

DO'S AND DON'TS

1. **DO** learn and understand the host country's language.
2. **DO** respect the culture, traditions and practices of your host country.
3. **DO** know the provisions of your employment contract and know your rights and responsibilities.
4. **DO** abide by laws, rules and regulations of your host country.
5. **DON'T** carry, use or sell drugs, substances, compounds and chemicals classified as illegal in the host country.
6. **DON'T** accept any hand-carried package from anyone EVEN if you see what is inside. Many people have been arrested and jailed or meted with death penalty for carrying firearms and drugs without their knowledge.
7. **DON'T** engage in activities considered illegal in the host country (gambling/lotto, liquor/alcohol use, cyber sex, possession and/or sale of pirated video materials and/or obscene materials/articles).
8. **DON'T** lend your laptop or mobile phone to friends or acquaintances who may use them for illegal purposes.
9. **DON'T** live beyond your means. Avoid falling into a debt trap.
10. **DON'T** believe in get-rich-quick scams. Examples are text messages that you have won in an electronic lottery, e-mail offering to transfer huge amount of money to your bank account.
11. **DON'T** attempt to run-away from your employer. Try to settle any disagreement.

PHILIPPINE REPRESENTATION in SOUTH KOREA:

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Sampung Bilin ng PDOS

1. Isa-isip ang gusto mong makamit sa iyong pagtrabaho sa ibang bansa. Ito ang susi ng iyong tagumpay.
2. Ihanda ang sarili sa trabahong haharapin sa labas ng bansa.
3. Tandaan ang iyong responsibilidad at karapatan. Ito ay gabay mo sa pagganap sa iyong tungkulin.
4. Umangkop sa batas at kultura ng bansang pupuntahan. Ito ay iyong magiging pansamantalang tirahan.
5. Pangalagaan ang kalusugan. Kailangan ang malusog na pangangatawan sa trabahong gagampanan.
6. Buksan ang isipan sa bagong kaalaman at kasanayan. Ito ay hagdan sa tagumpay.
7. Makipag-ugnayan sa pamilyang naiwan. Panatilihin buo ang pamilya kahit malayo ka.
8. Mag-ipon dahil ang katuparan ng iyong mga pangarap ay nakasalalay dito.
9. Maghanda at magplano para sa iyong pagbabalik.
10. May mga ahensya ng pamahalaan na makakatulong sa oras ng pangangailangan. Huwag mag-atubiling sila ay lapitan.

"Sa tamang kaalaman, sigurado ang Tagumpay at kaligtasan."



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DEPARTMENT OF LABOR AND EMPLOYMENT
Sa PDOS,
 Ako'y In-Formed Worker!
 OVERSEAS WORKERS WELFARE ADMINISTRATION

Paalis ka na pala.
 Nag PDOS ka na ba?
 Laging tandaan
 ang sampung bilin
 ng PDOS

**A Guide
 for OFWs
 Bound for
 SOUTH KOREA**

OWWA Cares
 Kahit Saan,
 Kahit Kailan,
 Maaasahan!

FACTS and FIGURES

OFFICIAL NAME: Republic of Korea

NATIONALITY: Korean

CAPITAL: Seoul

GOVERNMENT:

The Republic of Korea is a democratic republic with three principal branches of government: executive, legislative, and judiciary.



NATIONAL DAY: August 15

LAND AREA: 100,210 km²

LOCATION: Korea is located in East Asia at approximately 37° North, 127° 30 East

TERRAIN: Mostly mountainous

CLIMATE: South Korea has a temperate climate with four distinct seasons. Winters are usually long, cold and dry. Summers are very short, hot, and humid. Spring and autumn are pleasant but also short in duration.

NATURAL HAZARDS: There are occasional typhoons that bring high winds and floods. There is also low-level seismic activity, which is common in the southwest.

POPULATION: 51,269,185 (2020)

LANGUAGES: Korean (Hangul—Writing)

RELIGION: More than half of South Korea population has no religious belief. Christianity is the largest South Korean religion with more than half of believers. Two-thirds of Christians are Protestants and one-third are Catholics. Buddhists are the third largest group.

WORKING WEEK: Korea has a statutory working week of 40 hours and allows 12 hours of paid overtime on weekdays and 16 hours on weekends

CURRENCY: Korean Won

COUNTRY DIALING CODE: +82

INTERNET COUNTRY CODE: .kr

TIME DIFFERENCE: One hour ahead of Philippines



REMINDERS: Living in Korea

- South Korea shares its traditional culture with North Korea. But the economic growth of South Korea changed the way Korean people live. People flocked to the major cities, especially the capital Seoul. Nuclear families detached from the extended households.
- People will push and elbow you. If you can decipher the words "Pali-pali," you should probably get out of the way because that means a group of people are on the move and they might not be able to stop on a dime for you. Pushing and shoving in busy places is just an accepted way of keeping things moving. You may just have to do that yourself when running late, so let this one go.
- Get away from Seoul and discover a whole new world in the provinces outside the capital city. There are larger city like Busan, Gwangju, Daegu and Daejeon, but also plenty of small towns worth exploring.
- Wait until elders start eating their food. In Korea, you cannot start eating until the elders grab the chopsticks and start eating their own meal.
- Prepare everything before a meal. When you go to a restaurant or prepare the dinner at home with your Korean homestay family, you are expected to prepare 수저 (*sujeo*) "spoon and a pair of chopsticks", as well as other amenities such as water.
- Transportation in South Korea is provided by extensive networks of railways, highways, bus routes, ferry services and air routes that criss-cross the country. South Korea is the third country in the world to operate domestically developed, commercial magnet train. Uber is also available in South Korea.
- Korean cuisine is largely based on rice, vegetables, and meats. **Kimchi** is served at nearly every meal. South Korean food you have to try are **Bulgogi** (marinated beef barbeque), **Samgyeopsal** (pork strips), **Japchae** (Stir-fried noodles), **Kimchi** (fermented vegetables), **Bibimbap** (mixed rice), etc.



DO's & Don'ts: Working in Korea

Proper Name Calling. The safest way to handle this one is to ask that person how he/she would like to be called. That person will give you a version of his/her Korean name or his/her English name, allowing you to comfortably sidestep the complex name and title rules that Koreans live by.

DO make sure everyone's glass is full. If you are the youngest, check to see if others' glasses are empty, as it is rude to allow anyone to have an empty glass. Fill up the person's glass first who is older or of higher status than you, by politely saying 한 잔 더 받으세요 (*han jan deo badeuseyo*) "Let me refill your glass."

DON'T pour your own drink. In Korea, it is considered rude to pour your own shot. Therefore, wait until someone offers to pour for you; this is usually done by the youngest person. However, older or higher-status people sometimes may offer to pour for you. This usually means that the person wants to connect with you, especially if the person is your boss or someone whom you cannot usually interact with in daily life. So, if he/she offers to pour you an alcoholic drink, accept it. **If you refuse firmly, it may greatly harm the atmosphere.**



DON'T write in red. It's bad luck to write someone's name in red ink. Be conscious of the colors that you are using, some people will be very superstitious.

Business Card Handling. When you first receive the card, take it with two hands. Look at it for a short time (5-15 secs) to read it over and show that you are putting effort into reading the card. Put the card in front of you if you are sitting down, and don't make any marks on the card in front of that person.

Employees who do not miss a day of work in a full year are entitled to a 15-day paid vacation, and an additional day for each two years of service (maximum of 25 days).

Mga impormasyon ukol sa bansang pupuntahan na dapat mong malaman

1. Kultura, kaugalian, relihiyon, tradisyon at wika
2. Batas ng bansa na may kinalaman sa OFWs
3. Mapa at pangunahing mga lugar
4. Klima o mga panahon at mga pagbabago sa buhay dahil sa panahon at pagbabago ng uri ng damit, gamit at mga gawain
5. Lugar na tutuluyan, address at numero ng telepono
6. Mga pagkain at mga di-kinakain
7. Mga samahan at ahensya na maaaring makatulong sa OFW