



UNITED STATES OPERATIONS MISSION  
TO THE PHILIPPINES

INFORMATION FOR  
INTERNATIONAL COOPERATION ADMINISTRATION  
REGIONAL PARTICIPANTS  
RECEIVING TRAINING IN THE  
PHILIPPINES



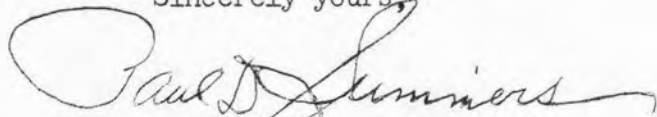
UNITED STATES OF AMERICA OPERATIONS MISSION  
TO THE PHILIPPINES  
(International Cooperation Administration)  
MANILA, PHILIPPINES

August 21, 1958

It is my pleasure to welcome you as an ICA participant scheduled to receive training in the Philippines under the auspices of the U. S. Operations Mission to the Philippines.

You have been carefully selected by your government for this important training so that you will be better able to assist in the economic and social development of your country. I am certain that you will take full advantage of this excellent opportunity and that, through mutual exchange of information, you will also make a contribution to the Philippines. Please be assured that this office is anxious to help in every way to ensure the success of your training program.

Sincerely yours,

A handwritten signature in cursive script that reads "Paul D. Summers". The signature is written in dark ink and is positioned above the typed name and title.

Paul D. Summers  
Director

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## I. JOINT PHILIPPINE GOVERNMENT AND U.S. OPERATIONS MISSION PROGRAM

The program which you are scheduled to participate in is a part of the \*ICA world-wide participant training program. This program is designed to offer training to carefully selected technicians from countries with which the ICA of the U.S. Government has joint technical assistance programs. The participants who are selected for training by their governments are usually closely associated with a particular project of the joint technical assistance program. Their training programs are planned in accordance with specific recommendations made by their government and the USOM Office in their country. These recommendations are followed as closely as possible by the country where the training takes place so that when the participant returns to his home country, his training can be directly applied to the joint project with which he is associated.

Your training program in the Philippines has been jointly planned by the USOM to the Philippines and the Philippine Government in accordance with your government's request. You will work directly with the appropriate technical offices of this Mission and the Philippine Government. The actual field supervision of your training will, for the most part, be under the guidance of Philippine Government technicians. However, the overall supervision of your program will be under one of the USOM/Philippines Regional Training Officers.

## II. BEFORE LEAVING YOUR COUNTRY

1. Make sure that you have your passport, visa, international certificate of vaccination showing that you have been inoculated against smallpox during the past three years, and plane ticket with you when you board your plane for the Philippines. If you have any problem in obtaining the above travel documents, see the USOM Training Officer in your country.

2. Check with the U.S. Operations Mission in your country to find out if a cable has been sent about your departure and estimated time of arrival in Manila.

3. Clothing to Bring - There are only two seasons in the Philippines: rainy season and the dry season. Therefore, heavy or winter clothing is not recommended. Bring light, washable clothing which you ordinarily use during the summer season in your country. Short sleeved open-neck sport shirts and light-weight trousers for men and washable cottons for women are the usual and most comfortable wearing apparel for most U.S. and Filipino technicians. Since dry-cleaning is expensive, it is suggested that you bring only washable clothes.

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\* ICA is the abbreviation for the International Cooperation Administration. The ICA offices in the 72 countries that cooperate with the U.S. in mutual technical assistance programs are termed U.S. Operations Missions which is abbreviated to USOM. In the Philippines, however, the abbreviation ICA is more commonly used.

### III. ON THE PLANE TO MANILA

You will be requested by airline officials to fill out the following forms:

1. One copy - Embarkation/Debarcation form (to be surrendered to the Immigration Officer when you arrive);
2. One copy - Customs Declaration Form (to be surrendered to the Customs Appraiser);
3. Three copies - Currency Declaration Form No. 305 (two copies to be surrendered to the Central Bank agent at the airport and the other copy to be retained by you and presented to the Central Bank agent when you depart from Manila).

Instructions in filling out these forms usually will be given by the purser or any airline official on the plane. You must declare all currency including personal checks, government checks and traveler's checks.

### IV. WHEN YOU ARRIVE IN MANILA

You will be met by a representative of the Travel Office of the U.S. Operations Mission to the Philippines, who will conduct you through Quarantine, Immigration, Central Bank, and Customs Inspection.

1. Health Inspection - All persons entering the Philippines must pass through the Quarantine Office. Quarantine officials will ask for your international certificate of vaccination, showing that you have been inoculated against smallpox during the past three years. This certificate will be returned to you after inspection.
2. Immigration Inspection - Your passport, visa and Embarkation/Debarcation form will be inspected by an Immigration official. He will keep your Embarkation/Debarcation form but will return your passport after it is stamped to allow you to enter the Philippines.
3. Currency Declaration - Philippine laws require that all persons entering the Philippines should fill out a currency declaration form. A representative of the Central Bank of the Philippines will be at the airport to inspect the currency you bring into the Philippines. Show him the two copies of the currency declaration form which you were asked to fill out on the plane. After inspection, he will keep one copy and give the other copy to you. The USOM/Philippines Travel Office will keep this copy for you until you are scheduled for departure from the Philippines. You will need this form when exchanging money with authorized agents of the Central Bank and when you exchange your U.S. dollar advance maintenance allowance into pesos at the ICA Cashier's Office.
  - a. All participants are required by ICA regulations to exchange their dollar advance for pesos. There is no provision for recovering this dollar advance by converting any excess pesos you may have at the end of your training program.

b. Some participants may bring personal funds into the Philippines in the form of checks, money order, or cash. This Mission is not concerned with these funds but would like to point out to you that when exchanging such funds to pesos they must be cashed with the authorized agents of the Central Bank of the Philippines as shown on the back of the currency declaration form. A notation will be made on the form and a receipt given by the authorized agent for each transaction. When you leave the Philippines, you will be requested to surrender your declaration form and any receipts with the Central Bank agents at the airport. The Central Bank agents will convert to dollars any excess pesos you may have, provided that the amount which you convert back to dollars does not exceed the amount of dollars you brought into the Philippines as shown on your currency declaration form.

c. If you did not bring personal funds but wish to convert any excess pesos to dollars at the end of your program, you may file an application with the Central Bank of the Philippines requesting the bank to convert your pesos to dollars. Since this is your personal responsibility, this Mission cannot give you any assistance in this matter. If you decide, however, to take pesos with you, Philippine law allows you to take out of the Philippines a total of 100 Philippine pesos in notes.

4. Customs Inspection - Your baggage will be brought to the Customs baggage area for inspection. When it is your turn, surrender your customs declaration form to the appraiser who will assign you a Customs Inspector. The Customs Inspector will inspect your baggage and will tell you whether you must pay any duty and how much. When this is done, the Customs Inspector will initial each piece of baggage inspected, thus completing your airport inspection.

5. Your Baggage - When you have checked all your pieces of baggage, give your baggage checks to a porter who will claim your baggage and carry them to a waiting car provided for you by the U.S. Operations Mission. Porters at the Manila International Airport charge from ₱0.50 to ₱1.00 (\$0.25 to \$0.50) per person for this service, depending upon the weight of the baggage. If you do not have Philippine currency, the USOM representative will make this payment for you and you can pay him later.

After the port of entry inspection, your international certificate of vaccination, passport, currency declaration form, and unused return ticket will be taken by the USOM representative who met you at the airport, for safekeeping at the USOM Travel Office. He will conduct you to your hotel and also arrange for your accommodation and explain the cost to you; he will also instruct you when to report to the USOM office for orientation.

6. Obtaining Assistance - If you are not met at the Airport, you are requested to call the USOM Executive Office, Telephone Number 5-57-51, Extension 413 or 415 and ask for any of the following:

Mr. Newton E. Randolph - Executive Officer  
Mr. Joseph W. Hughes - Assistant Executive Officer  
Mrs. Margaret B. Laflin - Executive Assistant

On Saturday mornings, call the Duty Officer or the Duty Secretary at the same numbers.

The USOM office is open from 8:00 A.M. to 5:00 P.M., from Monday to Friday, and from 8:00 to 12:00 noon on Saturdays. However, if you arrive after office hours, and are not met at the airport, please take a taxicab or airport limousine to the Bay View Hotel, Manila, advise them you are an ICA participant and request special ICA accommodations; then report to the USOM office during office hours. If you have any difficulty during the hours when the USOM office is not open, please contact either of the following by calling their home telephone:

Mr. Newton E. Randolph	Tel. No. 5-17-66
Mr. Joseph W. Hughes	" " 8-43-96
Mrs. Margaret B. Laflin	" " 5-43-61

#### V. GENERAL ORIENTATION MEETING AT USOM

When you report to the USOM Office, Manila, you will receive a general orientation to be conducted by the USOM Training Office. This Office includes the following U.S. personnel:

Dr. John B. Stabler - Chief, Training Division  
Dr. Annie Laurie Keyes - Regional Training Officer  
Mr. William M. Carson - Regional Training Officer  
Mrs. Mildred C. Martz - Regional Training Assistant

One of the above three Regional Training Officers will be responsible for the overall supervision of your program.

The orientation you will receive will include:

1. Briefing on ICA training policies and regulations;
2. Explanation of your per diem rates, travel arrangements and other details of your program in the Philippines;
3. Presentation and explanation of some informational materials on the Philippines;
4. Presentation of an identification card signed by the Executive Officer of USOM. This is given to you in place of your passport which will be kept with the USOM Travel Office. You can, however, get your passport any time you need it.

#### VI. TECHNICAL ORIENTATION AT USOM

After the general orientation, you will be introduced to your USOM Philippines Technical Program Officer who will give you a copy of your program and discuss it with you. The Technical Program Officer is the USOM/Manila official directly responsible for all technical phases of your program.

#### VII. ORIENTATION AT NEC

After the completion of your general and technical orientation at USOM/

Philippines, you will be taken to the Office of Foreign Aid Coordination of the National Economic Council of the Philippine Government. This is the Philippine Government office responsible for overall supervision of your program. While at this office you will receive a general orientation to the Philippines and will be introduced to the technicians of the Philippine Government department or agency directly responsible for carrying out your program.

VIII. FINANCIAL ARRANGEMENTS

After the orientation meetings at the USOM/Philippines, you will be conducted to the Cashier, Office of the Controller, where you will cash your advance maintenance allowance and convert it to pesos. This dollar advance is given to you by the USOM Office in your country to meet your living expenses in the Philippines, until you are given your first maintenance allowance by USOM/Philippines. ICA regulations prohibit you from spending this advance or changing it to travelers' checks before arrival at your place of training. You should keep this check and present it to the USOM Training Officer in Manila to be changed into local currency. (Philippine pesos, abbreviated as ₱)

This advance maintenance allowance will be deducted from the first living allowance to be paid to you by USOM/Philippines. This first maintenance allowance will be paid to you in cash; however, your succeeding allowances, if your period of training in the Philippines is more than two months, will be paid to you by check. Ordinarily your maintenance allowance will be paid monthly, in advance. Report to the USOM Cashier's Office some time after the first of the month for your payment.

Maintenance allowance rates for participants receiving training in the Philippines have been established as shown below. These are maximum rates and can be adjusted downward by USOM/Philippines if special living accommodations are arranged for any participant or group of participants. These rates are subject to change by USOM/Philippines without prior notice.

Maintenance allowance rates vary according to whether a participant is in travel status. Travel status is defined as remaining at one training facility or training location for less than 21 days. Non-travel status is defined as remaining at one training facility or training location for 21 days or more.

First 5 days in the Philippines - All participants receive ₱24.00 per day.

Travel Status

Non-Travel Status

In Manila area - ₱24.00 per day  
Outside Manila - ₱20.00 per day

In Manila area - ~~₱18.00~~ per day  
Outside Manila - ~~₱15.00~~ per day

7.50

Special rates will be applied as follows for participants in non-travel status who train at the following locations or utilize the following accommodations or similar accommodations:

Institute of Malariology, Tala - - - ₱310.00 per month  
College of Agriculture, Los Banos - ₱160.00 per month

4445 for  
malariology



Central Luzon College of Agriculture,  
Munoz - - - - - ₱150.00 per month  
University of the Philippines,  
Diliman - - - - - ₱210.00 per month  
(if the program at Diliman requires commuting to Manila an  
increase will be allowed.)

YMCA or YWCA in Manila - - - - - ₱420.00 per month  
Approved boarding house, YMCA or  
YWCA student accommodation or other  
low-cost living accommodation in  
Manila - - - - - ₱360.00 per month

Participants who receive academic or in-service training and are thus in non-travel status occasionally make field trips which require them to be away from their regular training facility. When these field trips require them to be absent from their regular training facility for more than 48 hours, they will be considered in travel status for that period.

Per diem is intended to cover your room, meals, laundry, taxi and bus fares from residence to training place and return, and other incidental expenses. Taxi or limousine fare from port-of-entry to hotel, also in and out of Manila and other cities is reimbursable to participants and is not included in per diem allowance. Also reimbursable are taxi or bus costs that may be incurred between the places of training within a city or district.

A study of living costs in Manila and outside has shown that the above allowances will meet your needs and enable you to live comfortably. It is not intended to provide for expenses for clothing, entertaining visitors from your country, Filipino friends or the purchase of gifts. However, enough has been provided to enable you, if you desire, to occasionally reciprocate the hospitality that will be shown to you by the Filipinos you meet. It should be made clear that you have no obligation to reciprocate.

It is strongly suggested that you make the most of this training opportunity in the Philippines from the cultural point of view as well as the technical. By this, it is meant that you should not attempt to save money or spend large amounts for gifts; you should live comfortably, sample the cultural life of the Philippines, and visit places of historical interest. Naturally, these are only suggestions since it is your responsibility to manage your per diem funds. Extreme caution should be taken in regard to the safe-keeping of your money especially when riding in public carriers or in crowds since pickpockets are very active, particularly in Manila. If you have a large sum of personal money, you may wish to leave it at the ICA Executive Office for safe-keeping. Place it in a sealed envelope and the Executive Office will place it in their safe and give you a receipt.

IX. TRAVEL ARRANGEMENTS -

All official travel arrangements, both within the Philippines and for your return to your country, will be arranged by the USOM Travel Office. For any matters regarding your travel through the Philippines, and for making reservations

for your trip back to your country, please see any of the following:

1. Miss Feliciano S. Uy Choco - Travel Assistant
2. Mr. Romeo H. Santiago - - - Travel Clerk
3. Mr. Abraham R. Isaac - - - - Travel Clerk
4. Miss Marcelina P. Esteban - General Clerk-Typist

This Office will also assist you in securing any visas needed in connection with your return trip. A tax clearance is required for all participants departing from the Philippines. The Travel Office will help you secure this clearance.

X. MEDICAL EXPENSES

The U.S. Operations Mission in Manila is not authorized to pay for your medical expenses. All ordinary medical expenses incurred by you have to be paid by your government or from your private funds.

XI. OPERATION OF AUTOMOBILES

ICA regulations prohibit participants from operating automobiles for official or unofficial travel during the time they are actively participating in their program.

XII. BOOKS AND TRAINING MATERIALS

The purchase of books and training materials will only be allowed when necessary for the success of the program. The maximum allowance rates for the purchase of books and training materials depends on the length of training of the participant. USOM/Philippines may authorize:

Participants receiving non-academic training:

- a. Training period of 3 months or less - - - - ~~₱~~75.00
- b. Training period of 6 months or less - - - - ~~₱~~150.00
- c. Training period of more than 6 months - - - ~~₱~~300.00

Participants receiving academic training:

- a. Each full academic semester - - - - - ~~₱~~120.00
- b. Full summer school - - - - - ~~₱~~45.00

These amounts are maximum and frequently a lesser amount will be authorized. Prior to purchasing your books and training materials, submit a list of them to your USOM Technical Program Officer for approval.

XIII. SHIPMENT OF BOOKS AND PRINTED MATERIALS

Books and printed materials which are required as part of the training program and purchased for the use of the participant may be shipped to their home country by surface freight at USOM expense (to a limit of 200 lbs. net). Training equipment and materials which participants use in connection with their training can be

included in this shipment. However, such items as clothing, souvenirs and books, printed materials, equipment and materials not required or used in connection with the training may not be shipped. These items are the personal responsibility of the participant.

Participants who desire to ship their books and printed matter should make arrangements for the shipment of their materials with the USOM Training Officer prior to their departure.

#### XIV. MAILING ADDRESS IN THE PHILIPPINES

Mail or printed matter to participants which is likely to be received before the participant's arrival in the Philippines, should be addressed as follows:

Mr. \_\_\_\_\_  
PIO/P No. \_\_\_\_\_  
U.S. Operations Mission to  
the Philippines  
Training Division  
c/o American Embassy  
Manila, Philippines

The word "Personal" should be written on the envelope which carries the above address. After your arrival and when you are permanently located in the Philippines, it will probably be more convenient to have correspondence routed to you directly.

#### XV. CLOTHING ALLOWANCE

USOM/Philippines will not authorize any clothing allowance to participants undergoing training in the Philippines. All expenses for clothing incurred by the participants will have to be paid by their respective governments or from their personal funds.

#### XVI. IMPORTATION OF MEDICINES CONTAINING NARCOTICS

Philippine law prohibits the importation into the Philippines of medicines containing narcotic drugs, even though in small quantities and intended for personal use. Such drugs, if found in the person or personal effects of the participants are subject to seizure and forfeiture. No exception exists with respect to USOM sponsored participants because of their sponsorship by the U. S. Government or the Philippine Government.

## XVII. GENERAL INFORMATION

1. Transportation - Most of the cities and towns in the Philippines have buses, taxis and converted U.S. Army jeeps called "jeepneys." Fares for buses and "jeepneys" vary, but are usually from 10 to 20 centavos from one point to another within one location.

2. Philippine Currency - The unit of Philippine paper money is the peso bill and is in denominations of: ₱1, ₱2, ₱5, ₱10, ₱20, ₱50 and ₱100. Paper money in small denomination is as follows: 5 centavos, 10 centavos, 20 centavos, and 50 centavos. In addition, coins in the following denominations are available: 1 centavo, 5 centavos, 10 centavos, 20 centavos, 50 centavos and 100 centavos (silver peso).

3. Banks - Banks in Manila and in most cities and towns in the Philippines are open for business from 9:00 A.M. to 2:30 P.M. from Mondays through Fridays. If you require banking services, you will be requested to show your passport or identification card.

4. Food - Meals at the hotels in Manila are expensive though a saving can be made by using the "American plan" whereby you eat all three meals every day at the hotel where you are staying. For example, if the meals were paid for separately, the charge might be ₱12.00 daily while on the "American plan", the charge might be ₱8.50 daily. Arrangements for using the American plan must be made in advance with both the hotel and the dining room manager.

The usual prices for individual meals eaten at restaurants are as follows:

- a. Filipino Food:  
Breakfast - ₱1.50      Lunch ₱2.00      Dinner - ₱2.50
- b. Chinese Food:  
Lunch ₱2.50      Dinner - ₱3.00

5. Laundry - Laundry that is sent out by the hotel is very expensive. The laundries near the hotels are also expensive. The best procedure is to make arrangements to have your laundry done privately through some person at the place where you are receiving training.

## XVIII. END OF TRAINING REPORT

A week prior to your departure, you will be requested to write a report on your training in the Philippines. A suggested outline for writing this report will be given to you by your Regional Training Officer. When you submit your report in final form, the Regional Training Officer and your Technical Program Officer will discuss this report with you in a pre-departure meeting. Copies of this report will be sent to the USOM Office in your country.

If you are attending a college or university, you will be asked to fill out an end of semester report at the end of the academic semester. A form for this purpose will also be given to you by your Technical Program Officer.