



**AFRICAN POPULATION AND HEALTH RESEARCH CENTER
EDUCATION RESEARCH PROGRAMME
HEAD TEACHER QUESTIONNAIRE (BASELINE)**

THIS QUESTIONNAIRE SHOULD BE ADMINISTERED TO THE HEAD TEACHER OF THE SCHOOL VISITED

In the process of developing this study tool, several sources were consulted and mainly included the Human Sciences and Research council (HSRC) and the South Africa Consortium for Monitoring and Evaluating Educational Quality II – Kenya (SACMEQ II).

1.0 BACKGROUND INFORMATION

1.1 START TIME

1.2 DATE OF INTERVIEW (DD/MM/YYYY)

1.3 FIELD INTERVIEWER'S (FI) CODE

1.4 FULL NAME OF THE HEADTEACHER _____

1.4a TSC/EMPLOYMENT NUMBER

1.5 FULL NAME OF SCHOOL _____

1.6 CURRENT KENYA NATIONAL EXAMINATION INDEX FOR THE SCHOOL

1.7 PREVIOUS KENYA NATIONAL EXAMINATION INDEX FOR THE SCHOOL

1.8 FI: IN WHICH PROVINCE IS THE SCHOOL LOCATED?

01=COAST; 02=CENTRAL; 03=EASTERN; 04=NAIROBI; 05=RIFT VALLEY; 06=WESTERN
07=NYANZA; 08=NORTH EASTERN

1.9 FI: GIVE THE NAME OF THE DISTRICT WHERE THE SCHOOL IS LOCATED _____

1.10 INTRODUCTION AND CONSENT

Good morning/afternoon/evening sir/madam. My name is (NAME OF FIELD INTERVIEWER). I work with the African Population and Health Research Center (APHRC) which carries out research on Education, Health, Urbanization, and Well being. The APHRC works in Kenya and in the sub-Saharan Africa region. Under the Education theme, we visit primary schools to collect data on school infrastructure, enrolment, staffing, teaching, learning and management. This time round, we would like to collect data from [NAME OF SCHOOL]. We seek your permission to collect these data concerning teaching, learning, enrolment, staffing, infrastructure and management. The results of this research will be disseminated to schools participating in the study and at national level in order to inform education policy in Kenya.

Your responses will be held with utmost confidentiality and will only be available to members of the research team. The study will not cause any disadvantage to you, or your school. If you accept that they participate in this research, you will be doing so professionally and voluntarily and there will not be any monetary returns. Any benefits of the research will be policy oriented intended to improve the teaching and learning processes in our schools. You are free to ask questions as we proceed and you are also at liberty not to respond to questions you do not feel comfortable answering. This interview will take about 30 minutes.

1.11 Would you like your school to participate in this study? 1=YES; 2=NO

[IF 1=YES, THANK THE RESPONDENT AND PROCEED TO SECTION 2.0]

1.12 Kindly let me know the reason why you would not wish to participate in this research

1=TOO BUSY/DO NOT HAVE TIME; 2=TIRED OF RESEARCH; 3=RESEARCH NOT BENEFICIAL;
4=NOT INTERESTED; 6=OTHER (specify) _____

[CHECK 1.11: IF 2=NO, THANK THE RESPONDENT, AND SKIP TO SECTION 6.0]

2.0 SOME QUESTIONS ABOUT YOU

2.1 FI: INDICATE SEX OF HEAD TEACHER/RESPONDENT 1=FEMALE; 2=MALE

2.2 What is the date of your birth? (DD/MM/YYYY)

2.3 What is the highest level of **academic education** have you attained?

01=PRIMARY EDUCATION; 02=JUNIOR SECONDARY EDUCATION;
03=SECONDARY EDUCATION (O-LEVEL); 04=SECONDARY EDUCATION (A-LEVEL);
05=BACHELOR'S DEGREE OR HIGHER (OTHER THAN BACHELOR OF EDUCATION)
96=OTHER (specify) _____

2.4 How many complete years in total have you been a school Headteacher, including this year?

2.5 How many complete years in total have you been a school Headteacher at this school, including this year?

2.6 What is your **typical means** of transport from your residence to this school?

01=WALKING; 02=BICYCLE; 03=MOTOR-CYCLE; 04=PUBLIC TRANSPORT;
05=DRIVING PRIVATE/SCHOOL VEHICLE; 06=OTHER (specify) _____

2.7 Using this means in 2.6, how long does it take you to get to school

[ENTER RESPONSE IN MINUTES e.g. 2hrs=120 minutes]

2.8 As a Headteacher in this school, what would you say is the task on which you spend the **MOST** time?

01=DISCIPLINING LEARNERS; 02=LIAISING WITH PARENTS;
03=FINANCIAL MANAGEMENT (INCLUDING FUNDRAISING); 04=OVERSEEING TEACHING CURRICULUM
05=COORDINATING SCHOOL BOARD, GOVERNING BODY;
06=ADMINISTRATION AND DEPARTMENTAL REPORTING; 07=SUPERVISING TEACHERS;
08=OFFICIAL MEETINGS; 96=OTHER (specify) _____

2.9 As a Headteacher in this school, what would you say is the task on which you spend the **LEAST** time?

01=DISCIPLINING LEARNERS; 02=LIAISING WITH PARENTS;
03=FINANCIAL MANAGEMENT (INCLUDING FUNDRAISING); 04=OVERSEEING TEACHING CURRICULUM
05=COORDINATING SCHOOL BOARD, GOVERNING BODY;
06=ADMINISTRATION AND DEPARTMENTAL REPORTING; 07=SUPERVISING TEACHERS;
08=OFFICIAL MEETINGS; 96=OTHER (specify) _____

2.10 What do you think is the **MOST** important problem you face in making this a good school?

01=DISCIPLINE; 02=LACK OF RESOURCES/FINANCES/POVERTY;
03=LACK OF PARENTAL/FAMILY INVOLVEMENT; 04=BULLYING/FIGHTING; 05=SAFETY/SECURITY
06=TEACHER ABSENTEEISM; 07=LEARNER ABSENTEEISM; 08=LARGE CLASS SIZE;
09=INADEQUATE TEACHERS; 10=LEARNERS NOT DOING THEIR WORK;
11=TEACHERS NOT DOING JOBS/LACK OF GOOD TEACHING; 12=LANGUAGE;
13=LACK OF KNOWLEDGE/NO INTEREST; 14=NEW POLICIES/WORKLOAD/CANNOT COVER SYLLABUS;
15=LATENESS; 16=NO PROBLEM; 17=SMALL CLASS SIZE; 96=OTHER (specify) _____

2.11 What is the **MOST** important problem you face in dealing with learners in your school?

01=DISCIPLINE; 02=LACK OF RESOURCES/FINANCES/POVERTY;
03=LACK OF PARENTAL/FAMILY INVOLVEMENT; 04=BULLYING/FIGHTING; 05=SAFETY/SECURITY
06=TEACHER ABSENTEEISM; 07=LEARNER ABSENTEEISM; 08=LARGE CLASS SIZE;
09=INADEQUATE TEACHERS; 10=LEARNERS NOT DOING THEIR WORK;
11=TEACHERS NOT DOING JOBS/LACK OF GOOD TEACHING; 12=LANGUAGE;
13=LACK OF KNOWLEDGE/NO INTEREST; 14=NEW POLICIES/WORKLOAD/CANNOT COVER SYLLABUS;
15=LATENESS; 16=NO PROBLEM; 17=SMALL CLASS SIZE; 96=OTHER (specify) _____

2.12 How many of the families of the learners in your school do you know?

01=ALL THE FAMILIES; 02=THREE QUARTERS OF THE FAMILIES; 03=ABOUT HALF OF THE FAMILIES
04=ABOUT A QUARTER OF THE FAMILIES; 05=NONE OF THE FAMILIES; 96=OTHER (specify) _____

2.13 Is teacher absenteeism a significant problem at your school?

1=YES, FOR A FEW OF THE TEACHERS; 2=YES, FOR ABOUT HALF THE TEACHERS;
3=YES, FOR MOST OF THE TEACHERS; 4=IT IS NOT A PROBLEM

2.14 What is the **MOST** important problem you face in dealing with teachers in your school?

01=DISCIPLINE; 02=LACK OF RESOURCES/FINANCES/POVERTY;
03=LACK OF PARENTAL/FAMILY INVOLVEMENT; 04=BULLYING/FIGHTING; 05=SAFETY/SECURITY
06=TEACHER ABSENTEEISM; 07=LEARNER ABSENTEEISM; 08=LARGE CLASS SIZE;
09=INADEQUATE TEACHERS; 10=LEARNERS NOT DOING THEIR WORK;
11=TEACHERS NOT DOING JOBS/LACK OF GOOD TEACHING; 12=LANGUAGE;
13=LACK OF KNOWLEDGE/NO INTEREST; 14=NEW POLICIES/WORKLOAD/CANNOT COVER SYLLABUS;
15=LATENESS; 16=NO PROBLEM; 17=SMALL CLASS SIZE; 96=OTHER (specify) _____

2.15 What do you think is the **MAIN** reason why teachers are absent?

01=DOMESTIC RESPONSIBILITIES; 02=LIVING FAR FROM THE SCHOOL; 03=PROBLEM WITH TRANSPORT
04=ILLNESS; 05=UNION MEETINGS; 06=PAY RELATED; 07=TRAINING;
96=OTHER (specify) _____

2.16 Do you think **GRADE SIX** teachers in this school complete the required curriculum?

1=YES, COMPLETELY; 2=YES, PARTIALLY; 3=NO; 8=DON'T KNOW

2.17 Do you as a Headteacher do lesson observation of your **MATHEMATICS** TEACHERS?

1=OFTEN; 2=SOMETIMES; 3=RARELY; 4=NEVER

2.18 How many times did a mathematics curriculum or subject advisor from the zonal/division/district or province visit mathematics teachers in your school in the last 18 months?

2.19 How often do you deal with learner discipline problems?
 01=SEVERAL TIMES A DAY; 02=ONCE A DAY; 03=SEVERAL TIMES A WEEK;
 04=ONCE A WEEK; 05=LESS THAN ONCE A MONTH; 06=NEVER; 96=OTHER (SPECIFY) _____

2.20 How often do learners in the school hurt or threaten other learners?
 01=SEVERAL TIMES A DAY; 02=ONCE A DAY; 03=SEVERAL TIMES A WEEK;
 04=ONCE A WEEK; 05=LESS THAN ONCE A MONTH; 06=NEVER; 96=OTHER (SPECIFY) _____

2.21 How often do teachers in the school hurt or threaten learners?
 01=SEVERAL TIMES A DAY; 02=ONCE A DAY; 03=SEVERAL TIMES A WEEK;
 04=ONCE A WEEK; 05=LESS THAN ONCE A MONTH; 06=NEVER; 96=OTHER (SPECIFY) _____

2.22 How often do outsiders hurt or threaten learners in your school?
 01=SEVERAL TIMES A DAY; 02=ONCE A DAY; 03=SEVERAL TIMES A WEEK;
 04=ONCE A WEEK; 05=LESS THAN ONCE A MONTH; 06=NEVER; 96=OTHER (SPECIFY) _____

2.23 what activity takes you out of school **most often**?
 01=UNION MEETINGS; 02=DEPARTMENTAL AND COMMITTEE MEETINGS;
 03=CONSULTATIONS WITH OTHER TEACHERS; 04=DOMESTIC RESPONSIBILITIES
 05=RESPONSIBILITIES RELATED TO SECOND JOB;
 06=RESPONSIBILITIES RELATED TO MY COMMUNITY SUCH AS LOCAL POLITICS
 07=CONSULTATIONS WITH LEARNERS
 08=CONSULTATIONS WITH PARENTS OR GUARDIANS OF LEARNERS
 09=TRAINING OR PROFESSIONAL DEVELOPMENT
 96=OTHER (specify) _____
 99=I AM NEVER TAKEN OUT OF MY SCHOOL

2.24 Who do you think is the **MOST** responsible for improving teaching in your school?
 01=THE TEACHERS; 02=THE HEAD TEACHER; 03=DISTRICT EDUCATION OFFICERS;
 04=PROVINCIAL EDUCATION OFFICERS; 05=NATIONAL EDUCATION OFFICERS;
 05=ALL THE ABOVE; 96=OTHER (specify) _____

2.25 How often is school feeding provided at the school?
 1=NEVER; 2=ONCE A WEEK; 3=TWO TO THREE TIMES A WEEK; 4=DAILY
 [IF 1=NEVER, SKIP TO 3.0]

2.26 What percentage of learners in the school benefit from school feeding?
 01=ABOUT A QUARTER OF THE LEARNERS (25%); 02=ABOUT HALF OF THE LEARNERS (50%);
 03=ABOUT THREE QUARTERS OF THE LEARNERS (75%); 04=ALL THE LEARNERS (100%)
 05=NONE OF THE LEARNERS (0%) 96=OTHER (SPECIFY) _____

3.0 SOME QUESTIONS ABOUT YOUR SCHOOL

3.1 Who is the **main** sponsor of your school? 1=GOVERNMENT; 2=RELIGIOUS ORGANISATION;
 3=PRIVATE INDIVIDUALS; COMMUNITY; PRIVATE ORGANISATION; NGO/CBO

3.2 In what year was the school established?

3.3 In total, how many teachers (permanent, temporary and student teachers) are there in your school?
 (FI: WRITE THE NUMBER IN THE BOXES e.g. 05 FOR 5)

	Female	Male
A PERMANENT TEACHERS	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
B TEMPORARY TEACHERS	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
C STUDENT TEACHERS	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

		Female	Male
3.4	For whatever reason, how many teachers in total are absent from school today?		
	A PERMANENT TEACHERS	<input type="text"/>	<input type="text"/>
	B TEMPORARY TEACHERS	<input type="text"/>	<input type="text"/>
	C STUDENT TEACHERS	<input type="text"/>	<input type="text"/>
3.5	Excluding student teachers, how many of the teachers in your school have completed the following levels of highest academic education ?		
	(FI: WRITE THE NUMBER IN THE BOXES e.g. 05 FOR 5)		
	01=PRIMARY EDUCATION;	<input type="text"/>	<input type="text"/>
	02=JUNIOR SECONDARY EDUCATION;	<input type="text"/>	<input type="text"/>
	03=SECONDARY EDUCATION (O-LEVEL);	<input type="text"/>	<input type="text"/>
	04=SECONDARY EDUCATION (A-LEVEL);	<input type="text"/>	<input type="text"/>
	05=BACHELOR'S DEGREE OR HIGHER (OTHER THAN BACHELOR OF EDUCATION)	<input type="text"/>	<input type="text"/>
	96=OTHER (specify) _____		
3.6	Excluding student teachers, how many of the teachers in your school have completed the following levels of highest professional qualification/ teacher training ?		
	(FI: WRITE THE NUMBER IN THE BOXES e.g. 05 FOR 5)		
	A NO TEACHER TRAINING	<input type="text"/>	<input type="text"/>
	B CERTIFICATE	<input type="text"/>	<input type="text"/>
	C DIPLOMA	<input type="text"/>	<input type="text"/>
	D FIRST DEGREE IN EDUCATION	<input type="text"/>	<input type="text"/>
	E POST GRADUATE DIPLOMA IN EDUCATION	<input type="text"/>	<input type="text"/>
	96=OTHER (specify) _____		
3.7	Excluding student teachers, how many of the teachers in your school have completed the following number of in-service teacher training short courses in the last 18 months?		
	A ONE	<input type="text"/>	<input type="text"/>
	B TWO	<input type="text"/>	<input type="text"/>
	C THREE	<input type="text"/>	<input type="text"/>
	D FOUR	<input type="text"/>	<input type="text"/>
	E MORE THAN FOUR	<input type="text"/>	<input type="text"/>
	F NONE	<input type="text"/>	<input type="text"/>

4.0 SOME QUESTIONS ABOUT ENROLMENT AND SCHOOL OPERATION			
4.1	What is the total enrolment of your school including pupils who are absent this week?	A BOYS	<input type="text"/>
		B GIRLS	<input type="text"/>
4.2	What is the total enrolment in standard six in your school including pupils who are absent this week	A BOYS	<input type="text"/>
		B GIRLS	<input type="text"/>
4.3	What is the total number of standard six groups (classes/streams) in your school		<input type="text"/>
4.4	What was the last year your school had a full inspection by school inspectors/quality assurance officers?		<input type="text"/>
4.5	In your work as a school Head, would you say that the following activities are 1=NOT IMPORTANT; 2=OF SOME IMPORTANCE; 3=VERY IMPORTANT;		
	[FI: PLEASE WRITE THE APPROPRIATE RESPONSE FOR EACH STATEMENT]		
	A CONTACTS WITH LOCAL COMMUNITY		<input type="text"/>
	B MONITORING PUPILS PROGRESS		<input type="text"/>
	C ADMINISTRATIVE TASKS CONCERNING THE FUNCTIONING OF THE SCHOOL		<input type="text"/>
	D DISCUSSING EDUCATIONAL OBJECTIVES WITH THE TEACHING STAFF		<input type="text"/>
	E ACTIVITIES AIMED AT THE PROFESSIONAL DEVELOPMENTS OF TEACHERS		<input type="text"/>
	F ACTIVITIES AIMED AT THE PROFESSIONAL DEVELOPMENTS OF SCHOOL HEADS		<input type="text"/>

4.6 Of the **SIX** activities listed above, rank the **THREE** that you consider to be the most important.
 [FI: PLEASE WRITE THE LETTERS OF THE REASONS IN QUESTION 4.5 IN THE BOXES BELOW]

A MOST IMPORTANT ACTIVITY

B SECOND MOST IMPORTANT ACTIVITY

C THIRD MOST IMPORTANT ACTIVITY

4.7 About how often does the school have to deal with the following **behaviour of pupils?**
 1=NEVER; 2=SOMETIMES; 3=OFTEN

A PUPILS ARRIVING LATE AT SCHOOL

B PUPIL ABSENTEEISM (i.e. UNJUSTIFIED ABSENCE)

C PUPILS SKIPPING CLASSES

D PUPILS DROPPING OUT OF SCHOOL

E CLASSROOM DISTURBANCE BY PUPILS

F CHEATING BY PUPILS

G USE OF ABUSIVE LANGUAGE BY PUPILS

H VANDALISM BY PUPILS

I THEFT BY PUPILS

J INTIMIDATION OR BULLYING OF PUPILS BY PUPILS

K INTIMIDATION/VERBAL ABUSE OF TEACHERS/STAFF BY PUPILS

L PHYSICAL INJURY TO STAFF BY PUPILS

M SEXUAL HARASSMENT OF PUPILS BY OTHER PUPILS

N SEXUAL HARASSMENT OF TEACHERS BY PUPILS

O DRUG ABUSE BY PUPILS

P ALCOHOL ABUSE OR POSSESSION BY PUPILS

Q FIGHTS AMONG PUPILS

R PUPIL HEALTH PROBLEMS

4.8 About how often does the school have to deal with the following **behaviour of teachers?**
 1=NEVER; 2=SOMETIMES; 3=OFTEN

A TEACHERS ARRIVING LATE AT SCHOOL

B TEACHER ABSENTEEISM (I.E. UNJUSTIFIED ABSENCE)

C TEACHERS SKIPPING CLASSES

D INTIMIDATION OR BULLYING OF PUPILS BY TEACHERS

E SEXUAL HARASSMENT OF TEACHERS BY OTHER TEACHERS

F SEXUAL HARASSMENT OF PUPILS BY TEACHERS

G USE OF ABUSIVE LANGUAGE BY TEACHERS

H DRUG ABUSE BY TEACHERS

I ALCOHOL ABUSE OR POSSESSION BY TEACHERS

J TEACHER HEALTH PROBLEMS

4.9 Excluding union related losses (KNUT), public holidays, and post election violence, how many official school days did you lose (i.e. no teaching took place) in the last 18 months as a result of such things as late start of term, organisation of examinations, school festivities, national celebrations, storms, security related, riots, parents' disruption, etc?

4.10 Which of the following does your school have? 1=YES; 2=NO

A SCHOOL LIBRARY	<input type="checkbox"/>	G SCHOOL OWNED TELEPHONE	<input type="checkbox"/>
B TEACHER /STAFF ROOM	<input type="checkbox"/>	H SCHOOL GARDEN	<input type="checkbox"/>
C STORE ROOM	<input type="checkbox"/>	I TYPEWRITTER [Functional & used]	<input type="checkbox"/>
D SPORTS AREA	<input type="checkbox"/>	J RADIO [Functional & used]	<input type="checkbox"/>
E PIPED WATER/WATER TANK/BORE HOLE/SPRING	<input type="checkbox"/>	K COMPUTER [Functional & used]	<input type="checkbox"/>
F ELECTRICITY [connected]	<input type="checkbox"/>	L FENCE/HEDGE AROUND SCH. BORDERS	<input type="checkbox"/>

4.11 Can pupils borrow books from the school library to take away to their homes?
1=YES; 2=NO; 3=NO SCHOOL LIBRARY

4.12 How many toilets/latrines does your school have?
[FI: PLEASE WRITE THE NUMBER OF DOOR FOR EACH CATEGORY, IF ANSWER IS ZERO, WRITE '000']

	Flush Toilets	Squat holes or pit hole	Other types of toilet/latrine
A BOYS	<input type="text"/>	<input type="text"/>	<input type="text"/>
B GIRLS	<input type="text"/>	<input type="text"/>	<input type="text"/>
C STAFF	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.13 Do parents and/or the community contribute to the school in any of the following ways? 1=YES; 2=NO

A BULDING OF SCHOOL FACILITIES SUCH AS CLASSROOMS, TEACHER HOUSES E.T.C	<input type="checkbox"/>
B MAINTENANCE OF SCHOOL FACILITIES SUCH AS CLASSROOMS, TEACHER HOUSES E.T.C	<input type="checkbox"/>
C CONSTRUCTION OR MAINTENANCE AND REPAIR OF FURNITURE, EQUIPMENT, E.T.C	<input type="checkbox"/>
D THE PURCHASE OF TEXTBOOKS	<input type="checkbox"/>
E THE PURCHASE OF STATIONARY	<input type="checkbox"/>
F THE PURCHASE OF OTHER SCHOOL SUPPLIES, MATERIALS AND OR EQUIPMENTS	<input type="checkbox"/>
G PAYMENT OF EXAMINATION FEES	<input type="checkbox"/>
H PAYMENT OF SALARIES OF ADDITIONAL TEACHERS	<input type="checkbox"/>
I PAYMENT OF AN ADDITIONAL AMOUNT ON TOP OF NORMAL SALARY OF TEACHERS	<input type="checkbox"/>
J PAYMENT OF THE SALARIES OF NON-TEACHING STAFF	<input type="checkbox"/>
K PAYMENT OF AN ADDITIONAL AMOUNT ON TOP OF NORMAL SALARY OF NON-TEACHING STAFF	<input type="checkbox"/>
L EXTRA-CURRICULAR ACTIVITIES INCLUDING TRIPS	<input type="checkbox"/>
M ASSISTING TEACHERS IN TEACHING AND / OR TEACH OR SUPERVISE PUPILS THEMSELVES WITHOUT PAY	<input type="checkbox"/>
N PROVISION OF SCHOOL MEALS	<input type="checkbox"/>

5.0 FI: THANK THE RESPONDENT AND REQUEST THAT HE/SHE STAMPS AT 5.1 USING THE OFFICIAL SCHOOL RUBBER STAMP					
5.1 SCHOOL RUBBER STAMP IN THE SPACE BELOW					
6.0 COMMENTS, INTERVIEW RATING AND WIND UP					
6.1 RECORD COMMENTS ABOUT THE INTERVIEW	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>				
6.2 RATE THE INTERVIEW	1=VERY BAD; 2=BAD; 3=AVERAGE; 4=GOOD; 5=VERY GOOD <table border="1" style="float: right; border-collapse: collapse;"> <tr><td style="width: 20px; height: 15px;"></td></tr> </table>				
6.3 RESULT OF INTERVIEW	<table border="1" style="float: right; border-collapse: collapse;"> <tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr> </table>				
01=COMPLETED; 02= NO COMPETENT RESPONDENT AT SCHOOL; 03=SCHOOL CLOSED FOR EXTENDED PERIOD; 04=SCHOOL UNKNOWN; 96=OTHER(Specify); _____ 97=REFUSED ACCESS					
6.4 RECORD END TIME	<table border="1" style="border-collapse: collapse;"> <tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr> </table>				
6.5 FIELD SUPERVISOR/TEAM LEADER'S CODE	<table border="1" style="border-collapse: collapse;"> <tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr> </table>				
6.6 DATA ENTRY CLERK'S CODE	<table border="1" style="border-collapse: collapse;"> <tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr> </table>				