

THE ATENEO INTERNATIONAL STUDENT GUIDE BOOK



The Ateneo de Manila University
Office of International Relations



Table of Contents

INTRODUCTION	3
History	3
Mission-Vision Statement	4
The Loyola Schools	4
Professional Schools	4
The Office of International Relations (OIR)	5
Introduction to the Exchange Programs	5
School Culture	6
Important Offices to Remember	7
Facilities	8
I. THE PHILIPPINES.....	13
Location.....	13
Brief History	14
Some Places to Visit	14
Map of Metro Manila.....	16
Weather	17
Disaster Preparedness	19
Clothing	21
Currency.....	21
Languages	21
Food and Drink.....	25
Culture.....	26
Calendar of National Holidays	27
Christmas in the Philippines and in Ateneo	27
II. PREPARING FOR YOUR TRIP	29
Before leaving your country.....	29
Estimated expenses for visa extension and Special Study Permit:	30
III. ARRIVAL IN MANILA	31
Airport Information.....	31
Entry visa	32
Arrival and pick-up instructions for passengers arriving at NAIA TERMINAL 1	32
Arrival and pick-up instructions for passengers arriving at NAIA TERMINAL 2	33

Transport from the airport to Ateneo	33
Reporting to OIR	34
Informing your embassy	34
List of embassies and contact details	34
IV. REGISTRATION	37
Admission.....	37
Pre-registration Procedure for Undergraduate Exchange Students.....	37
Load Revision Process for Exchange Students	38
Class Cards	38
V. SETTLING IN	39
Accommodations	39
Map of the Ateneo de Manila University.....	40
Food	41
Markets in the Quezon City area	42
Laundry	43
VI. OTHER NEEDS	44
Staying in Touch: Communications.....	44
Getting Around: Transportation	46
Keeping Healthy: Hospitals and Insurance	52
Drug Stores Around Ateneo.....	56
Fitness Centers and Spas.....	56
Spiritual Needs: Places of Worship	57
Money Matters	60
Shopping and Entertainment.....	62
VII. WHEN IT'S TIME TO RETURN HOME.....	63

INTRODUCTION

Welcome to the Ateneo de Manila University!



The Ateneo de Manila is a Catholic university that is more than 150 years old. It offers education centered on a liberal arts program that is distinctly Filipino, Catholic and Jesuit. Its thrust of forming men for others is ingrained in its graduates, many of whom have helped shape, and continue to shape, the country's history, culture, politics, and economy.

The Ateneo de Manila University is one of the best private universities in the Philippines and a first-rate university in Asia. It stands out because of its strong liberal arts tradition and its commitment to service and excellence. It offers reputable major programs in science and engineering, social sciences, humanities and management, with English as the primary medium of instruction. Moreover, the university prides itself in its multicultural environment and global outlook.

The Ateneo is also one of the few quiet, tree-lined campuses in Metro Manila, which makes for a peaceful environment conducive to learning, contemplation, and relaxation. It is a peaceful and green campus situated in proximity to the comforts of the city—restaurants, bookstores, coffee shops, malls, banks, supermarkets, public transportation, and more.

History

The Spanish Jesuits established the Ateneo de Manila in 1859 in Intramuros, Manila. It was then Escuela Municipal de Manila, a public primary school. It changed its name to Ateneo Municipal de Manila in 1865, the same time it was elevated to secondary education.

The Ateneo lost its government subsidy and became a private institution during the American colonial rule. It then became Ateneo de Manila. It was also in the beginning of the 1900's that the government recognized the school as a college offering a bachelor's degree.

In 1932, the Ateneo transferred to Padre Faura after a fire raged the Intramuros campus. Years later the Intramuros campus was again destroyed by World War II leaving only two statues standing. In 1952, Fr. William Masterson moved the school to the now Loyola Heights campus.

On its centennial year, 1959, Ateneo de Manila officially became a university.

Ateneo opened a new campus for professional schools in 1977 in Salcedo, Makati. What is now the Ateneo Professional Schools in Rockwell, Makati started in 1998 while the Salcedo campus remains the Ateneo Center for Continuing Education.

Mission-Vision Statement

As a **University**, the Ateneo de Manila seeks to preserve, extend, and communicate truth and apply it to human development and the preservation of the environment.

As a **Filipino University**, the Ateneo de Manila seeks to identify and enrich Philippine culture and make its own. Through the education of the whole person and the formation of needed professionals and through various corporate activities, the University aims to contribute to the development goals of the nation.

As a **Catholic University**, the Ateneo de Manila seeks to form persons who, following the teachings and example of Christ, will devote their lives to the service of others and, through the promotion of justice, serve especially those who are most in need of help, the poor and the powerless. Loyal to the teachings of the Catholic Church, the University seeks to serve the Faith and to interpret its teachings to modern Philippine society.

As a **Jesuit University**, the Ateneo de Manila seeks the goals of Jesuit liberal education through the harmonious development of moral and intellectual virtues. Imbued with the Ignatian spirit, the University aims to lead its students to see God in all things and to strive for the greater glory of God and the greater service of mankind.

The University seeks all these, as an academic community, through the exercise of the functions proper to a university, that is, through teaching, research and service to the community.

The Loyola Schools

The Loyola Schools is a tertiary educational institution that offers undergraduate and graduate programs in the Arts and Sciences. It is composed of the School of Humanities, the School of Science and Engineering, the School of Social Sciences, and the John Gokongwei School of Management.

It prides itself in being a Filipino, Catholic, and Jesuit center of excellence of higher learning that is globally competitive but Asian in perspective; a community that transforms society through its research and creative work, its leadership in service to others and for the environment, and its formation of persons-for-others.

Professional Schools

The Ateneo Professional Schools provides formative education to professionals, those who are already engaged in the world and who already wield influence in the nation's engines of development -- business, law, government, and health.

It is composed of the Graduate School of Business, School of Government, Law School and School of Medicine and Public Health.

The Office of International Relations (OIR)

The OIR is an international students' link to the Ateneo, the Office of International Relations (OIR) strives to offer the most memorable study abroad experience in the Philippines. The following pages will provide information that will help students navigate the Philippines, home away from home in the coming months. These pages contain essential facts about the Philippines, a checklist of requirements prior to, during and after arrival, information on settling in and how to stay safe, tips on where to go for fun and leisure, and more. Living in the Philippines is as exciting, fun and memorable as students make it. Be sure to keep this little guidebook handy while soaking in the Ateneo—and the Philippine—experience.

What is the OIR?

The Office of International Relations is international students' first stop in their study abroad experience in the Ateneo de Manila University. OIR was established in 1994 as the service arm of the President's Office. It oversees the Ateneo de Manila University's growing international linkages with universities, institutions and organizations in Asia, Australia, North and South America and Europe. OIR is the office that welcomes and takes care of visiting faculty, research fellows as well as international students from institutions abroad. In addition, OIR also facilitates the sending of Ateneo faculty members abroad for research and study abroad programs.

Office of International Relations

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Introduction to the Exchange Programs

Studying abroad is an exciting and enriching experience for a student. In the Ateneo de Manila University, you can choose from a wide array of programs to suit your needs, skills and interests.

The student exchange hosted by the Ateneo takes two forms: one is the special Philippine Immersion Programs for a month or two for groups of fifteen to eighteen students. Classes and activities can be customized to meet your learning needs, so you get most of what you want to learn, be it in Philippine culture, language, and more.

The other is the usual exchange program where international students enroll for regular courses during the semesters. Here, you sit side by side with students from regular classes taken by our undergraduate and graduate students, giving you a true taste of what student life in Ateneo de Manila is all about.

School Culture

School Values

Ateneo de Manila University promotes the values excellence and service, *magis* (Jesuit phrase meaning "the more") and *cura personalis* ("care for the entire person"), professionalism and spiritual maturity. This is how students of the Ateneo de Manila are distinguished from others—from how they demonstrate leadership in their chosen fields, in their sense of service and justice in today's complex world.

The University works towards education that is transformative, globally competitive, and Asian in perspective. It aims for knowledge and outreach that makes a difference.

Perhaps what would illustrate Ateneo's values perfectly is this quote from Fr. Bienvenido F. Nebres, former University President, in a presentation to the Loyola Schools faculty on Ateneo's future:

"While many schools and apostolates aspire to form leaders, the Ignatian vision, as embodied in the dynamics of the Spiritual Exercises seeks to form people to develop their talents to the utmost and challenge them to the highest levels of service. Not just to seek the good, but the greater good. The magis. It thus has a tendency to form an elite—but its desire has been to form an apostolic elite, an elite for service."

Some exchange students have taken part in innovative projects with huge societal impact. In 2010, for example, French exchange students Amelie Cottin and Alexis Flipo, taking up engineering at Institut Catholiques d'Arts et Metiers (ICAM) in Lille, France, designed a bamboo electric bicycle for green tourism, along with non-science student interns also working at the Ateneo Innovation Center. "Alexis and I worked day and night to finish the prototype on time. The green electric bicycle is really amazing. It has high quality and it runs fast easily. We really think that Ateneo will be proud of this bike," said Cottin.

Classroom Culture

The Ateneo de Manila takes pride in enacting "student-centered learning"—a system of instruction that puts students at the heart of learning. In this system, teachers don't just deliver lectures or make students memorize facts. Rather, it encourages active participation and independent inquiry, planting the joy of learning from the classroom to outside it, where students can chart their own research and learning according to their skills and interests. Teachers are always there to guide and mentor students toward critical thinking and discernment, dialogue and trust, engagement and creativity.

Academic Calendar

First Semester – Mid-June to mid-October

Second Semester – Mid-November to end of March

Summer Term – April to May

Important Offices to Remember

ADAA

The Office of the Associate Dean for Academic Affairs (ADAA) takes care of the academic welfare of the undergraduate and graduate students.

The Office of the Associate Dean for Academic Affairs specifically implements academic policies and programs originating from the School Council, assists the Curriculum Committee in the review of proposed academic programs/courses and in the evaluation of current academic programs/courses, and ensures that the academic standards of the University are maintained by faculty and students.

ADSA

The Office of the Associate Dean for Student Affairs (ADSA) attends to the non-academic life of students at the Ateneo. In general, this means providing the relevant support services (e.g. ID production), serving as liaison to more specialized offices (e.g. the Loyola Schools Health Services) when necessary, and providing opportunities for formation outside the classroom by heading the Integrated Non-Academic Formation (INAF) Program and supervising the Office of Student Activities. Last, but not least, the ADSA Office serves as the guardian of the Code of Discipline – seeing to it that students of the Loyola Schools stay true to the values of the Ateneo and grow in responsibility (both personal and social) and moral excellence.

Theft/Loss Report Processing and Investigation

In cases where students lose their personal belongings, whether through theft or accidental loss, a theft/loss report may be filed at the ADSA Office. If the item is subsequently found, the owner is immediately contacted. In the cases of possible theft, the ADSA Office Staff for Security can assist the student in tracing possible leads and examining evidence.

Emergency Assistance

The ADSA Office attends to all kinds of student emergencies -- responding on the scene, acting as liaison to the specific service provider (such as the LS Infirmary or the Security Office), and informing the student's parents or guardian. As part of this service, the ADSA Office has a dedicated 24/7 HELPLINE whose number (0920-914ADSA) is published at the back of all student IDs.

Student ID Card and Temporary ID Issuance

The ADSA Office oversees the production and release of identification cards for legitimately enrolled students for the school year. It also processes requests for Temporary IDs (for those who forget to bring their ID for the day) and replacements in cases of permanent loss or damage.

Processing of Student Information Requests

The ADSA Office processes all requests from departments, offices, and Ateneo personnel for student information (contact numbers, class schedules, etc).

Certifications of Good Moral Character

The ADSA Office also processes requests for Certificates of Good Moral Character (GMCs) typically requested for applications for further studies, consideration in awards, etc.

Office of the Registrar

The Office of the Registrar may be likened to a central hub. It serves the students, faculty, administration, and alumni of the Loyola Schools. Diverse concerns of these four sectors of the community are coordinated and managed through the Registrar's Office.

The School Registrar's Office envisions itself to be the valued partner of the Loyola Schools in the delivery of quality registrar services.

The School Registrar's Office specifically:

- Implements Loyola Schools and CHED policies and regulations regarding admission, enrollment, load requirements, subject sequence, promotion, graduation, transfer, suspension and dismissal of students
- Serves as the primary custodian of all the academic and scholastic records of all students and alumni
- Handles the registration of students by preparing course offerings and scheduling the classes
- Facilitates and assists the academic departments in the revision/passage of curricula, subjects and courses
- Coordinates with the Management Information Systems Office for online advisement and registration

Guidance Office

The Loyola Schools Guidance Office (LSGO) aims to equip the students with the necessary tools for self-actualization in the context of personal, familial and societal realities. The office assists in the formation of the students through the developmental stages of self-awareness, self-exploration, self-enhancement, and self-offering.

Services:

- Counseling
Students may avail of individual or group sessions with counselors for academic, personal, social, emotional, career, and moral concerns.
- Testing
The individual strengths and weaknesses of students in the areas of personality, aptitudes, interests, motivation and job skills are assessed through the use of standardized tests.

Facilities

Rizal Library

The library was named after the Philippine's National hero and Ateneo's alumnus, Dr. Jose Rizal. The school is proud to have a facility offering over 180,000 books in its collection, 33,000 bound journals, 4,300 rolls of microfilm and over 300,000 microfiches among its collection of information materials. All these are available to the students to help them in their studies. The school has provided an online cataloguing system for its vast collection of information materials. (<http://rizal.lib.admu.edu.ph/Webopac/opac.asp>)



Guidelines:

- No ID No Entry (Swipe your ID in the scanner by the entrance)
- No eating and drinking (although water jugs are allowed)
- Books from a section cannot be taken out of the area unless borrowed
- Return all borrowed books on time to avoid the daily penalty and hold orders
- Slippers are not allowed inside

Library Schedule:

Regular Semester:

Reference, Circulation, Filipiniana, & Computer/Audio-visual Services
Monday-Friday: 7:30am - 7:30pm and Saturday: 8:00am - 6:00pm

Foreign Periodicals Section
Monday-Friday: 7:30am - 9:30pm and Saturday: 8:00am - 6:00pm

Microforms
Monday-Saturday: 8:00am - 5:00pm

Cataloging, Acquisitions & Photoduplication Sections, Director's Office, Pardo de Tavera Collection, American Historical Collection, & Ateneo Library of Women's Writings
Monday-Friday: 8:00am - 5:00pm and Saturday: 8:00am - 12:00nn

Semestral break

Monday-Friday: 8:00am - 5:00pm and Saturday: 8:00am - 12:00nn

Announcement on special library service schedules are posted in advance at the library entrance, bulletin boards, & helpdesk. (<http://rizal.lib.admu.edu.ph/>)

Bookstore

There are a number of places to go to when buying books:

- Loyola Schools Bookstore (inside Ateneo)
- Ateneo Press (inside Ateneo)
- National Bookstore (across Ateneo)
- Regis Center: Fully Booked (across Ateneo)
- House Publishing (behind Mercury Drugstore)
- Gateway Mall: National Bookstore, Fully Booked



Photocopying services

The operators of the photocopying machines are among the most popular people on campus. Photocopying is important to the students and the faculty because most handouts are reproduced and circulated in the stations. Class beables or professors often leave the handouts or readings at a photocopier for the students to reproduce for themselves. There are a number of photocopying areas in the campus. The rates range from P0.7 per page, short bond size, and P0.75 – 1 per page for the long bond size.

Photocopying locations:

- Kostka Extension; in front of MVP
- Rizal Library; ground floor (2 stations); second floor (2 stations)
- Sec A; the SEC walkway side near the stairs
- SEC B; the SEC walkway side near the stairs
- JG SOM; far end, opposite the SEC walkway side
- ISO building near cafeteria

Computer laboratories

The Loyola schools provide its students with computer laboratories with access to the Internet. More than 100 computers stations in different computer laboratories are available for student use. Most of the laboratories also offer printing and scanning services. The biggest laboratories are found in:

- Rizal Study Foyer (RSF)
- Matteo Ricci Hall
- PLDT- Convergent Technology Center (CTC) (2)

Please take note of the following details:

- RSF-requires you to swipe your ID at the machine beside the guard.
- In Matteo Ricci, the students have to sign in log-books before using the computers. This laboratory does not have printing services.
- Rizal library computers should only be used for research. There is no internet access.

Wi-Fi services

To apply for Wi-Fi access in campus:

- Step 1: Go to any open computer laboratory in the campus (Rizal Library, RSF, Mateo Ricci or CTC 101)
- Step 2: For online sign-up, visit <http://cng.ateneo.net/helpdesk/html>.
- Step 3: Wi-Fi instructions and configurations
<http://cng.ateneo.net/wlaninstructions.html>.
- Step 4: (if applies) To change Mac or Physical Address, go to
<http://cng.ateneo.net/ipmon/wireless/request.php>.
- Step 5: For any Wi-Fi problems visit <http://cng.ateneo.net/wlanfaqs.html>.

Sports Facilities

Moro Lorenzo Sports Complex. The Moro Lorenzo Sports Complex or “Moro” is located near the High School complex. The complex boasts of topnotch facilities such as indoor basketball court where the university’s basketball teams hold practices, indoor badminton and volleyball court, indoor track oval measuring approximately 200 meters, a weights room, and a fully air-conditioned sports medicine clinic. Other facilities include a Prayer Room of the Saints, the Blue Cow Cafeteria, locker rooms, and the Col. Mariano Yenko Audio-Visual Room.

Blue Eagle Gym. The Blue Eagle Gym stands prominently at 213 feet wide and 281 feet long at the western end of the campus. Inaugurated on 3 December 1949, it was the first building to stand on the Loyola Heights campus—even before the transfer in 1952 of the College and High School units.

For most Ateneans, the Gym is a special place where school spirit thrives, where Ateneans converge to cheer their team to victory. All sides of the gym are open to allow neutral ventilation. Moreover, it can seat a total of 7,500 people: It has 800 box seats, 1,400 reserve seats, and 5,300 bleachers.

Its facilities include locker rooms for players, six bowling alleys, billiard room, air-conditioned radio and press box, and four snack bars.

College Covered Courts. The Loyola Schools covered courts is a sports facility located east of the Loyola Schools building complex. It consists of the physical education office, dance area, eight (8) basketball courts, two (2) tennis courts, one (1) table tennis area, the P.E. Annex (for the martial arts area), a cafeteria that serves snacks, lunch and refreshments, ARPT shooting range, and the College Athletics Office.

Loyola Schools Swimming Pool. The LS Swimming Pool is a 25-meter, 8-lane, roofed pool. This is where the Ateneo varsity swimming team and Loyola Schools students with PE classes practice. Members of the Ateneo community can also use the pool at assigned times. The facility includes bleachers, which can seat 250 people, and outside showers.



Cafeteria

Ateneo Multi-Purpose Cooperative. This is the main cafeteria in the Loyola Schools campus. It serves breakfast, lunch, snacks and early dinner. It is located at the ground floor of Gonzaga Hall. Store Hours: 6:00 a.m. – 7:00 p.m.



Cervini Cafeteria. Cervini Caf is located at the ground floor of Cervini Hall, the on-campus dormitory for male college students of Ateneo. It serves hot and filling meals for breakfast, lunch and dinner.

Zekaf. Zékäf is neatly hidden at the basement of the new University Dorm. It serves delicious food, has good ambiance, and excellent service. Store Hours: 6:00a.m. – 12:00 midnight.



JSEC Mall. JSEC Mall, or the JGSOM Student Enterprise Center Mall, is a student-run eating place located at the JGSOM complex. A variety of foods are served here. Peak hour is during lunch time.

ISO Cafeteria. The ISO Cafeteria can be found at the Institute of Social Order building. It serves breakfast and lunch.

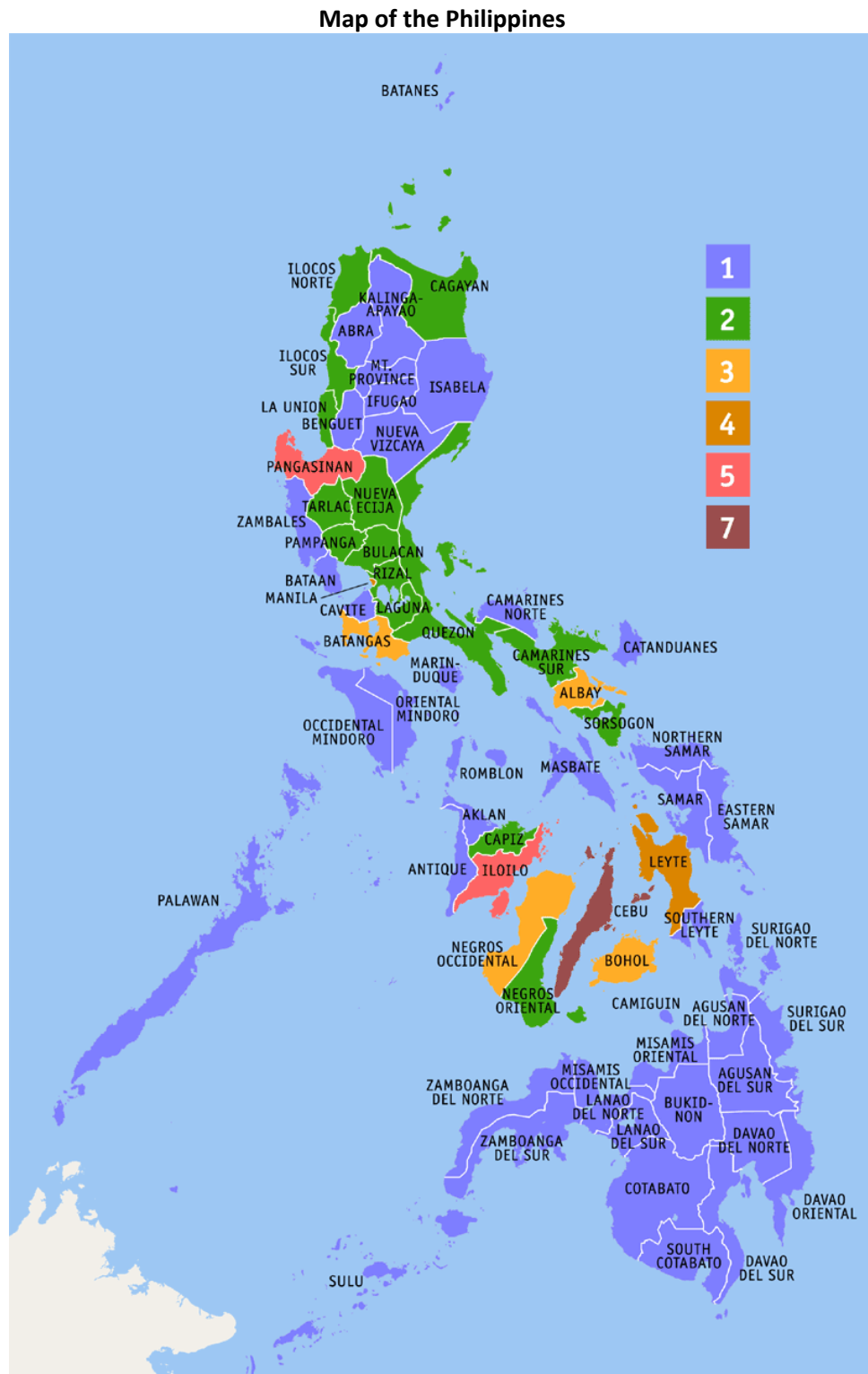
Manang's Clubhouse. Manang's Clubhouse, located beside the College Covered Courts, is known for its grilled meat dishes. Manang's opens at 7:00 a.m.



I. THE PHILIPPINES

Location

The Philippines is a Southeast Asian archipelago composed of about 7,100 islands. It is surrounded by the Philippine Sea on the east, the South China Sea on the west, the Luzon Strait on the north, and the Celebes Sea on the south.



Brief History

The Philippines combines Asian, European and American influences. A rich culture was already apparent even before Spanish colonization in 1521. In fact, prior to colonization, trade with the Chinese and the Japanese was already flourishing. It was during Spanish colonization when Intramuros, also known as the “Walled City”, was built. In 1898, after 350 years and 300 rebellions, the Filipinos succeeded in winning their independence. This independence, however, was short-lived when the United States colonized the islands. The Philippines is actually the first and only colony of the US. American colonization brought about widespread education, making the Philippines the third largest English-speaking country in the world. During World War II, Filipinos fought alongside Americans which delayed Japanese advance. A guerilla battle was then waged against the Japanese from 1941 to 1945. It was only in 1946 when the Philippines regained its independence. Recent history has seen Filipinos as a freedom-loving people as proven by its two peaceful and bloodless revolutions against corrupt regimes in EDSA 1 and 2. (Source: www.tourism.gov.ph)

Metro Manila



Metro Manila is a bustling megacity of theatres, museums and commercial centers. Situated at the east coast of Luzon, it has been a major city for around four centuries. It is the largest and most developed region of the country, and is composed of 17 cities—namely Quezon City, Manila, Valenzuela, Taguig, San Juan, Pateros, Pasig, Pasay, Marikina, Paranaque, Navotas, Muntinlupa, Mandaluyong, Malabon, Makati, Las Pinas, and Caloocan.

Some Places to Visit

Bonifacio Shrine. Commemorates the courage and conviction of Gat. Andres Bonifacio in fighting for freedom and independence.

China Town. Located at the northern bank of the Pasig River, this is where visitors can see the deeply-rooted Chinese presence in the Philippines, be it in business, culture and lifestyle. Experience authentic Chinese cooking through the many restaurants and food stalls scattered around the area. Shops also include fruit stands, delicacy shops, traditional Chinese medicine shops, and a lot more.

Fort Santiago. What used to be just ruins from World War II was rebuilt into a park and promenade. Here, visitors will find theaters showing traditional and modern plays. Fort Santiago is also known as the “Shrine of Freedom”, as homage to the heroic Filipinos imprisoned and killed here during the Spanish and Japanese times.

Intramuros. Also known as the Walled City, Intramuros used to be the seat of Spanish colonial rule in the East for almost four centuries. This was where commerce, education, government and religion flourished. Moreover, Escuela Municipal de Manila, a public primary school from which Ateneo de Manila University began in 1859, used to be located within Intramuros' walls.

Mabini Shrine. The Mabini Shrine was the home of Apolinario Mabini, the intellectual leader of the Philippine Revolution. His house also served as the headquarters of the first Philippine Republic.

Malacañang Palace. From the Spanish times up to the present, Malacañang Palace has served as the seat of the head of the Government of the Philippines. It is located at the northern bank of the Pasig River.

Manila Bay. A walk along Manila Bay, one of the finest harbors in Asia, is a must. Stay until the sun goes down to see the famous Manila Bay sunset, one of the most breathtaking views one will probably see in one's lifetime. Manila Bay is also the scene of the famous "Battle of Manila Bay" which was fought between the Americans and the Spaniards in 1898.

Manila Cathedral. This cathedral, the seat of the Catholic Archdiocese of Manila, dazzles with its stone carvings, stained glass windows and mosaic artwork. The Manila Cathedral is as historic as it is breathtaking. Standing proud since 1581, it has been built and rebuilt and has withstood typhoons, earthquakes and the fire during World War II.

Plaza San Luis. Located in Intramuros, Plaza San Luis is composed of five houses which highlight Filipino-Hispanic architecture, namely Casa Manila, Casa Urdaneta, Casa Blanca, Los Hidalgos and El Hogar Filipino. For museum buffs, Casa Manila houses a museum showcasing 19th century and early 20th century furniture found in a typical Filipino "ilustrado" (privileged class) home.

Rizal Park. A sprawling 58-hectare park named after our national hero Jose Rizal. It runs from Taft Avenue up to the walls of the famous Manila Bay. It is where Manila residents go to relax and unwind after a long day's work and during weekends.

Rizal Shrine. The Rizal Shrine, located inside Fort Santiago, houses Rizaliana items in memory of the Philippine national hero Dr. Jose Rizal such as books and manuscripts about the national hero; sketches, paintings, wood carvings and sculptures done by the hero; paraphernalia and souvenirs acquired during his several trips abroad and collections of colonial-style furniture from his hometown in Calamba, Laguna.

San Agustin Church and Museum. This private museum, located inside the Old Monastery of the church, is a treasure trove of beautiful religious art—26 huge oil paintings of saints, the Don Luis Araneta Collection of Antiques, the crypt where Philippine notables are buried, leads to the refractory with its fine collection of colonial religious art, the Capitulation room where the Spanish surrendered to the Americans in 1898, the Sacristy which house antique carrossas, richly embroidered vestments, a wonderful statue of Saint Michael and famous choirloft hand carved from Molave wood that dates back to 1614. The museum is managed by the Augustinian Friars. Also, the tomb of the founder of the City of Manila, Miguel Lopez de Legaspi, a conquistador, is located beside San Agustin Church's altar.

Map of Metro Manila



Weather

The Philippines is characterized by two seasons. The rainy season lasts from June to November. Rain gear such as an umbrella and a raincoat is therefore a must. The dry season lasts from December to May. It is sub-divided into two kinds of dry: Cool temperatures come during December to February—the cool dry season—and is ideal for traveling and exploring the country's 7,107 islands. March to May, meanwhile, is hot dry season, so this is the time when most locals hit the beach. Average temperature is 78 degrees F/25 degrees C; average humidity is 77%.

Typhoon Signals

The rainy season lasts from June to November. But most typhoons are sandwiched between the months of July and September. To keep safe and secure, the Philippine Atmospheric, Geophysical & Astronomical Services Administration (PAGASA) devised public storm warning signals. For up-to-date weather information, visit the PAGASA website: www.pagasa.dost.gov.ph or call PAGASA 24-hour hotline (632)4338526.

There are four storm signals to take note of, according to PAGASA:

Signal 1

What it means: A tropical cyclone is coming, with winds of 30-60kph to be experienced within 36 hours. At this time, twigs and branches of small trees may be broken. Some houses of very light materials (nipa and cogon) may be partially unroofed. The waves in coastal areas may gradually develop and become bigger and higher. When the tropical cyclone is strong or is intensifying and is moving closer, this signal may be upgraded to the next higher level.

What to do: Disaster preparedness is activated to alert status. People are advised to listen to the latest severe weather bulletin issued by PAGASA every six hours. Business may be carried out as usual except when floods occur.

Signal 2

What it means: A tropical cyclone bearing winds greater than 60kph and up to 100kph in at least 24 hours will affect the locality. Outside, trees may be tilted or downed. Bigger trees may be uprooted. Some houses made of nipa or cogon may be partially or totally unroofed. Some old galvanized iron roofings may be peeled off.

What to do: Travel by sea may be dangerous, especially to small seacraft. Same goes with traveling by air. It is thus better to be cautious and to avoid unnecessary risks. Be sure to secure your properties and valuables before the signal is upgraded. Outdoor activities, especially for children, must be postponed.

Signal 3

What it means: A tropical cyclone carrying winds greater than 100kph up to 185kph will affect the locality in at least 18 hours. During Signal #3, the disturbance and damage caused by the storm is moderate to heavy. Aside from downed and

uprooted trees and unroofed homes, there may be widespread disruption of electrical power and communication services.

What to do: Seek shelter in strong buildings. If you're staying in a low-lying area, evacuate immediately. Travel by sea and coastal waters are dangerous to all seacraft. Travel by air is discouraged, as well. Classes in all levels are suspended.

Signal 4

What it means: A very intense typhoon with strong winds of more than 185 kph may be expected in at least 12 hours. Overall, there can be heavy damage to communities. In the city, most homes and buildings may be severely damaged. Black-outs and disruptions to communication services are to be expected.

What to do: Postpone all travel and outdoor activities until the weather clears. According to PAGASA, evacuation to safer shelters should have been completed since it may be too late under this situation (Source: www.pagasa.dost.gov.ph).

Pacific Ring of Fire

What it is: The Pacific Ring of Fire, also known as the circum-Pacific seismic belt, is an arc of volcanoes and fault lines circling the edges of the Pacific Ocean. The 40,000km-long (25,000 miles) zone characterized by frequent earthquakes and volcanic eruptions. It stretches from Chile, northwards along the South American coast through Central America, Mexico, the west coast of the US and the southern part of Alaska, through the Aleutian Islands to Japan, the Philippines and Indonesia before curving back to New Guinea, the southwest Pacific islands and New Zealand.

The Ring of Fire has a total of 452 volcanoes, and has 75% of the Earth's active and dormant volcanoes. Moreover, about 81% of the world's largest earthquakes occur within the Ring of Fire.

Countries that lie on the Pacific Ring of Fire:

- United States
- Mexico
- Canada
- Indonesia
- Philippines
- Japan
- Kamchatka Peninsula
- New Zealand
- Chile
- Antarctica



Disaster Preparedness

Because the Philippines lies on the Pacific Ring of Fire, earthquakes, volcanic eruptions and floods occur frequently. It pays to be prepared and knowledgeable about how to stay safe should natural disasters happen. The Philippine National Police (PNP) lists some useful safety tips:

(Source: www.pnp.gov.ph)

What to do

Flood Safety Tips

1. Keep updated on the latest flood-related news and information through radio, TV or the internet.
2. If living in a low-lying or flood-prone area, be prepared to evacuate. Pack a bag of essential items, especially medication.
3. During a flood, avoid walking through moving water. Even 6 inches (15cm) of moving water can make one fall.
4. Avoid touching and handling electrical equipment when one is wet or standing in a flooded area.
5. Avoid floodwaters, which is likely to be contaminated by oil, gasoline or raw sewage
6. Possessions that got wet from the flood must be cleaned and disinfected.

Earthquake Safety Tips

1. During an earthquake, it is better to stay indoors until the shaking stops.
2. Bookcases or furniture that can fall on people must be avoided.
3. If an earthquake happens while one is in bed, stay there. For protection, the head must be shielded with a pillow.
4. If an earthquake happens while one is outdoors, move to a spot away from buildings, trees and power lines.
5. If an earthquake happens while inside a moving vehicle, slow down and stop at a spot that is away from buildings, trees and power lines.

Fire Safety Tips

1. Avoid overloading circuits by plugging in additional appliances.
2. Do not leave lit cigarettes unattended. These may fall on flammable materials and cause fire.
3. Avoid smoking in bed. This may also cause fire.

Emergency numbers**Bureau of Fire Protection, National Capital Region**

(632) 729-5166/ (632) 410-6254/ (632) 431-8859/ (632) 407-1230

Red Cross Emergency Number

143

Metro Manila Development Authority – MMDA Emergency Number

136

National Disaster Coordinating Council – NDCC Emergency Number

(632) 912-5668, (632) 911-1406, (632) 911-5061, (632) 912-2665

Coast Guard Emergency Number

(632) 527-6136

Meralco Emergency Number

16211/ 16220

0917-5592824 / 0920-9292824

Marikina Rescue Emergency Number

(632) 646-2436 / (632) 646-2423 / 0920-9072902

Pasig Rescue Emergency Number

(632) 631-0099

Philippine National Police (PNP)

117 / (02) 7230401

Website URLs**Bureau of Fire Protection, National Capital Region**

<http://www.bfpresponse.gov.ph/>

Red Cross Emergency Number

<http://www.redcross.org.ph/>

Metro Manila Development Authority

www.mmda.gov.ph

National Disaster Coordinating Council

www.ndcc.gov.ph/

Philippine National Police (PNP)

www.pnp.gov.ph

Clothing

Most Filipinos dress in a laidback style. Jeans, t-shirts and sneakers are the usual clothing of choice. This is because the Philippines is a tropical country, with temperatures ranging from 70 to 95°F, or 21-35°C, and with mid-day summer highs over 100°F and 37°C.

It is best to wear light, loose-fitting clothing made from natural fiber, especially from December to May. To protect one's self from the sun, be sure to bring a cap, hat, and shades whenever heading outside. During the rainy season, which lasts from June to November, jackets and your trusty umbrella are definite musts. But whatever clothes you choose to wear, the basic rule is: Dress comfortably but decently.

Currency

The Peso (PhP) and the Centavo is the currency in the Philippines. PhP1 is equivalent to 100 centavos.

Bill denominations are: 10, 20, 50, 100, 200, 500 and 1, 000 pesos. Coin denominations, meanwhile, are: 5, 10, and 25 centavos, PhP1, PhP5 and PhP10.

Exchanging foreign currency is generally safe in banks, department stores, hotels and authorized money changing shops. Never change your money in the black market as this is illegal.

For those who prefer credit cards to cash, major credit cards such as Visa, MasterCard and American Express are accepted in most department stores, malls, restaurants, hotels and resorts.

Automated Teller Machines (ATM) are scattered around Metro Manila. Visa, MasterCard, Cirrus, Expressnet, and Megalink are widely accepted. Within the Ateneo campus, there are ATMs located at Xavier Hall and at the School of Management (SOM) Mall. Off campus, banks such as Bank of the Philippine Islands, Banco de Oro, Metro Bank, Hong Kong and Shanghai Bank, and PS Bank are within walking distance.

Languages

The Philippines has an impressive linguistic diversity. Due to the numerous islands, most provinces in the Philippines have their own dialect. There are more than 80 dialects. It is common for a Filipino to speak 2 dialects or more. It is usually their province's dialect and Tagalog, the dialect of people from central Luzon. Filipino is the national language which is basically Tagalog with some refinement.

For those who have a background in Spanish, Filipino will come in easy since many words are adopted from Spanish language – like *silya*, *diretso*, *tsinelas*, *singko*, etc. In case one can't speak Filipino, do not worry since English is a medium for teaching in schools. Being an American colony for 50 years, most Filipinos speak English. While some may be shy to speak out in English, most of them do understand and can utter a few words or phrases.

Although foreigners can survive in the Philippines without knowing an ounce of Filipino, it will be greatly appreciated by the Filipinos if a foreign visitor can speak a little of their language. Here are some useful Filipino words and phrases:

Pronouns:

I	Ako	We, us	Tayo
You	Ikaw	You (plural)	Kayo
He, she, it	Siya	They, them	Sila

Questions:

Who?	Sino?
What?	Ano?
When?	Kailan?
Where?	Saan?
How?	Paano?
How much (price)?	Magkano?

Greetings and Civilities:

Good Morning.	Magandang Umaga (po).
Good Noon.	Magandang tanghali (po).
Good Afternoon.	Magandang hapon (po).
Good Night.	Magandang gabi (po).
Goodbye.	Paalam (po).
Thank you.	Salamat (po).
You're welcome.	Walang anuman.
I'm sorry.	Paumanhin (po).
Nice to meet you!	Ikinagagalak kong makilala ka/kayo
	Ikinagagalak ko (pong) makilala ka/kayo
How are you?	Kamusta na po kayo?

Language Difficulties:

Do you understand?	Naiintindihan mo ba?
	Naiintindihan niyo po ba?
I understand.	Naiintindihan ko (po).
I don't understand.	Hindi ko (po) naiintindihan.
Could you repeat that?	Paki ulit (po).
What does ... mean?	Ano (po) ang ibig sabihin ng ... ?

Directions:

Where is the...?	Saan (po) ang...?
...restroom	...banyo
...exit	...labasan
...entrance	...pasukan
How do I to go ...	Paano (po) ang papuntang ...
It's near	Malapit lang
It's a bit far	Medyo malayo
I'm lost.	Naliligaw (po) ako.
Turn right.	Kumanan ka (Kumanan po kayo).
Turn left.	Kumaliwa ka (Kumaliwa po kayo).
Go straight ahead.	Dumeretso ka (Dumeretso po kayo).
Go back.	Bumalik ka (Bumalik po kayo).

Small Talk:

What is your name?	Ano (po) ang pangalan mo?
My name is...	Ang pangalan ko (po) ay...
Yes.	Oo (Opo).
Yes (have).	Meron (Mayroon po).
No.	Hindi (po).
No (don't have).	Wala (po).
I want...	Gusto ko (po) ng...
Where are you from?	Saan ka galing (Saan po kayo galing)?
I'm from...	Galing (po) ako sa...

Emergencies:

Help!	Tulong!!
Thief!	Magnanakaw!!
I'm sick	May sakit (po) ako.
Hospital	Ospital.

Transport:

I want to go to...	Gusto ko (pong) pumunta sa...
I want to get off...	Bababa (po) ako sa...
What time does it arrive?	Anong oras (po) dadating?
What time does it leave?	Anong (pong) oras aalis?
How long will it take to....	Gaano takagal papunta sa ...
How long is the trip?	Gaano katagal ang biyahe?
How far is ...	Gaano kalayo ang ...
How to go to ...	Paano papunta sa ...

Time:

What time is it?	Anong oras na (po)?
Now	Ngayon
Today	Ngayong araw
Tomorrow	Bukas
Yesterday	Kahapon
Last night	Kagabi
Wait a moment.	Sandali lang (po)

Accommodation:

Is there a vacant room?	May bakanteng kuwarto (po) ba?
May I see the room?	Pwedeng ko (po) bang makita ang kuwarto?
I don't like this room.	Hindi ko (po) gusto itong kwarto.
How big is the room?	Gaano (po) kalaki ang kuwarto?
What is the size of the bed?	Gaano (po) kalaki ang kama?
Is there a bathroom inside the room?	May banyo (po) ba sa kuwarto?

Trivia: restrooms/bathrooms are commonly called "CRs" or "comfort rooms."

Ordering Food:

I want...

Gusto ko (po) ng...

How much?

Magkano (po)?

What is good here?

Ano (po) ang masarap dito?

Numbers:

1	Isa	11	Labing-isa
2	Dalawa	12	Labing-dalawa
3	Tatlo	20	Dalawampu
4	Apat	21	Dalawampu't isa
5	Lima	60	Animnapu
6	Anim	61	Animnapu't isa
7	Pito	100	Isandaan
8	Walo	200	Dalawandaan
9	Siyam	1,000	Isang libo
10	Sampu	3,000	Tatlong libo

Taking a Filipino language course

Interested foreign students who'd like to learn the Filipino language while they're in Ateneo may enroll for a special class called Filipino for Foreigners at the Department of Filipino (*Kagawaran ng Filipino*).

**Department of Filipino**

3/F Horacio de la Costa Hall Ateneo de Manila University

Loyola Heights, Quezon City Philippines

Tel: 4266001 local 5321

Fax: 4266001 local 5320

Email: iestrelles@ateneo.edu

Food and Drink

Philippine Cuisine

Part of the Philippine's colorful culture is its exotic cuisine. Filipino food is an evolution of the cultures that have graced the islands. The predominant influence of Spanish, Malay, Mexican and Chinese food with a bit of this and that from the Indians, Japanese and Americans make a flavorful concoction.

Basic meals include the *almusal* (breakfast), *pananghalian* (lunch), *merienda* (snacks) and *hapunan* (dinner). But it seems like eating is an hourly activity to many Filipinos. Visitors usually comment on how the Filipinos love to eat. *Meriendas* are not only eaten in the afternoon but in any time of the day. Meals are not only important for sustenance, it has become an event for family and friends to see each other, share and bond.



Rice is the staple food. For breakfast, it is usually served with eggs and cured meat such as *tocino* (tosilog), *tapa* (tapsilog) or *longganisa* (longsilog). For lunch and dinner, rice is served with a variety of meat, fish or vegetables cooked in different ways. In places near seas, fish is commonly served, while chicken, pork and vegetables are often seen in farming areas.

Filipino delicacies do not deviate from their staple food, rice. Some of the more famous delicacies are the *puto bumbong* (glutinous rice inside a bamboo tube), *bibingka* (rice cake), *puto*, *suman*, *sapin-sapin* to name a few.

Every batch of food served comes with different dips and sauces that not only enhance the food flavor but also adds color into the food. The usual dips are *toyo* (soy sauce), *suka* (vinegar) *patis* (fish sauce). A must try dip is *bagoong* (fermented shrimp paste) which gives the food a unique taste and is yummy especially when eaten with green mango.

Every region is said to have its specialty and preference in food such as the *batchoy* (soup) of Iloilo, the spicy Bicol express of Bicol, or the crispy *bagnet* (fried pork) of Ilocos, *bulalo* (beef soup) of Batangas, *lechon* (roast pork) of Cebu, and boneless *bangus* (fish) from Dagupan. Whenever you visit a town in the Philippines, don't forget to taste their specialty foods. Other famous Filipino foods are *adobo*, *sinigang*, *sisig*, *kare-kare* and many more. For the more daring ones, try the *balut*, *isaw* and *kwek-kwek*, find out for yourself why. For an unforgettable experience, join in festivals (*fiestas* in local language) in towns. *Fiestas* are usually celebrated in the month of May where food and activities are lavish and you can see how fun-loving and hospitable Filipinos are.

Eating out

Both locals and tourists won't run out of options for new tastes to try. Restaurants are scattered all over the metro, serving almost every conceivable cuisine the world over. When dining out, a 12% VAT (value added tax) is usually charged. Many restaurants also add a 10% service charge. Tips are appreciated but not required.

Culture

Religion

With around 82.9% of the population belonging to the Catholic religion, the Philippines is known to be the largest Catholic country in Asia. Moreover, the Philippines is predominantly Christian, with 5.4% as Protestants, 2.6% belonging to the Philippine Independent Church, and 2.3% belonging to Iglesia ni Kristo (Church of Christ). The remaining 4.6% of the population belong to the Islamic religion.

Habits and Customs

There are many things that the Filipinos value, close family ties, religion, and good interpersonal relationships. The family is the center of the society. It is common for married couples and their children live with their parents. Imagine 3 generations living under one roof. Some even include their extended families such as their cousins and distant relatives.

Filipinos have good interpersonal relationships with people around them. They take pride in their hospitality not only to their relatives and friends but also to strangers. It is common for Filipinos to share food and accommodations even though, they have to borrow, or sleep in the living room just to give comfort to their guests.

The Philippines is a hierarchical society. Elders are always properly addressed. Family friends are also called *Tita* or *Tito*, (aunt or uncle) before their names, and older people in general are called *Ate* or *Kuya* (older sister or brother), *Manong* or *Manang*. “*Po*” is usually added at the end of the sentence to signify respect.

There is also the often-criticized concept of “Filipino time.” Filipinos are known to come late at gatherings, usually around 30 minutes to an hour late. Maybe this is due to the perennial traffic and warm climate that makes moving around difficult.

The Filipinos’ culture and attitude is a fusion of different civilizations. The three centuries of Spanish colonization, 50 years of American rule, Japanese invasion and the influx of Chinese, Indonesia, Indian and Arabs in early times to trade, definitely left a mark on the Philippines. This rich culture makes Philippines an interesting place to discover. There is so much to enjoy and appreciate. Students are encouraged to be open-minded and have an enriching experience in the Philippines.

Women’s Status

Filipinas are greatly admired and respected for having come a long way, bravely transforming themselves from homemaker to nation builder. They are business executives, lawyers, doctors, professors, and more. Compared to their counterparts in most Asian countries, Filipinas enjoy freedom in personal and economic decision-making.

Historically, women played a big role in shaping the course of the country. They helped fight against the Spanish and the Japanese occupation. They also helped oust two corrupt presidents peacefully at the EDSA Revolution. The Philippines also prides itself in installing two women presidents to sit at the Philippines’ highest seat in government.

Calendar of National Holidays

Official List of Philippine Holidays

Regular Holidays

New Year's Day	- January 1
Araw ng Kagitingan	- April 9
Maundy Thursday / Good Friday / Labor Day	- May 1
Independence Day	- June 12
National Heroes Day	- August 29
Christmas Day	- December 25
Rizal Day	- December 30

Special (non-working) holidays

Ninoy Aquino Day	- August 21
All Saints' Day	- November 1
New Year's Eve	- December 31

Others

1986 EDSA People Power Revolution anniversary	- February 25 – No classes only for schools
Eid'l Fit'r (Last Day of Ramadan) and Eid'l Adha (Islam Feast of Sacrifice)	- to be announced later, based on Islamic calendar

Christmas in the Philippines and in Ateneo

Philippine Christmas

Christmas in the Philippines is a one-of-a-kind experience. It starts in September and ends almost four months later—in January of the next year at the Feast of Epiphany. It's therefore the longest Christmas celebration in the world!

Bright lights and colorful Christmas decorations at malls and at some homes and offices are common sights as early as September. People will start to hear Christmas songs on the radio around this time, too.

On December 16, Catholics start their *Simbanggabi* (Dawn Mass). This ends nine days later. A delicious custom observed by Filipinos is to eat as a family after these masses. Usually, the fragrant smells of goodies being cooked by vendors outside churches lure people to eat *Simbanggabi* favorites such as *bibingka* (rice flour and egg-based cake, cooked using coal burners on top of and under the pastry), *putò bumbóng* (a purple, sticky rice delicacy steamed in bamboo tubes, with brown sugar and shredded dried coconut meat served as condiments), *salabát* (hot ginger tea) and *tsokoláte* (thick Spanish cocoa).

Christmas Eve and Christmas Day are spent with family. The whole clan—grandmother, grandfather, mother and father, uncles and aunts, cousins and kids—usually gather at a relative's house to eat and to celebrate.

Christmas in the Ateneo

Christmas in the Ateneo is as festive and fun as gatherings spent with a Filipino family. This is because the whole community gathers during this season, from students, faculty and staff, alumni and friends of the university.

Foremost in the university's celebrations is the Simbanggabi Mass at the Church of the Gesu, which begins on the evening of December 15 and culminates on Christmas Day. During this time, the area around the Gesu is decorated and lit up beautifully. Tents are also set up selling Christmas goodies from traditional Filipino favorites like *bibingka* and *puto bumbong* and yummy pastries like cakes and brownies.



Since Christmas is the season of giving, outreach programs also abound. There's Blue Christmas, a whole-day campus-wide event where less fortunate students from various Ateneo and Jesuit apostolate communities are gathered together for a day of fun and play.

The day starts with recreational classes conducted by different student organizations in the Ateneo. In the afternoon is Lights for Hope, where kids spend time playing and having fun with fellow kids and with *ates* (older sisters) and *kuyas* (older brothers) at the Bellarmine Field. The event is organized by the Office of University Development and Alumni Relations (OUDAR) in cooperation with the Council of Organizations of the Ateneo (COA).



Easter in the Philippines

Easter in the Philippines is part of Holy Week. As a predominantly Catholic country, most areas in the Philippines observe this solemn week, which starts on Palm Sunday and culminates on Easter, the day Christians commemorate the resurrection of Jesus from the dead.

Easter celebration comes in the form of *salubong*, which in Filipino means "meeting of two people." At the break of dawn, this meeting, believed to be between the risen Jesus and His mother Mary, is re-enacted and witnessed by the Filipino faithful. As the crowd watches, little girls dressed as angels throw flower confetti while singing hymns. After, the faithful enter the church to celebrate the day's first mass. Because of Western influence, Easter in the Philippines has been colored by Western customs, such as the Easter Egg Hunt usually held in subdivisions, malls, hotels and in other public places.

II. PREPARING FOR YOUR TRIP

Before leaving your country

Before leaving for the Philippines make sure that you have done the following:

1. If applicable, applied for entry visa to the Philippines from the Philippine Embassy/ Consulate in your country of origin
2. Brought your original acceptance letter from Ateneo
3. Sent your arrival information to the Office of International Relations (OIR)
4. Received the confirmation of your arrival, pick-up, and reservation for temporary housing
5. Bought a return-ticket

Entry visa

Students from non-restricted countries (please visit <http://www.ateneo.edu/index.php?p=2364> for the list of non-restricted countries) have the option to get a tourist visa from the Philippine Embassy of your country (59 days) or to enter the Philippines without an entry visa since they will be given a free 21-day tourist visa upon arrival. Students from restricted countries need to secure an entry visa before leaving for the Philippines.

Special Student Permit and Visa Extension

Special Student Permit (SSP) is a document issued by the Philippine government to foreign nationals with a tourist visa in order to enroll in non-degree courses in the country. Exchange students are required to get a Special Study Permit.

The tourist visa is extended regularly. Each student may have a different schedule as visa expiry depends on the arrival date and the type of visa issued. Please take note of the following details:

- A 21-day visa is given to foreigners with no tourist visa by the Philippine Immigration upon arrival. First extension is a 38-days visa to complete the 59-day pattern. The next extensions will either be 1 month or two months. This is applicable to citizens from countries with diplomatic/bilateral ties with the Philippines like the United States of America, Canada, Australia, Japan, Asean countries Thailand, Singapore to name a few.
- 30 day or 59 day visas are issued to tourists by the Philippine Embassy/Counsel in their country of origin. The next extensions will either be 1 month or two months.
- Restricted countries – Citizens from restricted countries should get a tourist visa from the Philippine Embassy/Consulate in their country of origin before entering the Philippines. Countries not included in the list found in are restricted countries. They are requested to extend their visas monthly.
(http://immigration.gov.ph//index.php?option=com_content&totaks=view&id=16)

The OIR will assist the students with their SSP and visa matters. However, we request all students to submit their passports with payments:

- a) As soon as they arrive
- b) At least one week before expiration of tourist visa

Passports submitted to OIR a few days before the visa expiration date may be subject to a fine for late extension.

Estimated expenses for visa extension and Special Study Permit:

Non-Restricted Countries

No. of Visa Extension	Days extended	Cost
1 st visa extension	(+38 days)	PHP 3,030.00
(38-day visa extension is for 21-day tourist visa holders)		
2 nd visa extension	(+ 59 days)	4,800.00
3 rd visa extension	(+ 59 days) For 6 months stay	2,830.00
Add: Certificate of Residence for Temporary Visitors (CRTV)		1,410.00
4 th visa extension	(+ 59 days)	2,830.00
Special Study Permit	Validity	
Application and implementation. Costs includes notarial, ACRI/ Card and Express Lane Fee	Six months	7,940.00
TOTAL COST		PHP 22,840.00

Note: This additional 38 days will be paid only if you were issued a 21-day tourist visa upon arrival in the Philippines. If you entered with a 30-days or 59-days tourist visa, your first extension will be 59 days (P4,800.00).

Restricted Countries

No. of Visa Extension	Days extended	Cost
1 st visa extension	(+ 59 days)	5,600.00
2 nd visa extension		
Add: Certificate of Residence for	(+ 59 days)	3,630.00
Temporary Visitors (CRTV)	For 6 months stay	1,410.00
3 rd visa extension	(+ 59 days)	3,630.00
Special Study Permit Validity		
Application and implementation.	Six months	7,940.00
Costs includes notarial, ACR- I/Card and Express Lane Fee		
TOTAL COST		PHP 22,210.00

III. ARRIVAL IN MANILA

Airport Information

Arrival information forms are included in the application package. Complete this form as soon as a flight is scheduled for you already. Send this to OIR through fax (+632 4265907) or email (oir@admu.edu.ph / mmurillo@ateneo.edu) at least one week before arrival.

Students coming to the Philippines without the arrival form cannot be accommodated in case OIR will be contacted for sudden arrivals.

- Make sure you have your acceptance letter ready in case the airport immigration asks for it.
- Aside from your passport, the airport immigration requires tourists to present a ticket that shows a departure to any destination outside the Philippines.
- Bring with you a flight ticket leaving the country.
- There are three airport terminals in Manila for international flights. Make sure you know which airline or terminal you are arriving because each terminal has its own lay-out and pick up details.

Arrival Reminders

- The moment a tourist arrives airport/visa fees are requested. We suggest having US\$ 200 changed in the airport as soon as you arrive. This amount may be sufficient for 2 days already. You will need to spend for your taxi ride, if needed, food and temporary lodging.
- Food is available in 24-hour fast food outlets in the vicinity. For late arrivals please be extra cautious when leaving your lodging.
- Please indicate in the arrival form if you would like to be brought to the temporary housing by cab, group pick-up or temporary arrangements.

Entry visa

Students from non-restricted countries have the option to get a tourist visa from the Philippine Embassy of your country of origin (30 days or 59 days visa) or to enter the Philippines without a visa. Tourists coming in without the visa will be given a 21 days tourist visa.

Arrival and pick-up instructions for passengers arriving at NAIA TERMINAL 1

After passing through the immigration counter just go out of the main arrival lobby and turn left and go straight to Nissan counter.



Arrival and pick-up instructions for passengers arriving at NAIA TERMINAL 2

After passing through the immigration counter just go out of the main arrival lobby and turn left and go straight to Nissan counter.



Transport from the airport to Ateneo

Pick-up

Travel time from the airport to Ateneo takes 1.5 hours in moderate traffic conditions. Please indicate in the arrival form if you would like to be brought to the temporary housing by cab, group pick-up or temporary arrangements.

For those who would like to be picked up, the following are the options:

Nissan Taxi drop-off: PHP 750 (1-2 people)

After the customs, please proceed to the glass door leading outside the arrival lobby. To the left of the arrival lobby is a Duty Free Shop. Opposite the shop is a row of taxi counters. Look for the Nissan person and give your name.

Nissan Van drop-off: PHP 1,690 (3-6 people)

After the customs, please proceed to the glass door leading outside the arrival lobby. To the left of the arrival lobby is a Duty Free Shop. Opposite the shop is a row of taxi counters. Look for the Nissan person and give your name

Airport Taxi: PHP 750 – 1,000

Passengers can hire a cab from the transportation counters at the airport. *Make sure that you are going to take the airport taxi and NOT the rent-a-car.*

Please inform the receptionist or the cab driver that you will go to Ateneo de Manila University or your temporary housing. For those going straight to the Office of International Relations the following are the details:

Office of International Relations

Room 301, 3rd Floor, Faber Hall

Ateneo de Manila University

Katipunan Avenue, Loyola Heights, Quezon City 1108 Philippines

Tel: (+632) 426-6001 local 4036, 4037, 4038

Mobile: 0947 398 8472

Reporting to OIR

Please contact OIR or go to the OIR the next working day to arrange all necessary scholastic and visa requirements.

Informing your embassy

As part of your travel planning and security, be sure to visit your embassy and inform them of your arrival in the Philippines. By registering and providing the necessary information about yourself and your stay in the Philippines, your embassy can easily contact and assist you in case of an emergency.

List of embassies and contact details**ASIA****China****Chinese Embassy-Manila**

4896 Pasay Road, Dasmarinas Village Makati City, Metro Manila

Tel: 0063-2-8443148 local 101 for operator

Fax. 0063-2-8439974(Political Section) 8452465(Administrative Office)

Consular Assistance and Protection for Chinese nationals:

Fax: 0063-2-8482460

Tel: 0063-2-8482409

Japan**Embassy of Japan in the Philippines**

2627 Roxas Boulevard, Pasay City, 1300

Tel: 63-2-551-5710

www.ph.emb-japan.go.jp

Korea**Embassy of the Republic of Korea in the Philippines**

122 Upper McKinley Road, McKinley Town Center Fort Bonifacio

Taguig, Philippines, 1634

Tel: (63-2) 856-9210

Email: philippines@mofat.go.kr

http://embassy_philippines.mofat.go.kr/eng/as/embassy_philippines/main/index.jsp

Taiwan**Taipei Economic and Cultural Office in the Philippines**

Address: 41F, Tower 1, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200, Metro Manila, Philippines

Tel: (63-2) 8876688

Fax: (63-2) 8877679

Email: phl@mofa.gov.tw

<http://www.roc-taiwan.org/ph/mp.asp?mp=272>

AUSTRALIA/ OCEANIA**Australia****Australian Embassy, Manila**

Level 23 Tower 2, RCBC Plaza

6819 Ayala Avenue, Makati City 1200 Philippines

Tel: +63 2 757 8100 Facsimile: +63 2 757 8268

<http://www.australia.com.ph/mnla/home.html>

EUROPE**Austria****Embassy of Austria in Metro Manila, Philippines**

4th Floor, Prince Building 117 Rada Street, Legaspi Village

Makati, Metro Manila, Philippines

Tel: +63-2-817-9191/ +63-2-817-4992/ +63-2-817-4993

Fax: +63-2-813-4238

Email: manila-ob@bmaa.gv.at

<http://austria.visahq.com/embassy/Philippines>

France**France Embassy, Philippines**

16th Floor Pacific Star Building

corner Sen. Gil Puyat Ext. and Makati Avenue

1200 Makati City, Philippines

Tel: +632 8576900

Fax: +632 857 6951

Email: chancellerie.ambafrance.manille@gmail.com/
consulat.ambafrance.manille@gmail.com
 Website URL: www.ambafrance-ph.org

Germany

German Embassy Manila

25/F Tower 2, RCBC Plaza
 6819 Ayala Ave (cor Sen. Gil Puyat Ave)
 Makati City, Metro Manila, Philippines
 Tel: (0063 2) 702 3000
 Fax: (0063 2) 702 3015
<http://www.manila.diplo.de/Vertretung/manila/en/Startseite.html>

Norway

Royal Norwegian Embassy in Manila

21st Floor, Petron Mega Plaza Building,
 358 Senator Gil Puyat Avenue
 1209 Makati City, Metro Manila
 Tel: +63 2 982 2700
 Fax: +63 2 982 2799
<http://www.norway.ph/embassy/>

Spain

Embassy of Spain in Manila, Philippines

5th floor, A.C.T. Tower.
 135, Sen. Gil J. Puyat Av.
 1251 Makati, Metro Manila: Makati City
 Tel: 818 35 61, 818 35 81 y 759 29 70
 Fax: (+63) 2 810 28 85
 Email: con.manila@maec.es
<http://www.maec.es/Subwebs/Consulados/Manila/es/home/Paginas/Home.aspx>

UNITED STATES

U.S. Embassy

1201 Roxas Boulevard
 Manila, Philippines 1000
 Tel: (632) 301-2000
 Fax: (632) 301-2017

IV. REGISTRATION

Admission

Information on admissions for degree-seeking students and international exchange students can be found at www.ateneo.edu/oir.

Pre-registration Procedure for Undergraduate Exchange Students

The pre-registration for subjects will be held at the Office of International Relations (OIR) two weeks before each semester starts.

Upon your arrival, please proceed to the OIR and look for the coordinator for incoming exchange students for the pre-enlistment of the subjects you will take. Before you can be officially registered for any subject, you must enlist yourself in those subjects and get approval from the concerned departments offering them.

STEP 1: To get your Application to Enrol as Special Student (AESS) Form, go to the desktop computers provided at OIR for exchange students. On the main screen, open the Inbound Exchange Students folder which contains the AESS form in MS Excel format. Select your AESS Form by clicking on your name. (Ex. COTTIN_Amelie.xls)

STEP 2: After opening your AESS Form, verify your personal information and edit if necessary. If your preferred subjects and sections are not yet encoded on the form, please encode it. The final subject offerings, class sections & schedules have been printed out in folders for your reference. Make sure that there are no conflicts in your chosen schedules and your form is free of errors.

STEP 3: Print your AESS form using the printers provided.

STEP 4: Write your class schedules on the Weekly Schedule form.

STEP 5: After printing, have your AESS and Weekly Schedule forms reviewed and verified by the coordinator for incoming exchange students.

STEP 6: Proceed and bring your AESS form to the concerned department/s for enlistment & approval of your subjects. Each subject should be approved and duly signed by the respective department offering the subject. See attached campus map indicating the buildings where the departments are located. In case one or several of the subjects you have chosen were not approved, please go to OIR and prepare a second AESS form. Repeat steps 3 to 7.

STEP 7: Submit your signed AESS Form to Mr. Murillo at OIR. OIR will take care of submitting your forms to the Office of the Associate Dean for Academic Affairs and the Registrar's Office.

OIR will inform you about the status of your registration within two or three days after the submission of the AESS Form. Please note that enlistment in the subjects you have chosen are

subject to availability of slots in a class. In case you are not able to get a slot, OIR will ask you to choose another class and you must repeat STEPS 3 to 8. Please make sure to leave your mobile number to OIR and check your email daily for the status of your registration.

Load Revision Process for Exchange Students

Students can request for load revision or change of classes after they have been officially registered.

The Load Revision Form (LRF) is the official record that documents the changes requested by the students after s/he has been officially enrolled.

General Guidelines:

STEP 1: Acquire the LRF at the Office of International Relations through the coordinator for incoming exchange students. The LRF costs Php15.00.

STEP 2: Determine the subject/s you wish to add and/or withdraw. Fill up necessary information such as catalogue number, section, reasons for the stated request, etc.

STEP 3: Get approval and signature(s) from the concerned teacher/s and department chairperson/s.

STEP 4: Submit your accomplished LRF to OIR through the coordinator for incoming exchange students who will take care of forwarding your request to the Associate Dean for Academic Affairs.

Class Cards

Class cards are distributed to all international exchange students at the beginning of each semester. These contain the students' list of classes and sections which must be signed by the respective teacher of each class. The class cards are used to ensure that the students are attending the correct classes and sections.



V. SETTLING IN

Accommodations

There are a number of accommodations available around Ateneo de Manila. The Miriam College and the University of the Philippines are a stone's throw away from Ateneo thus there is a high demand for lodging in areas surrounding the schools and they are met with the also increasing supply.

The availability of accommodations in the Ateneo area varies every week. For this reason students must call or visit the accommodations as soon they are ready to settle.

Temporary housing

Please contact Mr. Marshal Murillo (mmurillo@ateneo.edu) to arrange for the destination after your arrival. If you will request for reservations in a temporary housing the OIR reserves a room in the different accommodations near campus depending on their availability. For those without prior reservations in any accommodations, a slot may be reserved in the transient dormitory near Ateneo.

The Partnership Center

Address: #56 C. Salvador St., Loyola Heights, Quezon City

A dorm room costs Php500 a day per student. A double room costs Php1,500 per room. All rooms are air-conditioned with very basic amenities.

My Place Residence Halls

Along Katipunan Rd. A hotel room costs Php2,500 per room, either single or double bed. It has basic hotel amenities such as internet and a kitchenette.

University Dormitory

On-campus. A single room costs Php1,000 a day. It is a small air-conditioned room that has the basic necessities-bed, table, cabinet and own bathroom.

On-campus residence halls

Below are some of the accommodations available to students:

Residence halls

University dormitory

The residence halls offer rooms that accommodate four "dormers" in a room. All rooms are furnished with study tables, cabinets, and shelves for each student. "Dormers" are entitled to use all facilities like the mini-library, recreation rooms with TV, Ping-Pong table, billiard table and piano, quadrangle with volleyball and basketball courts, study rooms and conference rooms. It has a cafeteria that is open from 6:30am-7:30pm daily.

The dorm strictly adheres to certain rules and regulations such as no smoking, no bringing of alcoholic drinks, no bringing of pornographic materials, and a curfew hour of 12 midnight. For further inquiries you can call 426-6001 loc. 5901.

Map of the Ateneo de Manila University



Off-campus housing

Condominiums

1. Prince David Condominium
2. One Burgundy Plaza
3. Xanland
4. Residencia Regina
5. Loyola Heights Condominium
6. Eagle Star Condominium

Dormitories

1. My Place
2. Studio 86
3. Dormitoryana—dorm for girls
4. CWC—dorm for girls
5. Behind Torres building

Rooms

1. Alcal building
2. Behind Pizza Hut



Food

Eating along Katipunan

Buying food will not be difficult around the area of Ateneo. Opposite Katipunan road, in front of Ateneo, as well as on the adjacent Esteban Abada St. And Xavierville Avenue, are rows of fast food outlets, restaurants and coffee shops. Here are some places to try:

Fastfood:

- McDonald's
- Jollibee - Filipino version of McDonald's. Try their Chicken!
- Kentucky Fried Chicken (KFC)
- Yellow Cab Pizza
- Sisig Horay!
- Flaming Wings
- Mushroom Burger
- Chowking
- Ineng's Special Barbecue
- Pancake House
- BonChon Chicken
- Brothers Burgers

Restaurants:

- Shakey's
- Pizza Hut Bistro
- The Old Spaghetti House
- Chicken Bacolod
- Café Sweet Inspirations
- Cantina
- Cravings Restaurant and Bakeshop



Hap Chan Tea House
 Kamirori
 Ken Afford
 Kenny Rogers Roasters
 Kitaro Sushi
 Mongkok
 Terriyaki Boy
 The Sizzlin' Pepper Steak
 Moshi Moshi

Coffee Shops:

Starbucks
 Seattle's Best Coffee
 Bo's Café
 MagNet Café
 The Coffee Bean and Tea Leaf

Desserts and Snacks:

Café Xocolat
 Californiaberry
 Cello's Donuts and Dips
 Go Nuts Donuts
 Ilocos Empanada
 Red Ribbon Bakeshop
 Saint's Alp



Groceries in the Katipunan area

Grocery shopping can be done at grocery stores along Katipunan Avenue: Rustan's, Shoppersville and SaveMore. These are medium-sized supermarkets that have standard grocery items. For a bigger supermarket, one may go to the nearest malls (Gateway in Cubao or SM Marikina).

Markets in the Quezon City area

Cooking favorite foods in the comfort of one's home is fun as well as healthy and economical. There are a variety of public markets accessible from Ateneo via public transportation. Aside from getting the freshest produce, visiting nearby public markets will give a glimpse of local color, too!

- **Farmers Market** in Cubao. The Farmers Market is a favorite among locals and is often hailed as one of the best "wet" markets in Metro Manila. A wide variety of goods are available, including fresh vegetables and fruits, flowers, seafood, meat and poultry. The area is easy to navigate because of its airy set up, wide aisles, organized sections and competitive prices.

How to get there: Farmers Market in Cubao is located along EDSA, beside the Cubao Shopping Complex and adjacent to the Cubao MRT station. From the Katipunan LRT station, take a train going to Cubao, get off, and take a short walk to the market. It is also accessible by bus, jeepney and taxi.

- **SIDCOR Sunday Market** in Eton Centris Walk. SIDCOR Sunday Market is a “Sunday habit” for many Filipinos, especially families eating and shopping together after Sunday Mass, and for people shopping for good buys. Open from 6 a.m. to 2 p.m., this Sunday Market sells fresh vegetables and fruits, seafood, meat, plants, dry goods like bags and shoes, native delicacies, cooked food and even pets!

How to get there: If you’re commuting by train, take LRT Line 2 and get off at Araneta Center Station. Take MRT-3 North bound. Get off at Quezon Avenue Station. That’s where Centris Walk is. It is also accessible by jeepney and taxi.

Laundry

Having laundry done is easy as the area in front of Ateneo has a lot of shops. Soiled clothes are usually weighed. The cheapest is at Php25 per kilo up to Php50 per kilo. Services vary from plain washing to washing and ironing, dry cleaning and some, delivery. Below is a list of nearby Laundromats:

Fabricare Cleaners

Katipunan Ave. QC

Laundry Care

#94 Xavier Ville Avenue Loyola Heights Q.C

Tel: 3323345

Laundry Express

G/F Jnr Concon Centre 91 Rosa Albero Street Loyola Heights 1100 Quezon City Metro Manila

Tel: +63(2)4265341

Lavandera Ko

129 Katipunan Street Quezon City Metro Manila

Tel: +63(2)3646277

Lavandera Ko Self-Service Laundromat

329-E Katipunan Avenue Loyola Heights 1100 Quezon City Metro Manila

Tel: +63(2)9203620

Mom’s Laundry

Xanlan Place Condominium Katipunan Avenue Q.C

Tel: 922-7675

Oh My Labah

207 Katipunan Avenue Blueridge Village 1180 Quezon City Metro Manila

Tel: +63(2)4393093

Washama Callit Laundry

St. Ignatius Katipunan Quezon City Metro Manila

Tel: +63(2)4335590

VI. OTHER NEEDS

Staying in Touch: Communications

Mobile Phones

Staying in touch with family and friends is easy. Telephone service in the Philippines is modern, mobile phones are plentiful and cheap, and mobile phones are widely used as a medium of communication. In fact, Filipinos love to text, making the Philippines the “text capital” of the world. There are three major network providers in the country, namely **Smart Communications**, **Globe Telecommunications** and **Sun Cellular**.

Mobile units can be bought in direct phone companies. Nearest mobile phone stores are in SM Marikina and Gateway Mall.

- SM Marikina: (out stores)
- Gateway: Wellcom (2nd floor), Nokia Store (4th floor), Semicon
- For budget phones, Greenhills Mall has a lot of stalls devoted to mobile phones alone.

SIM cards: Can be bought in SevenEleven, Rustan’s Grocery and in Shoppersville in Katipunan. In Gateway, there is the Smart Wireless Center and Globe Business Center.

Landline

You can get a landline in your place by applying directly to any of the three service providers, PLDT, Globe or Bayantel. Payphones can be found inside Ateneo and in malls. Bayantel can call with one peso each while PLDT calls with Php2. Phones for rent are available at Php5 per call for a non-business phone line that allow public calls.

International calls

Calling through cellphone – country code + area code + number

Landline – use a budget card for PLDT phones since its cheaper - country code + area code + number

Local calls

Landline to landline – same area does not need any numbers before it. An area code is needed for provincial calls (see a list of area codes in the PLDT Phonebook)

Cellphone to landline – area code + phone number. Ex. Metro manila call (02) 426 5907

Landline to cellphone – dial direct for NDD (national direct dial) capable phones

Internet

Keeping connected with family and friends back home is possible during your stay here in the Philippines, thanks to broadband internet. Get real time communication through chat and Internet phone calls. You can even upload photos and videos of yourself and the beautiful beaches you’ve visited in Facebook and Youtube.

Companies providing broadband internet connection include: **Smart Bro, Globelines Broadband, SkyBroadband, DigitelOne DSL, Bayantel DSL, and PLDT MyDSL.**

Broadband service on-the-go is also provided in pre-paid and postpaid plans by **Globe Tattoo, Smart Bro Pocket Wi-fi** and **Sun Broadband**. These come in the form of a USB stick that works as a modem when you plug it into your laptop. These are widely available in malls and electronics stores.

Online access on campus

Application for Wi-Fi:

- Step 1: Go to any open computer laboratory in the campus (Rizal Library, RSF, Mateo Ricci or CTC 101)
- Step 2: For online sign-up, visit <http://cng.ateneo.net/helpdesk/html>
- Step 3: Wi-Fi instructions and configurations
<http://cng.ateneo.net/wlaninstructions.html>.
- Step 4: (If applies) To change Mac or Physical Address, go to
<http://cng.ateneo.net/ipmon/wireless/request.php>.
- Step 5: For any Wi-Fi problems visit <http://cng.ateneo.net/wlanfaqs.html>.

Internet cafes in the Katipunan area

- 129 Internet Cafe
- Blue Skies
- Global Café Katipunan
- Green Avenue
- iHooked

Off campus Wifi locations in Katipunan

- McDonald's
- Xocolat
- Starbucks
- Seattle's Best
- Bo's Coffee
- Mushroomburger



Post Office

The nearest post offices are either in Cubao or UP Diliman

Quezon City Central Post Office

(PHILIPPINE POSTAL CORPORATION)
Nia Road 1100 Quezon City Metro Manila
Tel: +63(2)9286420

University of the Philippines Post Office

University of the Philippines, Quezon City

*Upon request, international students may ask the Office of International Relations to mail letters and postcards on their behalf. For more details, please ask the OIR staff.

Courier Offices

DHL Express

(WIDE WIDE WORLD EXPRESS)

G/F Vinzons Halls U.P. Diliman Campus Quezon City Metro Manila

Tel: +63(2)9262011

DHL Express

(WIDE WIDE WORLD EXPRESS)

Unit 131, 2/F Eastwood Cybermall, Eastwood City Cyberpark E. Rodriguez Jr. Avenue
Bagumbayan Quezon City Metro Manila

LBC Express

355 Agdao Bldg Katipunan Ave., Loyola Heights, Quezon City

Tel: (02) 8585999

Getting Around: Transportation

Public transportation in the Philippines may not be as convenient as it is in other countries for the foreigner; it takes some time to get used to it, as there are hardly any maps provided at the stations. One must first familiarize oneself with the route of the public transport before riding in it alone. Sometimes, due to traffic or flooding, some public transport vehicles may choose to cut routes or take on other routes which may cause a problem for the unfamiliar foreigner.

Within Metro Manila

Modes of transportation

- **Jeepney.** Jeepneys (or “jeep” for short) were originally made from US military jeeps left over from World War II and is thus a symbol of Filipino creativity. Jeepneys, which have a normal capacity of 12-18 people, travel along certain routes and are designed for longer distances. They are not air-conditioned and are prone to thefts.

Fare: The minimum fare is Php8. The charge for every succeeding kilometer is Php1.25. Your overall fare depends on how far your destination is.

- **Tricycle.** This is something you will see every day in Ateneo. The tricycle is actually a motorcycle with a sidecar used for short, walkable distances. It has a capacity of three to four passengers.

Fare: Fares range from P7-21, but drivers sometimes ask for a humble P3-5 tip for longer distances and night trips.

- **Taxi.** Taxis are plentiful in Manila. When riding a cab, just make sure that the taxi meter is turned on before letting the taxi driver drive. Sometimes, during rush hours, the driver will ask for a little extra. They often ask for an additional P20 as tip.

Fare: Flagdown rate is Php40 plus Php3.50 for the succeeding 300-meter distance covered.

- **Bus.** Buses travel through major thoroughfares and travel short distances and out-of-town trips. Some buses are open while some are air-conditioned, especially those designed for long-distance travel.

Fare: Minimum fare for air-conditioned buses in Metro is Php11, which covers the first five kilometers. The rate for every succeeding kilometer is Php2.20. Out-of-town trips can cost P300-800 depending on the distance.

- **FX (SUVs, usually a Tamaraw FX).** FX are slightly more expensive than the jeep. They are SUV used as public transports and operate similar to jeepneys, with preset routes. They are airconditioned and provide a more comfortable ride. FX are gathered along informal FX stops and have a sign on their roof similar to that of a taxi.

Fare: Fares usually range from P15-40.

- **Light Railway Transit (LRT).** Similar to other countries, the metro system is a convenient mode of transportation to avoid the heavy traffic in Manila. There are three railway systems that run in Manila: LRT-1, LRT-2 and MRT. For a route map and fare calculator, please log on to: <http://www.yehey.com/mlrt/>

Katipunan station, the nearest station to Ateneo, is a part of the LRT-2. The tickets are sold at vending machines inside the station.

Fare: Passengers are charged Php12 for the first 3 stations, Php13 for 4-6 stations, Php14 for 7-9 stations and Php15 for 10 stations.

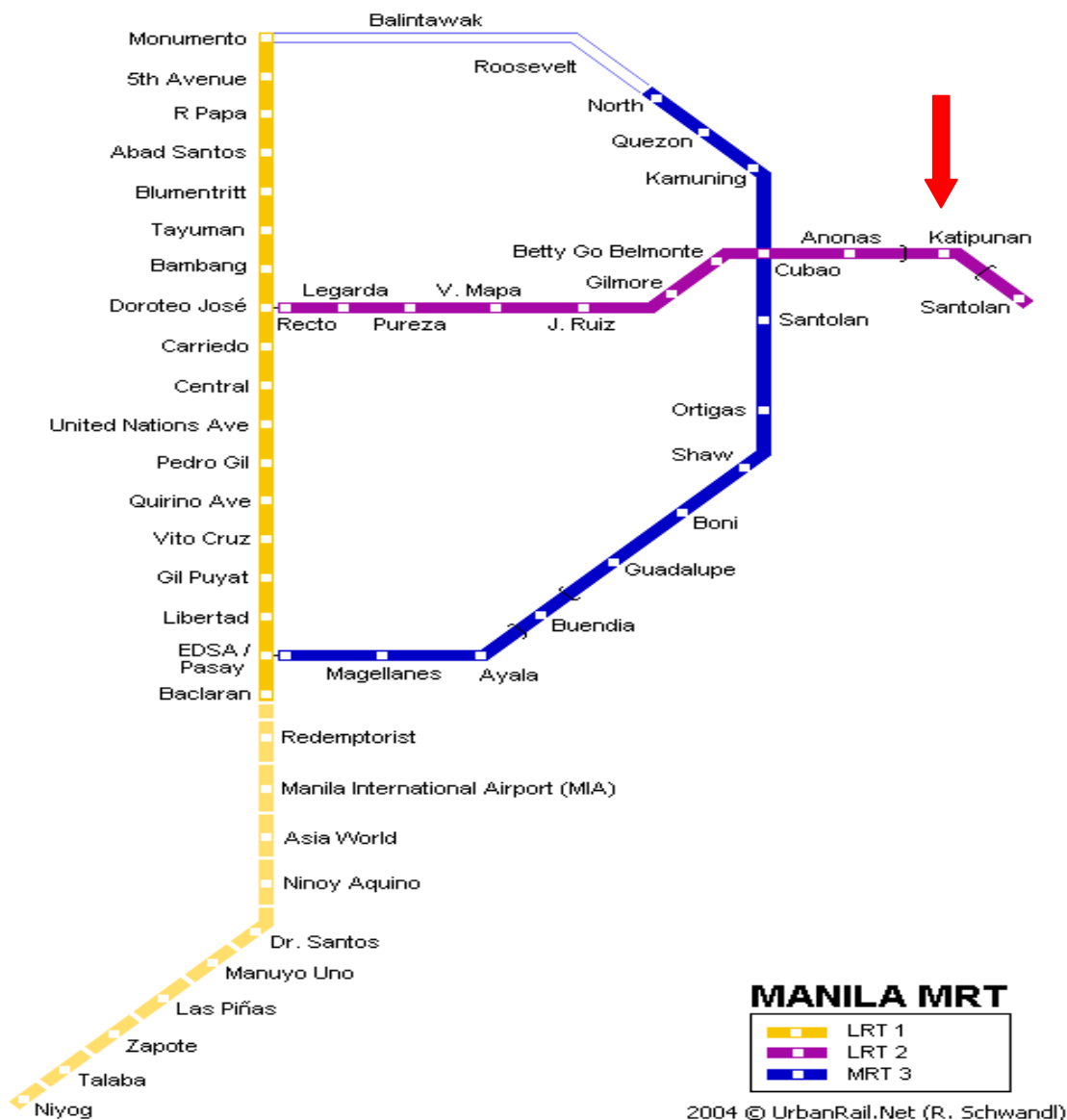
Schedule: Weekdays – The LRT service starts at 5am and at ends at 10pm when the last commercial train leaves Recto station bound for Santolan station.

Weekends – Operation starts at 5am and ends at 9:30pm when the last commercial train leaves Santolan station bound for Recto station.

How to get to:

- **Cubao (Gateway Mall)** – Take a tricycle from Ateneo or Katipunan to Mini Stop (Php17-25); walk to LRT Katipunan Station; take the LRT going towards Recto and disembark at the Cubao-Araneta Station (Php12.00)

- **Makati (Central Business District/ Ayala Malls, Greenbelt)** – Take a tricycle from Ateneo or Katipunan to Mini Stop (Php17-25); walk to LRT Katipunan Station; go down in Cubao Station (Php12.00); transfer to MRT Cubao Station; go down Ayala Station (Php11.00)
- **UP Diliman** – Take a jeepney ride from Katipunan – Php8.00 – go down at MWSS. One can also go to the terminal under the bridge and ask for the jeepneys going inside the UP Campus.



- **Metro Rail Transit (MRT).** Running from North Avenue to Taft Avenue, the MRT is the main mode of transportation of commuters traveling along Epifanio Delos Santos Avenue (EDSA) in Metro Manila.

Fare: Php10 for the first three stations, Php11 for 4–5 stations, Php12 for 6–8 stations, Php14 for 9–11 stations and Php15 for 12 stations or the entire line.

Schedule: Weekdays - The MRT service starts at 5am and ends at 1am. From 5am to 11pm, the MRT has trains arrive within 3 to 5 minute intervals. After 11pm, trains arrive every 30 minutes. Last train from North Avenue station would leave at 12:01am while last train from Taft would be at 12:30am.

Weekends - The MRT service starts at 5am to 10:30pm only. It is assumed that the last trains would leave at around 10pm.

- **Safety when commuting**

Getting around Manila is as fun and as safe as one makes it to be. Below are some tips for a worry-free commute:

- Inform guardian and friends about one's whereabouts and who one is with for communication and safety purposes.
- Be aware of the environment and what's happening around. Always walk in well-lighted places.
- Avoid wearing expensive jewelry and accessories.
- When inside public transportation, always place cell phones inside the pocket or bag where it is not visible. If one needs to use the cell phone while outside, go to a secure place – inside stores, near security guards, near police stations, inside offices, or even in comfort room cubicles.
- Always keep bags close to you.
- As much as possible, choose classes that are in the morning so one can travel to and from school during daytime when crimes are less prevalent.
- Take down the name and license plates of taxis one is riding in and send it via text to parents or friends to keep them informed.
- Follow your instincts. If feeling endangered, respond immediately. Remember that one's personal safety is one's top priority.
- Another tip: Be sure to bring drinking water to quench your thirst quickly in hot and humid Manila. Also, most Filipinos speak in English, so one shouldn't hesitate to ask for directions in case one loses his or her way.

- **Driver's License**

International Driver's License

To get an International Driver's License, head to the Automobile Association Philippines, the sole authorized issuer of the Philippine International Driving Permit (PIDP). The PIDP is processed while-you-wait IF you appear in person at the AAP Main Office at 683 Aurora Boulevard, QC. Actual processing time is approximately 30 minutes to an hour.

Requirements include:

- 2 pieces 2 x 2 inches ID picture, colored with white background or passport size
- For foreign nationals, original passport or ACR, in addition to above requirements
- Authorization and any valid ID of representative in case of non-appearance
- Photo copies of nos. 1,3 & 4
- Php1,800, broken down as follows:
 Php300 - AAP joining fee*
 Php1,200 - AAP annual registration
 Php300 - PIDP processing fee

For more information, visit <http://www.aaphilippines.org>

- **Land Transportation Office (LTO)**

According to the Land Transportation Office website (<http://www.lto.gov.ph>), a valid foreign driver's license can be used in the Philippines within 3 months from date of arrival. A foreign driver's license can also be converted to a Philippine driver's license. If the foreign driver's license is valid, there will be no exams. However, if the license is expired, you will be subject to written/ practical exams.

Car rentals

There are a number of car rental companies in Metro Manila. Below are some companies located in Quezon City.

Yellow Rent-A-Car

(CHRISTINAS STAR MANAGEMENT HOLDING, INC.)

Mezzanine Floor Red Ribbon Building No. 301 Katipunan Avenue Loyola Heights Quezon City Metro Manila

Tel: +63(2)4261266

BSA Tours and Transport Services

112 Malumanay Street Teachers Village, West Diliman Quezon City
 Metro Manila
 Tel: +63(2)9205641

Traveling outside the city

- **Land trips**

Traveling to nearby provinces and tourist spots in the Philippines is easy by bus. Most bus terminals are close to EDSA, which connects the highways going north and south of the capital. From Ateneo, the nearest bus terminal is in Cubao.

Cubao (north-bound)

Buses here go to San Fernando (La Union), Baguio, Tuguegarao, Vigan or even Aparri, at the top of Cagayan province. North-bound buses can be found near **Araneta Center** (corner EDSA & Aurora Blvd); there's one terminal in the center itself.

No 8 Baliwag Transit (912 3343; EDSA)

No 9 Dagupan Bus Co (727 2330; corner EDSA & New York St)

No 10 Dominion Bus Lines (741 4146; EDSA)

Cubao (south-bound)

Buses here go to Batangas, Lucena in Quezon province, Naga in Camarines Sur, Legaspi in Albay, Tacloban and Ormoc in Leyte, and Davao in Mindanao. From the Araneta Center Bus Terminal, in addition to BLTB and Philtranco, several smaller operators run buses to Bicol, the Visayas and Mindanao.

No 11 BLTB (913 1525; Araneta Center Bus Terminal)

No 12 JAC Liner (928 6140, 929 6943; corner EDSA & East Ave)

No 13 JAM Transit (924 7712; corner EDSA & New York St)

No 14 Tritran (925 1758; corner EDSA & East Ave)

No 15 Philtranco (913 5666; Araneta Center Bus Terminal)

- **Air travel**

Domestic Airport

NAIA has the following terminals: Terminal 1 where all international flights arrive (except Philippine Airlines, Cebu Pacific and Air Philippines); Terminal 2, also known as the Centennial Terminal, which is dedicated solely for both Domestic and International PAL flights; and Terminal 3 which serves domestic and international flights of Air Philippines and Cebu Pacific; and the Domestic Terminal which serves all domestic flights by Zest Air and South East Asian Airlines.

Other major airports in the Philippines are the Mactan International Airport (MIA) in Cebu, Davao International Airport, Diosdado Macapagal International Airport, and Laoag International Airport.

Airlines

- Philippine Airlines <http://www.philippineairlines.com/home/home.jsp>
- Cebu Pacific <http://www.cebupacificair.com/>
- Air Philippines <http://www.airphils.com/>
- South East Asian Airlines <http://www.flyseair.com/>
- Zest Air <http://www.zestair.com.ph/>

Safety

In getting around the Philippines by air, consider these flight safety tips:

1. Keep seatbelts fastened to prevent turbulence-related injuries.
2. Pay attention to the pre-flight briefing. Take note of the locations of emergency exits, which may vary depending on the type of plane.
3. Limit alcohol intake. Remember that the airplane cabin's low pressure makes alcohol's effects on the body greater, which will affect judgment and reflexes in an emergency situation.
4. Be aware of overhead luggage. Keep your head safe!
5. Don't bring any hazardous material. This includes gasoline, corrosives, and poisonous gases unless this is packed inside a proper container and the airline has given permission.
6. Don't joke about bombs and bomb threats. Airport security personnel in the Philippines take these matters seriously.

Keeping Healthy: Hospitals and Insurance**Clinics and Hospitals****On-campus****College clinic**

The LS Office of Health Services (LSHS) is a school-based health center that promotes the comprehensive health and wellness of the Loyola Schools students through quality health services and relevant health programs. These are carried out in partnership with students and in collaboration with other student-centered offices of the University.

Its services include:

- Infirmary services for common health and medical problems (fever, headache, abdominal pain, including common emergencies)

- Active immunization, offering vaccines for adolescents and young adults at affordable costs
- Education, promotion and advocacy on health and wellness
- Collaborative Anti-Drug Abuse Program (CADAP) for a drug-free academic environment

Contact Information

Office of Health Services

Ground Floor, Social Sciences Building, Ateneo de Manila University campus
 Tel: 332-4434, 426-6001 Local 5110 (Clinical Services) Local 5106 (Food Quality Assurance)
 Fax: (+632) 332-4434
 Email: lshealth@admu.edu.ph
 Web: <http://ls.ateneo.edu/health>

Healthdev Institute

The HealthDev Institute is a non-stock, non-profit, non-governmental organization that has developed health system models to improve the lives of Filipino people particularly the marginalized ones and alleviate the poverty condition of the country. Since 1990, it has implemented various health programs, and has benefited individuals from different sectors and communities.

Its services include:

- General Medical and Specialty Care
- Acupuncture, Reflexology and Massage
- Dental Care
- Laboratory Services

Contact Information

Health Alternatives for Total Human Development Institute, Inc.

Center for Community Services Building, Social Development Complex
 Ateneo de Manila University, Loyola Heights, Quezon City 1108
 Tel: (+632) 426 6001 local 4630
 Fax: (+632) 426 4325
 Mobile: (+63927) 889 9026
 Email: healthdev@admu.edu.ph or healthdev@admu.edu.ph
 Web: <http://www.healthdev-institute.org>

Off-campus***Table: List of hospitals near the Katipunan area***

Hospital	Address	Contact Numbers	Website
Capitol Medical Center	Quezon Avenue cor. Scout Magbanua, Quezon City	Tel: (632) 372-3825 to 44 Fax: (632) 374-2567 E-mail: info@capitolmedical.org	www.capitolmedical.org
De Los Santos Medical Center	201 E. Rodriguez Blvd., Quezon City	Tel: (632) (632)723-00-41 to 54 Fax: (632) 722-0773 Email: joesan@info.com.ph	www.delomed.com
Lung Center of the Philippines	Quezon Ave. Ext., Quezon City	Tel: (632) 927-5643/ 927-1339 Fax: (632) 455-4281	www.lcp.gov.ph
National Kidney & Transplant Institute	East Avenue, Diliman, Quezon City	Tel: (632) 924-0701 Fax: (632) 922-5608 Mobile: (0918) 909-2405 Email: ikeona39@yahoo.com	www.nkti.gov.ph
New Era General Hospital	Don Mariano Marcos, New Era, Quezon City	Tel: (632) 924-4311 to 27/ 932-7387 Fax: (632) 981-1187	
Philippine Children's Medical Center	Quezon Ave., Quezon City	Tel: (632) 924-6601 to 25 Fax: (632) 924-0840 Email: drlee@hiss.pcmc.org.ph	www.pcmc.gov.ph
Philippine Heart Center	East Avenue, Diliman, Quezon City	Tel: (632) 925-2401 to 50/ 922-0551 Telefax: (632) 922-0551 Email: director@phc.gov.ph	www.phc.gov.ph
Philippine Orthopedic Center	M. Clara St. cor. Banawe St., Quezon City	Tel: (632) 712-4602/ 711-4276 to 80 Fax: (632) 712-4601	
Quirino Memorial Medical Center	Project 4, Katipunan, Quezon City	Tel: (632) 913-4758/ 437-3660 Fax: (632) 913-4558	www.doh.gov.ph
St. Luke's Medical Center	279 E. Rodriguez Sr. Boulevard Quezon City, 1112 Philippines	Tel: (632) 723-0101 (632) 723-0301	www.stluke.com.ph
The Medical City	Ortigas Avenue, Pasig City, Metro Manila Philippines.	Tel: (632) 635-6789, (632) 631-86-26	www.themedicalcity.com
U.E.R.M Memorial Medical Center	Aurora Blvd., Sta. Mesa, Quezon City	Telefax: (632) 716-1853	www.hospital.uerm.ph
World Citi Medical Center	960 Aurora Blvd., Quezon City	Tel: (632) 913-8380 Fax: (632) 913-8383	www.worldcitimed.rxpinyo.com

Health Insurance

For International exchange students, it is best to avail of an expatriate health insurance even before arriving in the Philippines. An expatriate health insurance is a type of product which insures a legally residing foreigner of his medical expenses in the country. This can be either travel or medical insurance. This type of product gives you and your loved ones peace of mind because in the event of an accident or the sudden need for evacuation assistance and hospitalization, you are covered.

Health Safety

- *Food and Water*

Water supply in Metro Manila and in all the other major cities is considered potable. Bottled water (distilled or mineral) for drinking is available in supermarkets, malls and other commercial areas. Make sure that your bottled water is sealed in tamper-proof containers.

To ensure food safety, keep hot foods hot and keep cold foods cold. In buying food, check for damages in the packaging: dented and rusted cans, torn, ripped and leaking containers, cracked and dirty eggs, products with molds, discoloration and infestation, products with loose vacuum packs, and swollen chilled food packages. In addition, extra care must be taken in handling, storing and cooking food. Foods must be served or eaten immediately after cooking. Leftovers must be refrigerated and reheated before eating.

- *Mosquitoes*

According to the Department of Health, *aedes aegypti*, the day-biting mosquito that transmits dengue, lays eggs in clear and stagnant water found in flower vases, cans, rain barrels, old rubber tires, etc. The adult mosquitoes rest in dark places of the house. It is best to use mosquito repellent to protect yourself.

- *Common Diseases*

During the summer season, food and water-borne diseases are common. This includes Typhoid, Cholera, Hepatitis A, Food Poisoning, Diarrhea, Sore Eyes, and Measles. Mosquito-borne diseases are also common, such as Dengue and Malaria. Other common conditions to watch for are sunburn and prickly heat.

During the typhoon season, common diseases include coughs and colds, acute gastroenteritis, skin and eye infections, measles, dengue, leptospirosis, hepatitis A.

The Department of Health website (<http://www.doh.gov.ph>) regularly lists health advisories for public safety.

Drug Stores Around Ateneo**Mercury Drug**

341 Katipunan Avenue Quezon City Metro Manila

Tel: +63(2)4261360

Watsons

G/F Elizabeth Hall Bldg., Lot 1, Block 41, Katipunan Avenue, Quezon City

Tel: (632) 920-3688, 920-5288

Madonna Pharmacy

66-G Katipunan Avenue 1100 Quezon City Metro Manila

Tel: +63(2)6471228

Fitness Centers and Spas**Gold's Gym**

4/F Regis Center Katipunan Avenue Loyola Heights, Quezon City

Tel: 0922-8465506

Aura Salon

2/F Palodoma Bldg. 313 Katipunan Avenue Loyola Heights, Quezon City

Tel: 426-6992/433-1410/434-2085

California Nails & Day Spa

3/F Regis Center Katipunan Avenue Loyola Heights, Quezon City

Tel. (02) 624-3605/ (02) 990-3714

Mobile: 0917-84NAILS (62457)

Be Grand Salon, Barber & Wellness Shop

G/F Agcor Building 335 Katipunan Avenue Loyola Heights Quezon City Metro Manila

Tel: +63(2)4363168

Kabibe Salon and Spa

Unit C Alcal Building 285 Katipunan Avenue Quezon City

Tel: +63(2)9202079

Nayon Spa

92-C Katipunan Ave. White Plains Quezon City

Tel: +63(2)2384032

My Cool Mint Spa

G/F Elizabeth Hall Building Katipunan Avenue Quezon City

Tel: +63(2)9209531

The Asian Tropics Aesthetic Spa

3/F Oracle Residences 317 Katipunan Avenue, Loyola Heights Quezon City Quezon City

Tel: +63(2)9131888

Dazzling Nails Hands and Foot Spa

1st - 216 Katipunan Blue Ridge Quezon City Metro Manila

Tel: +63(2)9869627

Amezcu Wellness Centre

122 Katipunan Avenue White Plains Quezon City Metro Manila

Tel: +63(2)9131357

Spiritual Needs: Places of Worship

CATHOLICS

On campus:

Church of the Gesu. Named after Jesus Christ and the mother church of the Society of Jesus in Rome, the Church of the Gesù is the Ateneo's architectural gem located at the Sacred Heart Hill, the highest point of the campus. Schedule of Masses can be found at the Ateneo Website,
<http://www.ateneo.edu/index.php?p=120&type=2&aid=2412>.

Immaculate Conception Chapel. The Immaculate Conception Chapel is the sanctuary of students, faculty, and staff of the Loyola Schools. The chapel's overall design was inspired by the Chapel of Notre Dame in Haute Saone, France and the St. Ignatius Chapel in the University of Seattle in Washington, U.S.A. The chapel's main distinguishing feature is its revolving cross with a crucified Christ on one side and a resurrected Christ on the other. Schedule of Masses can be found at the Ateneo Website, <http://www.admu.edu.ph/index.php?p=100>.

Off campus:

Our Lady of Pentecost Parish

12 F. Dela Rosa corner C. Salvador St., Loyola Heights Varsity Hills, Quezon City

Tel: 434-2397/929-0665

Schedule of Masses:

www.mass-schedules.com/catholic-church/50/our-lady-of-pentecost-parish.html

Sta. Maria della Strada (Our Lady of the Way)

Katipunan Road, cor. Pansol St., Quezon City, Philippines, 1108

Tel: (632) 929-7790; Fax: (632) 434-0379

Schedule of Masses: <http://www.dellastradaparish.com/>

Sta. Clara Church

Katipunan Avenue corner Aurora Boulevard, Quezon City

For Schedule of Masses, please call: 63-2 524-7141

MUSLIMS

Mosque in Manila

Golden Mosque

Globo de Oro St, Quiapo, Manila

Mosque in the City of San Juan

Greenhills Mosque, Greenhills Shopping Center

Ortigas Avenue, San Juan City

Mosque in Pasig City

Ferdaus Mosque

Baltazar Street, Barangay Sto. Tomas, Pasig City

Mosques in Quezon City

Ever Mosque

Commonwealth Fairview, Quezon City

Mubarak Mosque

Barangay Commonwealth, Litex, Quezon City

Abdul-Aziz Mosque

Pasong Tamo, Quezon City

Ulomodin Dumagay Mubarak Mosque

Barangay Commonwealth, Litex, Quezon City

Masjid Al-Ikhlâs

Culiat, Quezon City

Rahma Qur`anic Learning Center & Mosque Foundation, Inc

Culiat, Quezon City

JEWS

Beit Yaacov Synagogue is located in the heart of Metro Manila. It is the only Synagogue in the Philippines. It is Sephardic and caters to Jews of all backgrounds. The Rabbi is a Shochet. All foods prepared, served and sold in and by the Synagogue are under the strict supervision of the Rabbi and are strictly Kosher. Facilities include a Bet-Hakeneset, a Social Hall, a Bet-Midrash, a Mikveh, the largest library in Southeast Asia, kosher kitchen and children's classrooms.

Contact Information:

110 H. V. Dela Costa Street, Salcedo Village, Makati City Philippines

Tel: (632) 815-0265 - Office Hours

Fax: (632) 840-2566

<http://www.jewishphilippines.net>

BUDDHISTS

Seng Guan Temple (Temple of Ten Thousand Buddhas)

Narra Street
Manila

I.B.P.S. Manila, Philippines (Fo Guang Shan Manila) (福光山馬尼拉)

福光山馬尼拉

I.B.P.S. Manila

656 P. Ocampo St. Malate, Manila, Philippines

Tel: 63(2)523-4909 / 63(2)525-3680

Fax: 63(2)522-1475 / 63(2)521-6926

Email: info@fgsphilippines.org

Ongpin Fo Guang Yuen

634 Nueva Street Binondo, Manila Philippines

Tel: 63(2)241-5797~8

Fax: 63(2)242-4957

Christian Fellowship

Christ's Commission Fellowship

5/F Auditorium St. Francis Square Bldg.

Julia Vargas Ave., cor. Bank Drive Ortigas Center, Mandaluyong City

Tel: 63 (2) 635 3410

Email: info@ccf.org.ph

<http://www.ccf.org.ph>

Greenhills Christian Fellowship

Ruby corner Garnet Roads, Ortigas Center, Pasig City 1605

Tel: 632 1354 to 56, 635 0078 to 80, 635 0082 to 83, Mon to Fri, 8:30am to 5:30pm

Mobile: 0920-9612964

Fax: 632 1357

Email: email@gcf.org.ph

<http://www.gcf.org.ph/>

Victory Christian Fellowship

32nd Street cor. University Parkway,

Bonifacio Global City, Taguig City 1634 Philippines

Tel: +63 (2) 817 1212

Fax: +63 (2) 817 6130

<http://www.victory.org.ph>

Vineyard Christian Fellowship

Batangas corner Almeda Streets

Sta. Cruz Manila Philippines

Mobile: 09237197598
 Tel: 2530417
 Email: vineyardmanila@yahoo.com
<http://vineyardchristianfellowship.webs.com>

Mainstreet Christian Fellowship

127 Quirino Hi-way,
 Baesa Quezon City, Philippines
 Tel: (632) 361-0962
 Email: mainstreetchristianfellowship@yahoo.com
<http://www.mainstreetchristianfellowship.tk/>

Money Matters

Opening a bank account

OIR recommends the Bank of the Philippine Islands (BPI), Katipunan Avenue corner Escaler St. beside Shoppersville. BPI allows international students to open an account with limited paperwork.

Please prepare the following before opening a bank account:

1. Photocopy of passport
2. One (1) 1 inch X 1 inch ID photo
3. Letter of endorsement from the Office of International Relations of Ateneo.

Go to the BPI branch in Loyola Heights and apply for a new bank account. Minimum balance is at Php5,000.00.

Money changer

There are two (2) money changers in the area:

1. Spot Rate Money Changer in the Ground floor of Burgundy Plaza Condominium.
2. CVM in the Ground Floor of SMRC Building

Western Union

Another way of receiving money is the use of Western Union. Please follow the process below:

1. Confirm with the sender if the money is available already or by calling Western Union's Philippines Customer Hotline at 02 888-1200 (for calls within Metro Manila) or 1-800-1-888-1200 (toll-free nationwide via PLDT Lines), 1-800-9-888-1200 (toll-free nationwide via Globe Lines)
2. Go to the Western Union outlets or accredited recipients:

Bank of the Philippine Islands

Katipunan Road, Corner Escaler Street, Loyola Heights, 1108 Quezon City

Citystate Savings Bank

Katipunan Road 337, Loyola Heights, 1105 Quezon City, Metro Manila

Robinsons Savings Bank

Katipunan Avenue, Burgundy Place Condo, Loyola Heights, Quezon City

Please make sure the following information is with you:

- The 10-digit Money Transfer Control Number (MTCN);
- The Sender's full name as written in the 'To Send Money' form
- The City and Country where the money was sent from;
- The Expected Amount of the money transfer;
- Your original identification (i.e. passport)

3. Fill out the paperwork that is asked to complete the transaction.

Note: please review the receipt properly and make sure all the details are correct. Also make sure that the money handed to you is the correct amount.

List of banks in Katipunan Area**Bank of the Philippine Islands (BPI)**

299 Katipunan Road Corner Escales Street Loyola Heights 1105 Quezon City

Tel: +63(2)9270349

East West Bank

309-B Ma Mon Luk Building Katipunan Avenue Loyola Heights Quezon City

Tel: +63(2)9294805

BDO

(BANCO DE ORO UNIVERSAL BANK)

SMRC Building 331 Katipunan Avenue Corner B. Gonzales Street Loyola Heights Quezon City

Tel: +63(2)4348546

Banco de Oro

(BANCO DE ORO UNIVERSAL BANK)

G/F Olalia Building 327 Katipunan Avenue Corner F. Dela Rosa Street Loyola Heights 1108 Quezon City

Tel: +63(2)9282713

UCPB

(UNITED COCONUT PLANTERS BANK)

UCPB Building Katipunan Avenue Loyola Heights 1100 Quezon City
Tel: +63(2)8119000

Metrobank - ATM

(METROPOLITAN BANK AND TRUST COMPANY)
339 Katipunan Avenue 1100 Quezon City
Tel: +63(2)4266539

ATMs on campus

- Bank of the Philippine Islands (BPI)
- Banco de Oro

Credit cards widely accepted

Credit cards are widely accepted in the Philippines: Master Card, VISA, American Express, Diners, and JCB.

Shopping and Entertainment

Filipinos have a vibrant mall culture. In the Philippines, malls are not only for shopping. It is also where Filipinos relax, play, eat at restaurants, and watch movies. Some malls even house an art gallery, serve as venues for concerts, and even hold exhibits.

List of Malls

TRINOMA

EDSA Corner North Avenue Quezon City

SM CITY NORTH EDSA

North Avenue corner EDSA, Quezon City

EASTWOOD MALL

Eastwood City Orchard Road Bagumbayan, Libis Quezon City

TIENDESITAS

Ortigas Avenue cor. E. Rodriguez Ave. (C-5), Metro Manila

GATEWAY MALL

P. Tuazon Avenue Araneta Center Quezon City

SM MEGAMALL

EDSA corner J. Vargas Avenue, Mandaluyong City

POWER PLANT MALL

Rockwell Drive corner Estrella Street, Makati



SHANGRI-LA MALL

EDSA corner Shaw Boulevard, Mandaluyong City

GLORIETTA

East Drive Ayala Center, Makati

GREENBELT

Ayala Center, Makati City, Metro Manila

MALL OF ASIA

J.W. Diokno Boulevard, Mall of Asia Complex, Pasay City



VII. WHEN IT'S TIME TO RETURN HOME

Informing your landlord

If renting off-campus, it's best to let the landlord know ahead of time the date of one's flight back home. Check the contract for the stipulations detailed in it, and be sure to follow it for a stress-free return home.

Packing and shipping

Shipping things from the Philippines back to one's home country is easy through cargo companies. Remember that Philippine Customs requires an itemized listing of the contents of your box. Items are limited to 12 pieces of each kind and the total dollar value should not exceed \$500.00.

Travel to the airport

Riding a taxi is the easiest way to go to the airport. Taxi information can be found in page 31 of this guidebook.

Fees at the airport

There is a Passenger Terminal Fee for all passengers embarking for:

1. International travel: PHP 750
2. Domestic travel: PHP 200

You may pay at the airport of departure.

Sources:

<http://www.tourism.gov.ph/Pages/default.aspx>

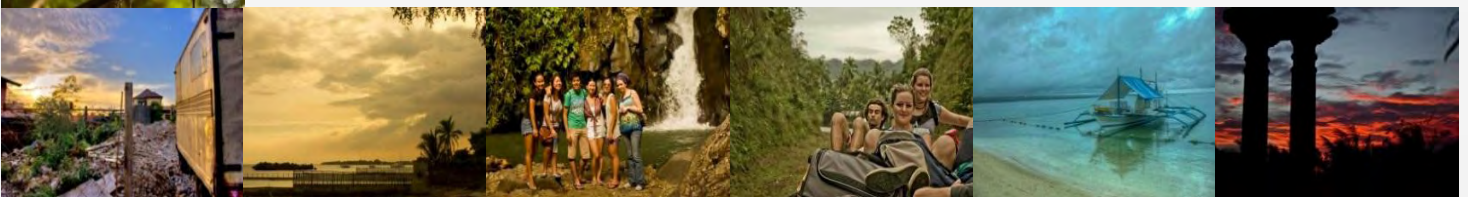
<http://www.pnp.gov.ph>.

<http://www.pagasa.dost.gov.ph/>

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Ad Majorem Dei Gloriam



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