Sanitary Pit Privy (Dry Type)			<input type="checkbox"/>		<input type="checkbox"/>			
Open Pit			<input type="checkbox"/>		<input type="checkbox"/>			
Others (Pail system, etc)			<input type="checkbox"/>		<input type="checkbox"/>			
<i>If NO, where do you defecate?</i>								
Neighbor <input type="checkbox"/>			Open Field <input type="checkbox"/>		Others, <input type="checkbox"/> specify _____			
River <input type="checkbox"/>								
14) Do you wash after defecating?								
LUBOT YES <input type="checkbox"/> NO <input type="checkbox"/>								
KAMUT YES <input type="checkbox"/> NO <input type="checkbox"/>								
If yes, do you use:			soap? <input type="checkbox"/>		disinfectant? <input type="checkbox"/>		others, <input type="checkbox"/> specify	
If No, what do you use:			paper <input type="checkbox"/>		stick <input type="checkbox"/>			
15) If you have septic tank, what do you do when it is full?								
have pozo negro excavation <input type="checkbox"/>			just leave it <input type="checkbox"/>					
When was the last time you desludged your septic tank ? (month/year)								

16) How do you dispose of garbage ?

picked up by mun garbage collector  composting  others,  specify

dumping in individual pit  burying

burning  feeding to animals

**H. On Water Supply and Services**

17) Where do you get water for ?

Uses	Source	Reason
Drinking		
Cooking		
Bathing		
Cleaning		
Washing		

18) How much is the volume of water consumed by your household?  
 \_\_\_\_\_ per day \_\_\_\_\_ per month

19) Distance and the time spent in getting water?

Water For	Distance (in km)	Time Required (in minutes)	Any constraints (Pls. specify)
Drinking			
Cooking			
Bathing			
Cleaning			
Washing			

20) Are there water quality problems encountered in the last six months? YES  NO   
 If yes, please specify:

Observations	1	2	Reasons for occurrence
Turbid water			
Metallic taste			
salty water			
Bad smell			

*1 - is occasional; 2 - is most of the time*

*If answer is NO, what are the reasons?*

good management <input type="checkbox"/>	others, <input type="checkbox"/> specify
good water source selection <input type="checkbox"/>	
correct design and construction <input type="checkbox"/>	
appropriate maintenance <input type="checkbox"/>	
early troubleshooting <input type="checkbox"/>	

**I. Information and Participation**

21) How do you acquire information on WATSAN and related hygiene practices? Please indicate at the right of the box the top three sources from which you get the most information, where 1 is the top most, and so on.

- |                                  |                          |                         |                          |
|----------------------------------|--------------------------|-------------------------|--------------------------|
| written notice from Barangay/WSP | <input type="checkbox"/> | Barangay Health Workers | <input type="checkbox"/> |
| Barangay/BWSA/WSP meetings       | <input type="checkbox"/> | (SMS) Text messaging    | <input type="checkbox"/> |
| community billboards and posters | <input type="checkbox"/> | friends and neighbors   | <input type="checkbox"/> |
| school and teachers              | <input type="checkbox"/> | Barangay/Family elders  | <input type="checkbox"/> |
| children                         | <input type="checkbox"/> | others, specify         | <input type="checkbox"/> |
| television                       | <input type="checkbox"/> |                         |                          |

22) Of those listed in item 21, which do you trust to have the most updated and reliable information on water and sanitation?

23) Have you seen posters, received brochures, heard something on the radio, or attended a seminar or meeting on water and sanitation in the past six months? YES  NO

If YES, has this experience led to a positive change in your water and sanitation practice?

YES  NO

If YES, why do you think so?

If the answer is NO, why?

24) At present, are you satisfied with the amount of information you receive on water and sanitation? YES  NO

If the answer is NO, what other information do you think you need on water and sanitation?

- |  |                          |
|--|--------------------------|
| Proper hand washing  | <input type="checkbox"/> |
| Updates on water-borne diseases                              | <input type="checkbox"/> |
| Water and health-related information                         | <input type="checkbox"/> |
| News/information on water service interruption               | <input type="checkbox"/> |
| Notices of BAWASA meetings                                   | <input type="checkbox"/> |
| More news on BAWASA and water-related issues in the Barangay | <input type="checkbox"/> |
| others, specify  | <input type="checkbox"/> |

25) How are you able to influence decisions on water and sanitation?

- |  |                          |
|--|--------------------------|
| meetings and assemblies                        |                          |
| community consultations on projects/activities | <input type="checkbox"/> |
| through officers /representatives of WSPs      | <input type="checkbox"/> |
| through barangay officials                     | <input type="checkbox"/> |
| others, specify                                | <input type="checkbox"/> |
| none at all                                    | <input type="checkbox"/> |

**J. General Opinions**

26) On a scale of 1 to 4 where : 1 poor, 2 is fair; 3 is acceptable; and 4 is good, how would you rate your access to water supply services in terms of:

	1	2	3	4	Comments
reliability of water supply					
reasonableness of fees					
responsiveness to needs					
access to information					
participation					

27) Are the following manifested in the operation and management of water and sanitation facilities? If YES, in what ways? If NO, how can situation improve?

Key principles	YES	In what ways?	NO	How?
participation				
accountability				
non-discrimination				
transparency				
human rights				
empowerment				
rule of law				

28) Please give recommendations to improve access to and provision of water services especially to ..

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

29) If given the chance, how would you participate in water and sanitation programs?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you!

**Household Survey on Water and Sanitation (Bisaya)  
FOR NON-USERS OF FACILITIES**

Dear Respondent:

Ang DILG nagakinahanglan sa inyo nga impormasyon sa panimalay para mahibaw-an ang sitwasyon mahitungod sa tubig ug sanidad (water and sanitation). Palihug ihatag ang imo'ng matinod-anon nga tubag. Ang imo'ng mga tubag mahimo'ng pribado ug para lang sa survey.

Daghang salamat.

HOUSEHOLD NUMBER:

FACILITY CODE:

NGALAN SA ULO SA PANIMALAY :

NGALAN SA RESPONDENT/RELASYON SA ULO SA PAMILYA (*unsa ang respondent dili ang ulo sa panimalay*)

PUROK:

BARANGAY:

MUNISIPYO:

**CALL RECORD**

PETSA		
ORAS NA NAGSUGOD		
ORAS NA NAKUMPLETO		
KUMENTARYO		

**CERTIFICATION**

Akung ginapamatud-an na ang mga impormasyon nga nakuha na hahom sa guidelines nga ginhatag sa ako.

\_\_\_\_\_  
PIRMA UG PANGALAN SA ENUMERATOR

\_\_\_\_\_  
PETSA

\_\_\_\_\_  
PIRMA UG PANGALAN SA SUPERVISOR

\_\_\_\_\_  
PETSA

*Baseline Survey of Thirty-Six Waterless Municipalities*

<b>Household Survey Questionnaire</b>			
<b>For Non-Users of Facility</b>			
<b>Province</b>		<b>Municipality</b>	
<b>Barangay</b>		<b>Purok</b>	
<b>B. Naglangkob sa isa pamilya</b>			
1) Pila kabook membro sa pamilya: TOTAL		Pila ang BABAYE	
2) Pila ka membro sa pamilya ang nagamit sa tubig: TOTAL		Pila ang BABAYE	
<b>C. Education Profile</b>			
3) Edukasyon nga nakab-ot or naabot		4) Mga training o pagbansay bansay nga natun-an o natambongan	
Walay pormal nga naeskuwelahan <input type="checkbox"/>	nakahuman sa kolehiyo <input type="checkbox"/>		
Elementarya <input type="checkbox"/>	Masteral <input type="checkbox"/>		
Secondarya <input type="checkbox"/>	Bokasyonal, isulti kung unsa <input type="checkbox"/>		
Nakatungtong sa kolehiyo <input type="checkbox"/>			
5) Miyembro ka ba sa organisasyon o grupo ? OO <input type="checkbox"/> DILI <input type="checkbox"/> Kung OO, kanos-a sugod? Nganli ang ngalan sa organisasyon o grupo.			
Unsa imong katungkulan sa organisasyon?			
6) Kung ang organisasyon mahitungod sa tubig, unsa ang iya'ng bantala o misyon?			
7) Naa ba'y miyembro sa pamilya nga miyembro sa usa ka organisasyon mahitungod sa tubig? NAA <input type="checkbox"/> WALA <input type="checkbox"/> Kung NAA, isulti ang ngalan sa organisasyon ug ang sa iya'ng posisyon.			
<b>E. Household Economic Features</b>			
<b>8) Pangitan naggikan sa pamilya ag galastohan</b>		<b>9) Galastohan cada Bulan</b>	
<b>Tinubdan sa Pananalapi sa Pamilya</b>	<b>Tinuig na Kita sa Pamilya</b>	<b>Item</b>	<b>Amount</b>
Mag-uuma <input type="checkbox"/>	Ubas sa kita ng P20,000 <input type="checkbox"/>	Tubig <input type="checkbox"/>	
Hayupan, manokan <input type="checkbox"/>	Ubas sa P20,001	Kuryente <input type="checkbox"/>	
Pangisda <input type="checkbox"/>	pataas sa P40,000 <input type="checkbox"/>	Adunay kalambingitan <input type="checkbox"/>	
Permaninti nga trabaho <input type="checkbox"/>	Paingon sa P40,001	Pagkaon <input type="checkbox"/>	
Dili permaninti panalageaon <input type="checkbox"/>	pataas sa P60,000 <input type="checkbox"/>	Gamit o Ranina <input type="checkbox"/>	
Gagmay ng pangita o negosyo <input type="checkbox"/>	Paingon sa P60,001	Balay <input type="checkbox"/>	
Adunay madawatan matagbulan <input type="checkbox"/>	pataas sa P80,00 <input type="checkbox"/>	Gamit sa panimalay <input type="checkbox"/>	
Hinabang nga madawat <input type="checkbox"/>	Paingon sa P80,000	Edukasyon <input type="checkbox"/>	
Ug uban pa, isulti <input type="checkbox"/>	pataas sa P100,000 <input type="checkbox"/>	Maayong panglawas	
	Pataas sa P100,000 <input type="checkbox"/>	ug adunay tambal <input type="checkbox"/>	

10) Which of these do you own?								
Residential lot <input type="checkbox"/>	Farm animals <input type="checkbox"/>	others, <input type="checkbox"/> specify _____						
Residential House <input type="checkbox"/>	Backyard animals <input type="checkbox"/>							
Farm <input type="checkbox"/>	Horse <input type="checkbox"/>							
Machinery <input type="checkbox"/>	Transport vehicles <input type="checkbox"/>							
<b>F. Gender</b>								
11) Who takes the active role in the following:								
Particulars	Old Aged	Disabled	Adult			Children (below 18 yrs)		
			M	F	Both	M	F	Both
a. Trabaho sa balay								
pagkabo sa tubig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pagluto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bantay sa bata	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
laba	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hinlo sa balay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pagpangahoy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pag-garden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Field work								
pag-uma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pagbodega	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pagproseso/pagpagaling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pagdeliver/paghatud	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pagcompra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Community social activities								
assesmbleya	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pagtigum tigum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pagtuon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Desisyon sa komunidad								
e. Pagmiyembro sa mga organisasyon sa katawhan:								
Peoples' Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultural movements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Leadership in:								
Peoples' Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultural movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Gender (CONTINUATION)								
Particulars	Old Aged	Disabled	Adult			Children (below 18 yrs)		
			M	F	Both	M	F	Both
12) Who is more prone to water-borne diseases?								
Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amoebiasis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malaria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dengue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schistosomiasis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uban pa, isulti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. Health, Sanitation and Hygiene Practices</b>								
13) Aduna ka ba'y kasilyas? NAA <input type="checkbox"/> WALA <input type="checkbox"/>								
Kung NAA, unsa nga klase?								
Description			Used exclusively by HH			Shared w/ other HHs		
Na-ay flash bowl (Water-sealed, sewer septic tank)			<input type="checkbox"/>			<input type="checkbox"/>		
Mokabo Ibobo (Pour-Flush with Septic Tank/Pit)			<input type="checkbox"/>			<input type="checkbox"/>		
Bangag naay panghaw (Ventilated Improved Pit)			<input type="checkbox"/>			<input type="checkbox"/>		
Walay tubig bangag lang naay taklob pero walay panghaw <Sanitary Pit Privy (Dry Type)			<input type="checkbox"/>			<input type="checkbox"/>		
Walay taklob (Open Pit)			<input type="checkbox"/>			<input type="checkbox"/>		
Bisan unsa nga klase sa kalibangan <Others (Pail system,			<input type="checkbox"/>			<input type="checkbox"/>		
Kung WALA, asa?								
Silingan <input type="checkbox"/>			Sa uma <input type="checkbox"/>			Uban pa, isulti <input type="checkbox"/>		
Sapa <input type="checkbox"/>			Tungod sa tubig <input type="checkbox"/>					
14) Naghugas ka ba pagkahuman? OO <input type="checkbox"/> DILI <input type="checkbox"/>								
LUBOT OO <input type="checkbox"/>			DILI <input type="checkbox"/>					
KAMUT OO <input type="checkbox"/>			DILI <input type="checkbox"/>					
Kung OO, mogamit ka ba ng : sabon? <input type="checkbox"/> alcohol? <input type="checkbox"/> uban pa, isulti <input type="checkbox"/>								
Kung DILI, unsay imong gamiton? papel <input type="checkbox"/> pakaw <input type="checkbox"/>								
15) Kung naa kay septic tank, unsaon nimo kung mapuno?								
hab-waon pasoyopan <input type="checkbox"/>			biyaan <input type="checkbox"/>					
When was the last time you desludged your septic tank ? (month/year)								
16) Asa man ka maglabay sa basura?								
kuhaon basurero <input type="checkbox"/>			himon nga abono ipalata <input type="checkbox"/>			uban pa, isulti <input type="checkbox"/>		
ilabay sa basurahan <input type="checkbox"/>			ilobong sa bangag <input type="checkbox"/>					
sunogon <input type="checkbox"/>			ipakaon sa hayop <input type="checkbox"/>					

<b>H. On Water Supply and Services</b>			
17) Asa mo magkuha sa inyong tubig. . .			
	<b>gamitunon sa:</b>	<b>Ang gigikanan sa tubig:</b>	<b>Unsa ang rason</b>
	pag-inom		
	pagluto		
	pagligo		
	paglimpyo		
	paglaba		
18) Unsa kalayo ug pila ka minuto ang pagkuha sa tubig?			
<b>Gamitunon sa</b>	<b>Unsa kalayo (pila ka metro)</b>	<b>Pila ka minuto sa pagkuha og pag-uli</b>	<b>Unsay Kakulian</b>
pag-inom			
pagluto			
pagligo			
paglimpyo			
paglaba			
19) Aduna bay problema na nasinatian/nasugat sa miaging 6 ka bulan na obserbasyon?    NAA <input type="checkbox"/> WALA <input type="checkbox"/>			
<i>Kung NAA, unsa ang obserbasyon at rason.</i>			
	Obserbasyon	1	2
	Unsa ang rason		
	Iubog nga tubig		
	Lasang taya		
	Lasang parat		
	Baho ba		
1 - is occasional; 2 - is most of the time			
Kung WALA ang tubag, unsa ang rason?			
maayo ang pagdala	<input type="checkbox"/>	uban pa, isulti	<input type="checkbox"/>
maayo ang pagkapili sa tinubdan sa tubig	<input type="checkbox"/>	_____	
Maayo ang pagkahimo sa reservoir	<input type="checkbox"/>		
sakto ang pag-atiman	<input type="checkbox"/>		
sayo ayuhon ang mga depekto o daut	<input type="checkbox"/>		
20) Ngadto sa hingtungdan, asa mo reklamo bahin sa tubig?			
Barangay	<input type="checkbox"/>		
Nagdumala sa panubig	<input type="checkbox"/>		
uban pa, isulti	<input type="checkbox"/>		
<b>I. Inpormasyon ug Partisipasyon</b>			
21) Giunsa nimo pagkuha ng mga inpormasyon mahitungoot sa WATER AND SANITATION nga adunay kalabigitan sa mga pagpanglempyo nga buluhaton			
pinaagi sa sulat	<input type="checkbox"/>	pinaagi sa text	<input type="checkbox"/> uban pa, isulti <input type="checkbox"/>
pagpahibalo nga personal	<input type="checkbox"/>	Meeting sa Barangay	<input type="checkbox"/> _____
community billboard	<input type="checkbox"/>	rekorida	<input type="checkbox"/>

22) Sa unsang paagiha nga ikaw makadani mahitungod sa patubig ug pagpanglempyo?

- Miting, asembleya
- pagpahibalo ug pagkonsulta sa proyekto ug aktibidades sa katawhan
- pinaagi sa lider ug representante sa WSPs
- pinaagi sa opisyaes sa barangay\
- uban pa, isulti
- wala

**J. Pinatibuk-ang Panghuna-huna/Opinyon**

23) Palihog pagpili 1-4 diin: 1 - kulang; 2-igolang; 3 madawat o naoyonan; 4 - maayo.

	1	2	3	4	Comments
Igong kadaghanon sa tubig, limpyo,accessible, kanunay ang pag-agos					
makatarunganon nga singil sa tubig					
nahatag ang ginakinahanglan					
makakuha ba sila sa mga pagpahibalo					
pakiglambigit					

24) Palihog paghatag ug mga rekomendasyon aron mapalambo pa ang serbisyo sa patubig.

---



---



---

Daghang Salamat !