

# 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 unless you first see what is inside. Many people have been arrested and jailed 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, smartphone, sim card, ATM, passport to friends or acquaintances who may use them for illegal purposes.
9. **DON'T** live beyond your means. Avoid falling into a debt trap. Avoid guaranteeing debt.
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 REPRESENTATIVE in TAIWAN:

**Taipei:** 55 & 57 Zhouzi Street, Neihu District, Taipei City, Taiwan

T: (POLO) (8862)26589210/11 (OWWA) (8862)26588299

F: (8862) 2507-9805

H: (886) 932218057 (DOLE AS Connie Gutierrez)

E: (POLO) mecolabor.taipei@yahoo.com (OWWA) Taipei@owwa.gov.ph

**Taichung:** Manila Economic & Cultural Office (MECO)

Philippine Labor Center - Taichung 20F, No. 220 Longbang Building (Bldg B) Sec

2, Taiwan Blvd, West District, Taichung City, Taiwan

T: (POLO) (8864) 2302-9093 (OWWA) (8864)23029093

F: (POLO) (8864)23029091 (OWWA) (8864) 2302-9095

H: (886) 996537732 (DOLE AS Maridel Macaraig)

E: taichung@owwa.gov.ph

**Kaohsiung:** MECO 9F-2, No. 80 Grand 50 Tower Min Tzu 1st Road, San Min

District, Kaohsiung City, Taiwan

T: (8867) 398-2475, 398-7078

F: (8867) 398-0541

H: (OWWA) (886)988976596 (LH Huang)

E: kaohsiung@owwa.gov.ph

## 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."***



**Overseas Workers Welfare Administration  
7th Street cor. F.B. Harrison St., Pasay City**

Hotline: 1348

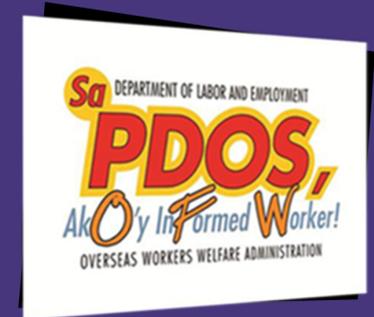
Text: (0917) TXTOWWA or (0917) 898-6992

E-mail: owwa\_opcenter247@yahoo.com

Website: www.owwa.gov.ph

Facebook: OWWAOfficial

OWWA Member Mobile App



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

**A Guide  
for OFWs  
Bound for  
TAIWAN**



***Kahit Saan,  
Kahit Kailan,  
Maaasahan!***

## FACTS and FIGURES

**OFFICIAL NAME:** Republic of China; Separate Customs Territory of Taiwan;

**NATIONALITY:** Taiwanese

**CAPITAL:** Taipei

**GOVERNMENT:** Multiparty Democracy

**NATIONAL DAY:** October 10

**LAND AREA:** 35,980 sq km. (larger than Cagayan Valley)

**LOCATION:** Lies in the western Pacific Ocean

**TERRAIN:** Eastern two-thirds mostly rugged mountains; flat to gently rolling plains in west

**CLIMATE: May to September:** Summer (warm & humid, 28° C); **October to March:** Mild Winter (07° C to 13° C)

**NATURAL HAZARDS:** Earthquakes and typhoons

**POPULATION:** 23,816,775 (2020)

**PEOPLE:** Taiwanese 84% ;

Mainland Chinese: 14% ;

Indigenous: 2%.

**LANGUAGES:** Mandarin

**RELIGION:** Tao Buddhism (the most popular); Taoism; Catholicism; Protestantism; and others

**WORKING WEEK:** Office: 9AM to 6 PM, Monday to Friday; Bank Hours: 9AM to 3.30PM, Monday to Friday; Shop Hours: 10-11AM to 9-10AM, all week.

**CURRENCY:** New Taiwan Dollar (TWD/ NT\$)

**COUNTRY DIALING CODE:** + 886

**INTERNET COUNTRY CODE:** .tw

**TIME DIFFERENCE:** same time with the Philippines



## REMINDERS: LIVING in TAIWAN

Respect Taiwanese tradition, customs, practices and strictly observe all laws and regulations.

Learn a few words of Chinese. This shows an interest in your host's language and culture. It is also very good icebreaker.

Introductions are important. **Do not** introduce yourself. Instead, have a third person introduce you.

A nod of the head or a slight bow is considered polite for the first meeting. Handshakes are generally only for males who are friends.

Putting an arm around another's shoulder, winking, even as an innocent gesture, and pointing with your index finger are all considered rude gestures. Point with an open hand.

It is always appreciated if you compliment the health of an elderly person.

If a Taiwanese gives you a compliment, it is polite to deny graciously. Modesty is highly valued in Taiwan.

Never touch the head or hand of another person's baby or child as there is a belief that this may damage the child.

Never use your feet to move an object or to point at an object. Feet are considered dirty.

Remain calm and composed at all times and do not display your emotions.

Try not to be discouraged by the lack of personal warmth in Taiwanese culture.

**Taiwan has a great reputation for its public transport**, and expats and locals agree that it is safe, clean, reliable and competitively priced. In Taiwan's major cities, trains, buses and taxis are available while, in Taipei - the capital - and Kaohsiung there are underground train services.

**Taiwanese cuisine** has several variations. In addition to the following representative dishes from the majority Hoklo, there are also Aboriginal, Hakka, and local derivatives of Japanese cuisine and Chinese cuisine. Pork, seafood, chicken, rice, and soy are very common ingredients. Beef is far less common, and some Taiwanese still refrain from eating it.



### 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. Pagbabago ng uri ng damit, gamit at mga gawain.
5. Lugar na tutuluyan, address at telepono
6. Mga pagkain at mga di-kinakain.
7. Mga samahan at ahensya na maaaring makatulong sa OFW.

## REMINDERS: WORKING in TAIWAN

Foreign workers are covered by the **Taiwan Labor Standards Law**, except Domestic Workers (e.g. care givers or baby sitters). The DWs are protected by the provisions of their employment contracts.

The cumulative working period in Taiwan is 12 years only. After their 12<sup>th</sup> year, foreign workers, including OFWs are not qualified to return to work in Taiwan, except household caretakers who can stay up to 14 years.

There is a "brokerage system" in Taiwan. There are Taiwan manpower agencies (TMAs) that collect Brokers' Service Fee every month in exchange for certain services.

OFWs must undergo a mandatory medical examination within 3 days from arrival and within 30 days before or after the 6<sup>th</sup>, 18<sup>th</sup>, and 30<sup>th</sup> month of employment.



OFWs must Apply for Alien Residence Certificate (ARC). Employer has to apply for the worker's Work Permit.

OFWs must **PAY**, through monthly deductions, income taxes, labor insurance (except DWs), National Health Insurance share (NHI) and broker's fee.

Bring the original copy of your marriage contract and birth certificate of your children for tax exemption.

### IMPORTANT REMINDERS

A worker cannot just leave the company or terminate his/her contract without due process. He/ She cannot change employer or pre-terminate his/ her contract without the approval of Council of Labor Affairs.

It is illegal for employers to keep the worker's passport, ARC, and money.

Never use your passport as collateral from lending establishments.

Do not give your sim cards to another person when you leave Taiwan.

Don't forget to close your bank accounts in Taiwan, if you are not coming back.

