



Location and Course Information Cebu, Philippines

The following contains very important information to help you pack and prepare for your stay in Cebu, Philippines as well as details regarding the training location and training course itself. Please read this thoroughly and keep it for future reference.

Deposit

If you have not yet paid a deposit and received confirmation of payment, you are not yet "officially" registered for a course. Should you still need to make a deposit, please review the available payment methods in your original acceptance letter.

Final Payment

You have the following options for final payment:

1. Pay cash on or before the first day of the course whether in US Dollars or Philippine Peso. If you choose to pay in Philippine Peso, the associated exchange rate to US Dollars will be determined by the Course Director as advised by the exchange rate offered at www.xe.com/ucc.

Pay by Bank Transfer:

US Bank
Routing number: 091000022
Beneficiary: Albert Andrew Bayer
Account number: 104773514518

US BANK
IDS Center branch
80 South 8th Street, suite 224
Minneapolis, MN 55402
Tel. No. (1) 612-872-2657

Please arrange to send the bank transfer 2 weeks before the course start date and bring your receipt to the center

On the first morning of the course the trainers will arrive early to handle final payments. All payments **MUST** be made by the end of lunch on the first day unless special arrangements have been made with the trainers. Late fees of \$25 per day may be assessed if payment is not made.

If payments have not been received by the end of class on the first Wednesday, you must gain permission from cebuphilippines@teflife.com to remain in the course.

Visa and Passport Information

Visitors to Philippines from USA, Canada, Australia, Europe and Africa are allowed to enter the Philippines without visa for a stay not exceeding twenty-one (21) days, provided they hold valid tickets for their return journey to port of origin or next port of destination and their passports valid for a period of at least six (6) months beyond the contemplated period of stay. However,

Immigration officers at ports of entry may exercise their discretion to admit holders of passports valid for at least sixty (60) days beyond the intended period of stay.

The following are allowed to enter the Philippines without a visa for a stay not exceeding fifty-nine (59) days:

- a. Holders of Brazil passports
- b. Holders of Israel passports

The following nationals are allowed to enter the Philippines without a visa for a stay not exceeding seven (7) days.

- a. Holders of Hong Kong Special Administrative Region (SAR) passports.
- b. Holders of British National Overseas (BNO) passports.
- c. Holders of Portuguese Passports issued in Macao
- d. Holders of Macau Special Administrative Region (SAR) passports

Citizens from all other countries should contact their local consulate to obtain current travel regulations.

**As this information is subject to change at any time, we advise you to contact your local consulate for current travel regulations prior to planning your trip.*

Onward Tickets

Visitors to Philippines officially need a ticket out of the country before being allowed to enter. This is rarely asked for at the airport in Manila because most airlines will not let you board their planes unless you have a return or onward ticket. If you intend to enter the country with a one way ticket, contact the Cebu centre at: cebuphilippines@teflife.com for more informations.

For more information on obtaining visas please visit <http://www.dfa.gov.ph>

**As this information is subject to change at any time, we advise everyone to contact your local consulate for current travel regulations prior to planning your trip.*

Transportation upon Arrival

On Saturday prior to the course start date, we will provide transportation from the Mactan (Cebu) International Airport to your accommodation at the school. Please meet us at the International arrival area for those arriving from direct International flights and at the domestic arrival area for those arriving from connecting flights in Manila. Let us know ahead of time your time of arrival so that we can meet you at the airport on time. For those arriving before Saturday, let us know at cebuphilippines@teflife.com and we will make special arrangements for your transportation or your transfer to the school at the start of the course.

Important Note:

Should you have any problems with transportation going to Cebu or meeting the driver, please feel free to call us at the telephone/mobile numbers below:

Cebu Office: +63 32 3446879
Melany : +63 918 3698737

Accommodations

We shall provide you a list of available accommodation close to the center; a 10- 15 minute walk or minute ride by a public transport.

Please be assured that any special requests or requirements regarding accommodation will be taken into account and TEFL International will make every effort to honor such requests.

Guest Policy

Guests are welcome to stay with you at the Hotel. However, for security reasons, they must be a friend or relative that you have known for a long time and certainly not someone that you have just met at the karaoke bar.

Internet

There is internet access at the school available at 12:30PM – 1:30PM and 5:30PM- 6:30PM Mondays thru Fridays. You may also use your laptop to connect to the internet using wireless application.

Telephone Service

School staff will answer the phones and assist you with placing calls from Monday through Friday.

You can receive incoming calls at the school but we ask that your callers consider the timing of the call. Messages will be taken if you are in training and given to you during the break. Classes will only be interrupted with urgent messages.

These phones may also be used for outgoing calls however they are PIN Number phones and therefore you will need to purchase a phone card or ask assistance from reception.

Mail

Outgoing mail can be left at the front desk and will be posted the following morning. We simply charge you the same price that the post office charges us.

First Aid

All minor injuries can be treated at the training location. Medication for food poisoning - including antibiotic drugs - is available at local drug stores. In the case of food poisoning or other stomach problems trainees are advised to temporarily avoid eating. Drink only bottled water until the symptoms subside and then gradually introduce other foods into your diet beginning with steamed rice.

If there is any serious injury, please inform the Course Director or one of the staff and transportation will be provided to the Hospital for treatment. An emergency contact list is posted in the classroom.

Meals

There are many local restaurants and street vendors offering excellent, inexpensive Filipino food. In general this food is very safe to eat, but please use common sense – if you doubt the quality, don't eat it!

Drinks, Snacks, Personal Food Items

Coffee, tea, soft drinks and snacks may be purchased at a small cost from the mini-grocery within the building or shops down the road. Drinks may be taken into the training room during input sessions. Tap water is deemed unsafe in the Philippines; therefore, please only drink

bottled water during your stay. Bottled water is inexpensive and readily available throughout the city.

Laundry

Laundry service is available at a number of shops within the city.

Smoking and Drinking Policy

Smoking is allowed outside the building or the basement. However, it's prohibited inside the building and classrooms.

Possession or the use of drugs is illegal. We have a zero tolerance rule pertaining to drugs, on or off of the premises.

There is also a strict "No Drinking" policy while on school grounds. What you do in your spare time is your business. However public intoxication at the school will not be tolerated.

COURSE ADMINISTRATIVE INFORMATION

Training Course Schedule

The initial orientation is done on Monday morning at 8:45 am prior to the first class.

The first class will take place Monday morning at 9:30 a.m. The course schedule will be provided on Monday morning. Sessions generally run between 9:30 AM and 5:00 PM with appropriate breaks.

Trainees are expected to attend all input and other sessions included on the schedule unless they are sick and require medical treatment. This is particularly important for Teaching Practice (TP). It is very difficult to arrange an alternate TP time and there will be an additional fee for rescheduled TP.

Course Dress Requirements

For all input and tutorial sessions at the training location, there are no specific dress requirements, yet we ask that you be mindful of your peers and respectful of the fact that you are a visitor in another country.

During Teaching Practice, however, there are specific dress requirements that adhere to the local working culture and basic ideas of professionalism. All trainees are expected to dress "casually smart" according to the following guidelines:

Women:

Shoulders should be covered in other words blouses with sleeves. No low-cut necklines or very short skirts. Bare midriffs must not be visible, even when lifting arms up. Open-toed shoes are acceptable, but no hiking or flip-flop sandals.

Men:

Long pants; no raggedy jeans. Short- or long-sleeved shirt with a collar; tie is not required. Loafers or dress shoes, sandals are not acceptable. Long hair should be tied back.

Resources

Please bring a pen and a notebook for taking notes during class. All relevant forms and instructions will be provided, as well as notes from the input sessions.

You may want to bring a walkman with you, especially one which records. It is not required equipment, but many trainees have commented that the possession of their recording walkman made the course easier for them (in preparing tapes, interviewing and listening to conversations with students).

Various books are provided for use by trainees. However, no books should be removed from the classroom on the 3rd floor without specific permission from the Course Academic Director. Signing in and out of all books is required.

You will be required to prepare materials for your Teaching Practice. The school keeps an initial supply of basic tools necessary to make student materials. However, the trainees are responsible for providing additional poster board, markers, glue, pens, paper, etc., for creating teaching materials. These can be purchased at a local stationery store.

A photocopying machine is available for use by all trainees without charge.

TRAINEE COURSE FEEDBACK SESSIONS

There will be a trainee feedback session at the end of the course and we try to schedule after the first two weeks as well. These sessions are aimed to give trainees the opportunity to provide feedback regarding anything to do with the course, accommodations, and so on. We welcome your open and honest feedback so we can continue to improve the training course and the facilities provided at the training location. Although there are scheduled feedback times, please feel free to give feedback to the Lead Trainer or the Course Administration at any time. Of course, we welcome all positive comments as well!

Problems and Complaints

If any trainee has a personal problem which may interfere with course studies, please talk to one of the trainers.

If any trainee has a complaint about any aspect of the course or about any of the trainers, please see the Course Director. If you feel that you would like to keep your complaint anonymous, please write or type your complaint and leave it in the suggestion box at the front desk.

In-town Transportation

Jeep and taxi cab are the main form of local transportation and will take you anywhere around the city. Jeeps have designated routes therefore it's more convenient to hail a taxi cab for your other destinations. Minimum fare for a jeep is at 7.00 Pesos with additional 1 peso per km. Taxi, on the other hand, are readily available anywhere around the city at any time of the day. You may want to find taxi drivers who want to have a flat rate fixed in advance - usually double or more than normal fare. However the legal way is "by meter". All taxis are equipped with a taxi-meter to give accurate fares. Please ask for a receipt as well.

Shopping

There are several areas in the City proper and other areas around Cebu where you can shop. Be prepared to bargain hard for all purchases other than food. As a suggestion, start by offering about half of the price quoted to you, and then work your way up to an acceptable price for both seller and buyer. Be prepared to walk away if you think you're paying too much; the seller will call you back if eager to make a sale. There are also large supermarkets and western fast-food chains available anywhere around the City.

Beaches and Swimming

There are several beach resorts around Cebu city and some other beautiful white sand beaches and nearby islands around the province of Cebu. For information on how you can go to any of these places, just approach our admin staff. They will be more than willing to assist you with your travel arrangements.

Local Weather Conditions

The climate in Cebu is very tropical-like, with three distinct seasons: Hot from March through May, Rainy from June through October, and Cool from November through February. Average daily temperatures throughout the year are around a warm and pleasant 27°C. Even in the rainy season, the rainfall is brief and the rest of the day is normally clear and sunny.

As this description is an average, we highly recommend that you check current weather conditions prior to departure to assist you in your travel preparations.

Get Acquainted!

Before your arrival, we highly recommend you purchase a descriptive guide book or do some online research to familiarize yourself and get acquainted with the Philippines and all it has to offer. For more information on the Philippines and the city of Cebu, we recommend the following sites:

Lonely Planet Online : www.lonelyplanet.com/destinations/south_east_asia/philippines
Living Asia : www.livingasiachannel.net
Wow Philippines : www.wowphilippines.cebucity.com
Wow Cebu : www.wowcebucity.com
Lakbay.net : www.lakbay.net/dot/cebucity.html

Please do not hesitate to contact us if you have any questions or concerns:

Email : cebuphilippines@teflife.com
MSN Chat : tefl_intl_cebu@hotmail.com
Yahoo Chat : tefl_intl_cebu
Email : applications@teflife.com
Live Call/Live Chat at www.teflife.com

We look forward to welcoming you to the wonderful city of Cebu!

Altonka Language School/TEFL International
2nd Floor, RCDC Building
Governor Cuenco Avenue,
Banilad, Cebu City,
Philippines
Telefax: +6332 344 6879

Thank you for choosing TEFL International – Cebu, Philippines!

FREQUENTLY ASKED QUESTIONS

Cebu, Philippines

General Questions

1. What does the tuition for the program include?

Total fees: \$1490

Comprised of:

US\$ 500 non-refundable deposit

US\$ 990 TEFL course fee (final payment).

This amount includes tuition, course materials, certification and moderation fees.

Airfares, accommodation and food are not included.

2. How do I pay for the course?

You have the following options for final payment:

1. Pay cash on or before the first day of the course whether in US Dollars or Philippine Peso. If you choose to pay in Philippine Peso, the associated exchange rate to US Dollars will be determined by the Course Director as advised by the exchange rate offered at www.xe.com/ucc.
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On the first morning of the course the trainers will arrive early to handle final payments. All payments **MUST** be made by the end of lunch on the first day unless special arrangements have been made with the trainers. Late fees of \$25 per day may be assessed if payment is not made.

If payments have not been received by the end of class on the first Wednesday, you must gain permission from cebuphilippines@teflife.com to remain in the course.

3. What is an average program day like?

Class time is generally 9:30 am to 5:00 pm, with mid morning and afternoon breaks and a lunch break. You will be preparing to teach, learning all of the things you need to know in order to be successful in the classroom. You will actually be teaching in the morning and preparation shall be done the day before your scheduled teaching lesson in the afternoon.

4. How many students on average are in the program each month?

The maximum number of students in our center is 12 in a class.

5. What are the teaching practice students and classes like?

We use local Filipino students for the trainees' teaching practice. The students are very keen and enthusiastic and because we don't charge them to attend, all students come to classes purely because they want to!

6. What are the programs accommodations like? Where are they located?

We'll provide you a list of hotel accommodations located near our training center. Most of the hotels are a 10-minute Jeepney ride from the center.

Please be assured that any special requests or requirements regarding accommodation will be taken into account, and TEFL International will make every effort to honor such requests.

7. Can I have things shipped or mailed to me at the school?

Yes! Below is our address.

Altonka Language School/TEFL International
2nd Floor, RCDC Building
Governor Cuenco Avenue,
Banilad, Cebu City,
Philippines
Telefax: +6332 344 6879

8. Can I bring my laptop?

Yes, you can. There is a wireless internet available in the center. But for your convenience, you may use the 3 computers with Internet access at our research room for lesson planning and doing assignments.

The job market and teaching in the Philippines; Paperwork and documentation

1. What is the TEFL job market in Philippines like? Will I have trouble getting a job?

The TEFL job market in The Philippines, at the moment, is excellent within central Philippines particularly in Cebu City. Language schools are sprouting like mushrooms across the metropolis therefore finding an ESL teaching job here is very feasible. Finding employment is only difficult if you wait until the last day of the course to begin looking. We will provide you with resources as to how you can apply for jobs and schedule interviews. With just a little patience, you will certainly locate work in no time, usually in the area of your choice.

2. When do I need to start looking for work? Where do I start?

We suggest you begin setting up interviews and sending resumes in the second or third week of the course.

3. What will TEFL International do to help me secure employment?

We can help you with resume and interview preparation. And we guarantee job placement assistance, but please note that TEFL International doesn't 'guarantee' its graduates

employment as such. This job placement assistance program is an integral part of the course and is available for as long as you may require it.

4. What is the average salary like?

The average salary starts at 40,000 Philippine Peso for the first 1-2 months then goes up to about 60,000 Philippine peso per month thereafter. Of course, it may not be the same in every school and this varies depending on what type of school or company you work for and whether you work full or part-time.

5. Do most schools provide accommodations for their teachers?

Yes, although there are also schools that do not do this. For example, some schools may provide a room for you, either shared or single, probably in an apartment with other teachers and it may or may not be on the school's premises.

6. How many of the TEFL graduates actually find work?

Most of our course graduates who have wanted to work have been able to secure teaching positions and most have successfully done this.

7. Do schools provide work permits?

In the Philippines, schools help you secure a work permit. And normally they also shoulder the expenses.

8. What is a typical teaching position like?

Of course, it varies from school to school, but you may be expected to teach a variety of courses, ranging from children to business professionals at all levels, in groups or in private sessions.

9. Can I return to my own country and teach with my certificate?

Yes, it's possible though the requirements for working in ESL or TEFL in many western countries are different and sometimes need graduate education in ESL or TEFL.

Questions about Cebu; Living in the Philippines

1. What are the average housing and living expenses in the Philippines?

Most likely you will rent a room in an apartment or house with other teachers or with Filipinos, and of course it depends on where you choose to live. A pleasant 2 to 3 bedroom house in the Philippines is about 10,000 to 15,000 pesos per month. Apartments are available for less.

2. What if I get sick in Cebu? Are there western-standard medical facilities?

If you find yourself requiring medical attention, Cebu City has a number of very good hospitals and clinics with well-educated, helpful doctors.

If there is any serious injury, please inform the Course Director or one of the staff and transportation will be provided to the nearest hospital for treatment.

3. What's the public transportation system like?

Jeepney and taxi cab are the main form of local transportation and will take you anywhere around the city. Jeeps have designated routes therefore it's more convenient to hail a taxi cab for your other destinations. Minimum fare for a jeep is at 7.00 Pesos with additional 1

peso per km. Taxi, on the other hand, are readily available anywhere around the city at any time of the day. All taxi are equipped with a taxi-meter to give accurate fares.

What to do before departing for the Philippines?

1. How do I get to Cebu?

On Saturday prior to the course start date, we will provide transportation from the Mactan (Cebu) International Airport to your accommodation at the school. Please meet us at the International arrival area for those arriving from direct International flights and at the domestic arrival area for those arriving from connecting flights in Manila. Let us know ahead of time your time of arrival so that we can meet you at the airport on time. For those arriving before Saturday, let us know at cebuphilippines@teflife.com and we will make special arrangements for your transportation or your transfer to the school at the start of the course.

2. What documents do I need to bring?

Of course, you need your passport. When you secure work you may be asked to provide notarized copies of your birth certificate, college degrees and transcripts. You might also consider obtaining an international driving permit if driving in the Philippines should be necessary for you, although the requirement of a driving licence is widely ignored.

3. What's the climate like? What kind of clothing will I need to bring?

It's hot and humid. Clothes are very inexpensive in the Philippines, so you may want to travel fairly light. Many visitors to the Philippines like to take advantage of some of the "Polo" or "Nike" goods that are so widely available. Many of the vendors will assure you these clothes are genuine!

You will also need to have on hand some really smart clothing. Mens: no need for a suit and tie, but something other than jeans. Button-down shirts, nice shoes that aren't trainers/sneakers... something you'd wear to a job interview, "dressy-casual." Women: Shoulders should be covered. No low-cut necklines or very short skirts. Bare midribs are not acceptable, even when lifting arms up. Open-toed shoes are acceptable.

Please do not hesitate to contact us should you have other questions or concern at cebuphilippines@teflife.com

Thank you for choosing TEFL International, Cebu, Philippines!

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Banilad, Cebu City,
Philippines
Telefax: +6332 344 6879