

Making Futures Philippines

Visitors Notes

We have made every effort to ensure these notes are accurate and up-to-date. We urge you wherever possible to check details on the relevant web sites and to check with us if you are not sure.

Visas & Entry Requirements

<p>immigration/ customs passport validity information from relevant authorities URL of official web sites</p>	<p>Nationals from 157 countries may enter the Philippines without a visa and stay for a maximum of 30 days, provided they are holders of a passport valid at least six months beyond the period of stay in the Philippines, and present a return or outward bound ticket to their country of origin or to a next country of destination. Please always check with a travel agent or the local consulate before travelling to the Philippines if visa policies have changed.</p> <p>Should you require to obtain a visa prior to arrival, please inquire with the nearest Philippine embassy or consulate. A list of Philippine consulates may be found at – www.dfa.gov.ph</p> <p>For updated visa information including the list of nationalities who can enter the country without a visa and for more information about the Philippines, please visit: www.tourism.gov.ph www.immigration.gov.ph</p>
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Travel Advice

security information	<p>The Foreign and Commonwealth Office (FCO) provide security advice regarding travelling to the Philippines in this www.gov.uk/foreign-travel-advice/philippines. The information is frequently updated, and we recommend that visitors refer to this official source of information when making decisions regarding their visit and travel arrangements.</p> <p>At the British Council, the health and safety of all our visitors, staff and the communities in which we operate is our top priority. We support and cooperate with all local government agencies to put all necessary measures in place for the well-being of everyone we engage with in the course of our operations.</p>
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Health and Travel Insurance

health advice	<p>The extent of medical care varies across the Philippines and may not meet the standards of care in other countries. Although sufficient in major cities, medical care is limited in more remote areas. You should be aware that medical treatment can be very expensive.</p>
immunisation	
vaccination requirement	<p>There are pharmaceutical retailers in the big supermarkets, departmental stores, and shopping centres. Many of these have pharmacists on duty during the day and some until early evening. <u>Mercury Drug Store</u> is the most reliable pharmacy with a lot of branches in the city, some of which are open 24-hours.</p>
insurance advice	
life & help lines	<p>On 30 Jan 2020, the World Health Organisation (WHO) declared the novel coronavirus situation a global health emergency and called for a more coordinated international response to the outbreak.</p>
medical information	<p>We would like to remind our visitors of the following:</p> <ul style="list-style-type: none">• If you are feeling unwell, have a cough, fever or flu or have recently visited Hubei Province, China, please seek immediate medical attention and advice on your suitability to attend. Inform the event organisers of the doctor's advice.
medical insurance	<ul style="list-style-type: none">• If you would like to bring and/or wear a mask, please feel free to do so.
travel insurance	<ul style="list-style-type: none">• We recommend using hand sanitisers and regular handwashing as a basic safeguard.

We are monitoring the situation very closely and will continue to take relevant measures in line with the advice of local government agencies. Participants and visitors are strongly encouraged to visit www.doh.gov.ph/2019-nCov to stay abreast of the country's prevailing health advisory and precautionary measures.

Additional resources and information on protection from Coronavirus Disease (COVID19) may be found on the WHO website: www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public

An outbreak of measles has been confirmed on **February 2018**. Getting vaccinated is the best way to prevent measles. If you didn't get a measles vaccine when you are a child, you may need to get it as an adult, and you may need at least one dose of the measles vaccine.

An outbreak of Avian Influenza (bird flu) in farm birds has been confirmed in San Luis, Pampanga province, in **August 2017**. A controlled zone has been put in place and all vehicles are being sprayed with disinfectant on departure.

A travel warning has been raised regarding the Zika Virus. Travel to the Americas (including Mexico), the Caribbean, Thailand, Vietnam, Philippines and South Pacific Islands

Zika is a dengue-type virus transmitted by Aedes mosquitoes. The infection can occur without symptoms or it can cause symptoms like dengue which are usually mild. However, a link between exposure to the Zika Virus (ZIKV) in pregnancy and microcephaly and other congenital malformations has been identified. Colleagues planning to travel to the above areas, who are pregnant or planning to become pregnant, or have a severe chronic illness or immune system disorder, should consult a healthcare professional before travelling to affected areas and follow the updated advice below. The latest recommendations are that:

- pregnant women planning to travel to areas with active ZIKV transmission (listed above) should postpone non-essential travel until after pregnancy
- women should avoid becoming pregnant while travelling in an area with current active ZIKV transmission
- effective contraception is advised to prevent pregnancy during travel in an area of active ZIKV transmission and for 28 days following return from such an area
- For more information please visit: www.doh.gov.ph

Travel insurance provides British Council staff with financial reimbursement for costs of medical treatment or for property loss or damage while on short business trips, as well as compensation for cancelled travel. It also provides 24-hour emergency assistance and can pay hospitals or doctors directly for

treatment when necessary. The policy will refund you directly if you pay for medical treatment or suffer property loss or damage, and it can also reimburse the British Council if you pay for medical treatment on your TEX card. Property loss includes your personal possessions, and your work laptop, phone etc.

You will need receipts to make a reimbursement claim, and you should try to get a police report if items are stolen and you want to claim for them.

For British Council Staff:

http://intranet.britishcouncil.org/Site/Managing_Risk/Insurance/Pages/Travel-Insurance.aspx

Climate & Clothing

Average monthly temperatures in °C	March to May is hot and dry, June to October is rainy, and November to February is cool.
URL of official weather report	Average temperatures: 78°F / 25°C to 90°F / 32°C; humidity is 77%
climate recommendations	For weather updates, visit this website - www.pagasa.dost.gov.ph/
customs/culture	Light, casual clothes are recommended.
fashion guides	Formal occasions require dinner jackets and ties or the Philippine <i>Barong Tagalog</i> (or simply barong) for men and cocktail dresses or long gowns for women.
national attire	The barong is an embroidered formal garment. It is very lightweight and worn over an undershirt.

Communication & Time Zones

GMT+ or – (time zones)	Time zone: GMT +8 hours
international dialling codes	When making international calls from the Philippines to other countries use the following dialling sequence:
internet access	00 + (country code) + (city code) + (local 8-digit phone number)
	Mobile Telephone: roaming agreement exists with most international mobile phone companies
	Internet Access: Access to WI-FI is available in most hotels. Free WI-FI is also offered in public places such as coffee shops, malls and several restaurants.

British Council Contact Information & Emergency Contact Information

addresses

intranet

maps (Google
and/or Windows
maps)

staff name/s,
telephone, fax,
email, website

Business days and hours:

Mondays–Saturdays, 09.00 a.m. to 06.00 p.m.

Closed on Sundays and public holidays

Country Director: **Pilar Aramayo Prudencio**

Contact Number: +63 917 704 7305; +63 02 8555 3000

BCTN: 84113 116

E-mail: Pilar.Aramayo@britishcouncil.org

7th Floor, The Curve

32nd Street corner 3rd Avenue

Bonifacio Global City, Taguig City, 1634 Philippines



Philippines country website: www.britishcouncil.ph

Contact details during business hours:

Maria Razena de Leon, Business Support Services Manager
M +63 917 710 5489 | **T** +63 02 8555 3000
E maria.razena.deleon@britishcouncil.org.ph

External contact details in Metro Manila:

National Emergency Hotline: 911
Emergency Assistance: +63 02 117
Red Cross: 143
Philippine National Police (PNP): +63 02 8722-1223; 63 2 8642 2062 (Taguig City)
Bureau of Fire Protection (BFP):
+63 02 8806-1467; 8837-0740; 8837-4496 (Taguig City)
+63 02 8818-5150 / +63 02 8816-2553 (Makati City)

British Embassy, Manila

120 Upper McKinley Road
McKinley Hill, Taguig City 1634
+63 02 8858 2200

St. Luke's Medical Center

Bonifacio Global City, Taguig City
+63 02 8789-7948 / +63 02 8789-7949 / +63 02 8789-7900

British Council Subsistence Rates (for British Council staff only)

meals

Official British Council subsistence rates:

others

<https://britishcouncil.sharepoint.com/Site/Travel/GTR/SitePages/Philippines.aspx>

Personal Incidental Expenses (PIE)

Personal Incidental Expenses (PIE): Php 900.00

Manila

Breakfast: PHP612.00
Lunch: PHP942.00
Dinner: PHP1,452.00

Outside Manila

Breakfast: PHP336.00
Lunch: PHP540.00
Dinner: PHP778.00

Currency & Exchange

accepted denominations	Unit of currency: Philippine Peso At present, £1 sterling is equivalent to PHP66.20 (as per Book Keeping Rate February 2020).
ATM – type and location	If you use an overseas card in a local ATM machine, you will have to pay a fee on top any fees from your own bank. This is usually between PHP150–200.
credit card types	
British Council exchange rate	Citibank and HSBC ATM machines are located near the office building.
URL to relevant information	<p>Money changers will be able to give you the official guiding rates and are located at the airport, local banks, and other authorized foreign exchange dealers in commercial establishments. Refer also to <i>Bangko Sentral ng Pilipinas</i>' website for further information (www.bsp.gov.ph)</p> <p>International credit cards such as Visa, Diners Club, MasterCard, and American Express Card are accepted in major establishments.</p> <p>You may only bring up to PHP50,000.00 into the Philippines without prior authorisation from the Philippines Central Bank. If you plan to bring more than PHP50,000.00 into the country, you'll need to obtain written authorisation from the Philippines Central Bank.</p>

Accommodation in Metro Manila

British Council rates	Our corporate hotel in Bonifacio Global City, Taguig:
hotel reviews	<u>SEDA BGC Hotel</u> : Single room with breakfast approximately Php 7,200++ per night
identification documents	<u>Ascott Bonifacio Global City Manila</u> : Single room with breakfast approximately Php 7 900++ per night
proximity maps	<u>Shangri-La at the Fort</u> : Single room with breakfast PHP9,000++ per night
recommended hotels	<p>The hotels are located just 30 minutes from Ninoy Aquino International Airport Terminal 3 and 15 minutes from the Makati Central Business District. It is right next to Bonifacio High Street, which offers myriad options for shopping, dining, and entertainment.</p> <p>The British Council office is within a ten-minute walk from these hotels.</p> <p>Hotel receptionist may ask for identification documents such as the passport and booking details.</p>

Transportation / Getting Around in Metro Manila

airport procedures arrival & departure

Most international flights arrive through Terminals 1 and 3, except for Philippine Airlines which are at Terminal 2.

buses

The international airports have adequate traveller facilities: tourist information & assistance counters, hotel and travel agency representatives, banks & ATMs (limited to Philippine local banks), postal service, telephone booths, and medical clinics, among others.

car rental

customs & agricultural formalities

Terminal Transportation

There is a shuttle bus system which connects all terminals for passengers who have connecting flights departing from another terminal. NAIA Terminals 1, 2 and 3 are connected via bus with downtown Manila. Since 2017, the Ultimate Bus Experience, called UBE Express, connects Manila Airport with downtown key points and serving the main hotels in Manila.

location maps to and from main points

taxis

For further information, please visit www.manila-airport.net/transportation.php

trains

Philippine Airlines operates an airside shuttle service between Terminals 2 and 3 for travellers with connecting flights via PAL Express flights and vice versa.

Visitors are required to fill in an **Arrival Card** and the Baggage and Currency Declaration Form, which are usually given on board prior to landing.

Upon passing through immigration, proceed to the Baggage Claim Area where luggage carts are available, free of charge. However, fees will be collected if assistance is requested from uniformed porters.

Visitors are required to pass through the Customs Declaration lane before exiting the airport. There are large signs indicating which line to take for *Nothing to Declare* or *Something to Declare*. Luggage may be subject to a random search at this point.

Visitors carrying more than US\$10,000 must declare the amount at the Central Bank of the Philippines counter situated at the Customs area. Visitors are not allowed to take out more foreign currency than what they brought in.

Coupon (pre-paid) taxis are available at the airport. Rates are fixed and dependent on the destination. This is safer but generally more expensive compared to a metred taxi. Coupon taxi counters can be

found immediately after exiting the Customs area. Expect to pay around PHP500–PHP1,000 for destinations within Metro Manila.

It is also recommended for guests staying at our preferred hotels to book air transfers in advance. Rate is from PHP2,300 to PHP3,500 each, depending on the type of vehicle.

When riding a cab, ensure that the metre is switched on and that you have small denomination bills. Grab service is an alternative option for transport within Metro Manila.

Please allot one hour of travel time to the airport. It is advisable, however, to allocate between 1.5–2 hours travelling during rush hour to avoid getting stuck in traffic.

Safety & Security

common sense rules and observations

Avoid demonstrations and large gatherings of people. There is often a rise in tensions and political unrest during public holidays, political events and important anniversaries.

firearms

The Ortigas and Makati central business districts, as well as the Bonifacio Global City are generally safe. However, some areas in Metro Manila and key cities in the Philippines (i.e. Cebu, Davao and Iloilo) have reported high incidences of street crime and robberies, which often increase during the holiday season.

Sensible precautions include: arranging to be met at the airport or using hotel transfer services; using a driver or taxis from reputable sources and avoiding displays of cash or jewellery.

Include safety measures in all your travel plans. Seek advice from local contacts, avoid travel off the beaten track and always leave travel plans with friends, colleagues or relatives.

You should take particular care during the rainy season when flash floods can occur.

The office keeps track of all visitors of the British Council through the Visitors Log Form. Please ensure that you send in your details to your point of contact at the British Council office so that the security files are updated.

The FCO advisory should be considered when travelling to the Philippines. For more information, refer to www.gov.uk/foreign-travel-advice/philippines for detailed information

Activities in remote locations may require Satellite Phones to guarantee communication between the deployed teams and management. The requirement for Satellite phones should be confirmed with the Country Safety and Security Lead. Their use must also be in line with local regulations.

Drinking Water

availability safety	Tap water in Metro Manila and in key cities and towns is not safe for drinking. Bottled water, preferably distilled drinking water, is sold in supermarkets, hotels, restaurants, resorts, and convenience stores. Purified and/or distilled water may be supplied to households and offices through water re-filling companies.
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Electricity

plug type supply type	2 point plug 220 volts, A.C. 60 cycles. Most hotels have 110-volt outlets
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Doing Business

building relationships business cards business protocols do's & don'ts introductions	<p>As in most Asian cultures, Filipinos would rather avoid 'loss of face' or public humiliation. Therefore, Filipino contacts prefer an atmosphere of calm and restraint. They avoid direct confrontation and would typically offer a polite reply with a smile rather than an outright negative feedback to the other party's ideas. A 'yes' may mean a lot of things, therefore one should be aware of the subtleties of a conversation.</p> <p>Philippine business has its own etiquette. For example, as a sign of respect, Filipinos usually address people by their titles. Titles are sometimes followed by their first name or nickname rather than their surname. (e.g., Architect Cruz, Attorney Jose, Dr Romero) although the professional might request a more informal approach (e.g. addressing them by their nicknames) after the formal introduction. In dealing with high-ranking government and military officials, it is best to address them by their formal titles (e.g., Secretary Flores, General Alfonso, Director Santos, Admiral Lopez, etc.)</p> <p>Handing out business cards (preferably bearing your position or title) is standard procedure, although the manner in which the cards are exchanged tend to be rather informal as compared with other cultures. If a Filipino contact gives you a personal number (e.g. home or mobile) aside from what is indicated on the business card, it is a good sign for establishing cordial relations.</p>
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Language

common language characters common phrases and signs, e.g. airport, toilet, taxi, bus, hello, thank you, etc.	Filipino and English are considered the official languages of the Philippines. English is the preferred language for publication and the academic-scientific-technological discourse. English and Filipino compete in the domains of business and government. The major dialects spoken in the country are: Bikolandia, Cebuano, Hiligaynon
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<p>spoken languages</p> <p>URL to auto-translation sites</p>	<p>(Ilonggo), Ilocano, Kapampangan, Pangalatok (Pangasinan), Tagalog, and Waray.</p> <p>Useful words and phrases in Filipino:</p> <ul style="list-style-type: none"> • <i>Magandang umaga po.</i> - Good morning • <i>Magandang hapon po.</i> - Good afternoon • <i>Magandang gabi po.</i> - Good evening • <i>Kumusta po kayo?</i> - How are you? • <i>Mabuti po naman.</i> - I'm fine • <i>Salamat po.</i> - Thank you • <i>Wala pong anuman.</i> - You are welcome • <i>Oo</i> - Yes • <i>Hindi</i> – No • <i>Paumanhin po.</i> – Sorry <p>Refer to the website for translation of any Filipino Words: www.tagalog-dictionary.com</p>
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Business & Leisure Time

<p>work week begins on/ends on</p>	<p>Private and government offices are open either from 08.00 a.m. to 05.00 p.m. or from 09.00 a.m. to 06.00 p.m. on Mondays to Fridays.</p>
<p>working hours/definition of work week</p>	<p>Most commercial establishments are open from 10.00 a.m. to 08.00 p.m. daily.</p> <p>Banks are open from 09.00 a.m. to 03.00 p.m., from Mondays to Fridays, with automated teller machines (ATM) operating 24 hours</p>

Calendar

<p>if using non-British calendars - public holidays, e.g. Islamic public holidays</p>	<p>REGULAR HOLIDAYS (2020)</p> <ul style="list-style-type: none"> • New Year’s Day – 1 January • Araw ng Kagitingan – 9 April • Maundy Thursday – 9 April • Good Friday – 10 April • Labour Day – 01 May • Independence Day – 12 June • National Heroes Day – 31 August • Bonifacio Day – 30 November • Christmas day – 25 December
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- Rizal Day – 30 December

SPECIAL NON -WORKING HOLIDAYS (2020)

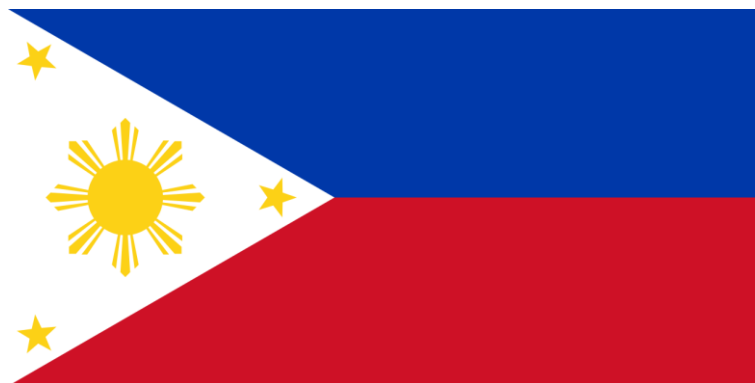
- Chinese New Year – 25 January
- EDSA People Power Revolution Anniversary – 25 February
- Black Saturday – 11 April
- Ninoy Aquino Day – 21 August
- All Saints' Day – 01 November
- Additional special (non-working) day – 02 November
- Feast of the Immaculate Conception of Mary – 08 December
- Additional special (non-working) day – 24 December
- Last Day of the Year – 31 December

For complete list of regular and special non-working holidays, please visit: www.officialgazette.gov.ph/nationwide-holidays

Country Key Facts

- country flag
- government (type)
- Head of State/Prime Minister
- Location
- major political parties
- membership of international groups and organisations
- name of capital city
- people (ethnicity)
- population
- religion
- URL of official country site

The Philippine flag:



Official name: Republic of the Philippines

It is on the south eastern rim of Asia and is bordered by the Philippine Sea on the east, the West Philippine Sea on the west, the Luzon Strait on the north, and the Celebes Sea on the south

Capital city: Manila

Head of State: President Rodrigo Duterte

Form of government: Republic

ASEAN, APEC, G-24, ADB

Population: 110 million

Heritage: Malay, Chinese, American, Spanish, and Arab

Religion: Roman Catholic, Aglipayan, Muslim, Evangelical, Iglesia ni Kristo, and other religious denomination

For further information, please visit the website: www.gov.ph

History of the British Council in the Philippines

overview

When the British Council reading room opened in R. Hidalgo, Quiapo in 1964, Filipinos availed of UK publishing expertise through a wide array of books and publications. These later became the core of the British Council collection when an office was set up in the Philippines.

Designated as first country representative, Ian Johnson and his deputy Beryl Braithwaite, set out to develop activities in education, science, publishing and the arts. Sir John Llewellyn, British Council Director-General visited Manila within the Council's first year and formalised programme partnerships with NSDB, DECS, UP and CCP.

March 1980 – The British Council in Philippines earned its own home away from the embassy premises. No. 7 Third Street, New Manila became the official address of a new library and information centre specialising in English Studies and British Culture.

October 1996 – The British Information Centre was formally inaugurated with the Duke of Gloucester as the guest of honour at the 10th Floor Taipan Place, Emerald Avenue, Pasig City

January 2004 – Along with the change in corporate logo, it was renamed to British Council in the Philippines' Knowledge and Learning Centre (KLC).

September 2009 – Knowledge and Learning Centre was renamed to IELTS Resource Centre in response to the significant change in the operations model of the Philippines office.

April 2018 – The British Council in Philippines transferred to its new premises at Bonifacio Global City

Known Natural Disasters

advice on what to do

The Philippines is part of the Pacific Ring of Fire. Typhoons are common during the months of September – November.

earthquake zones

tsunami advice

For earthquake and tsunami bulletins, please visit the Philippine Institute of Volcanology and Seismology www.phivolcs.dost.gov.ph

URL to websites for more information

volcanic activity

Customs & Culture	
<p>social customs</p> <p>special features to be aware of or to observe</p>	<p>Outside of business, visitors should feel free to wear whatever clothing they want. Bear in mind that the Philippines is quite a religious country. Some churches in the Philippines have dress codes.</p> <p>Handshake is the normal form of greetings although close friends and relatives may kiss each other on the cheeks. In Greater Manila and most of Central Luzon area, it is customary for young people to use <i>po</i> or <i>opo</i> while talking to an older person.</p> <p>Addressing someone as 'sir' and 'ma'am' is frequently used to show respect due to position or age.</p>
Tipping / Gratuities	
<p>common practices and amount</p>	<p>Tipping is expected for many services. The standard practice is 10 per cent of the total bill. Tipping is optional on bills that already include a 10 per cent service charge.</p>
Law	
<p>country-specific laws</p>	<p>Persons violating the Philippines' laws, even unknowingly, may be expelled, arrested, or imprisoned. Penalties for possession, use, or trafficking in illegal drugs are severe, and convicted offenders can expect long jail sentences and heavy fines</p> <p>Carrying of any lighted tobacco product in public vehicles, schools, health centres, elevators, cinemas, malls and in places where fire hazards are present is prohibited. Smoking is also banned in recreational facilities for minors. Fines imposed on violators of this section range from PHP500 to PHP10,000.</p> <p>If a traveller is found to have drugs in his or her belongings when arriving at or departing from the Philippines, he or she will be charged with drug trafficking.</p>
Local Taxes	
<p>rates of tax</p> <p>types of tax, e.g. GST</p>	<p>Value-Added Tax is a form of sales tax and is levied on the sale, barter, exchange or lease of goods or properties and services in the Philippines and on importation of goods into the Philippines. It is imposed upon consumption.</p>
Tourist Limitations	
<p>out-of-bound areas</p> <p>buildings</p> <p>military installations</p> <p>regions</p>	<p>Avoid all travel to south west Mindanao and the Sulu archipelago covering the following areas: Bangsamoro Autonomous Region of Muslim Mindanao (BARMM), including the islands of Basilan, Sulu and Tawi-Tawi, plus the western provinces of Sarangani, North and South Cotabato, Sultan Kudarat, Lanao del Norte, Zamboanga del Sur and Zamboanga Sibugay, because of on-going terrorist and insurgent</p>

	<p>activity. All but essential travel to the remainder of Mindanao is advisable.</p> <p>Staff travelling to Mindanao are required to have a SAFE training with certification.</p>
Cuisine	
<p>food & drink</p> <p>food hygiene</p> <p>Halal/vegetarian/vegan options</p> <p>main types</p> <p>recommended restaurants and bars</p>	<p>Filipino food is a tasteful blend of Oriental, European, and American culinary influences. There is a wide variety of fresh seafood and tropical fruits. Visitors may choose from a wide range of restaurants serving international cuisine and local Filipino fare. Foreign fast food outlets and restaurant franchises are also found in most commercial areas.</p> <p>For Halal food, most food packages and restaurants will have a symbol indicating that the food is Halal approved.</p>
Shopping & Leisure	
<p>URL to more information</p> <p>what are the must-buys, e.g. unique country items, gift ideas</p> <p>what are the must-knows, e.g. fixed price or bargaining needed</p> <p>where are the must-go places, proximity of malls and shopping areas</p>	<p>A number of shopping malls are located near the British Council office:</p> <ul style="list-style-type: none"> • SM Aura Premier www.smsupermalls.com/mall-locator/sm-aura-premier/information • Serendra Restaurant Row • Bonifacio High Street www.ayalamalls.com.ph/malls-philippines/bonifacio-high-street-taguig/ • The Fort Street restaurant and bars <p>Visitors can choose from an exciting selection of great buys at reasonable prices: South Sea pearls, hand-woven cloths, embroidered fineries, terra-cota, porcelain, coral and mother-of-pearl home accessories, among others.</p> <p><i><u>Kultura</u></i> is a famous Philippine souvenir shop located in SM malls.</p>
Photography	
<p>advice on acceptable practice</p> <p>image archives</p>	<p>Photography or video recording with cameras/mobile phones are not permitted during performances in theatres and cinema screenings. There will be notices at such venues/events to inform the public.</p>

