



Professional Staff

Information Guide

Asian Development Bank



Professional Staff Information Guide

Human Resources Division
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Asian Development Bank

CONTENTS

INTRODUCTION	7
ABOUT ADB	8
Our Members	8
What We Do	9
Where to Find Us	9
Our Organization	10
ACCEPTANCE OF APPOINTMENT	11
Appointment Details	11
Instructions Upon Acceptance of Appointment	11
TRAVEL AND SHIPPING ARRANGEMENTS	12
Moving to Manila	12
Travel	12
Travel Arrangements	13
Passports	13
Visas (Type 9[e])	13
Philippine Department of Foreign Affairs Identification Card	14
Shipping Allowance and Arrangements	14
Lump-sum shipping allowance	14
Tax and duty-free importation and documentation	14
Important shipping instructions for your mover at origin	15
Importation of motor vehicles	15
Registration of vehicle	15
Marine and Storage Insurance Arrangements	15

UPON ARRIVAL	15
Briefings and Persons to See	15
Items to Be Completed Upon Arrival	15
Identification cards (IDs)	15
Allowances and advances	16
Insurance and pension forms	16
Dependents' status form	16
Emergency contact system	17
Staff Emergency Information System	17
Miscellaneous forms	17
Documents Required Upon Arrival	18
 SETTLING IN MANILA	 19
The Philippines	19
Metro Manila	21
Temporary or Short-Term Accommodation	21
Housing	23
International Schools	25
Medical Facilities in Metro Manila	27
Staff Retirement Plan	28
The Expatriate Spouse	28
The ADB Spouses Association	29
 FINANCIAL AND BANKING MATTERS	 29
Salary Payments	29
Bank Accounts	30

GENERAL INFORMATION	30
No Smoking Rule	30
Alcohol and Drugs Rules	30
Work Week and Working Hours	31
Finding Your Way in the Headquarters Building	31
Facilities and Services	31
Office Lighting Control and Air conditioning System	36
Office Supplies and Equipment	37
Learning and Development in ADB	37
Legal Assistance	38
Parking of Vehicles	39
Miscellaneous Security Services	39
 STAFF ASSOCIATION AND CLUBS	 40
The Staff Association	40
Recreational Facilities	40
External Sports Clubs	40
 APPENDIXES	 41
Allowable Travel Time to Manila for Appointment Travels	41
Acronyms	44
Selected Readings on the Philippines	45

INTRODUCTION

Making a decision to accept a new position and move to a foreign country is challenging and requires careful consideration. With this offer of employment by the Asian Development Bank (ADB) comes a time to make such a decision. We hope your decision will be to join us.

This Information Guide

- gives you basic information about ADB and Manila,
- serves as your main source of information to help you plan your relocation to Manila,
- explains the various steps to follow once you decide to accept your appointment to facilitate your move to Manila,
- describes the forms you need to complete and return to the Human Resources Division (BPHR) for processing, and
- explains basic policies pertaining to ADB employment.

With this guide, you will also receive the Headquarters Agreement, which contains information on the privileges, immunities, and facilities that the Government of the Republic of the Philippines grants to ADB and its employees in the Philippines. Please read both this Guide and the Agreement carefully and always keep them handy for future reference.

Upon your arrival in Manila, you will receive a personalized orientation from BPHR to help you settle in at your new place of work and residence. Feel free to contact us to clarify any information in this guide and in the enclosed documents.

Thank you and we hope to welcome you soon at ADB.

ABOUT THE ASIAN DEVELOPMENT BANK

The Asian Development Bank is a multilateral development finance institution owned by 67 members—48 from the region and 19 from other parts of the globe. Our vision is an Asia and Pacific region free of poverty. Our mission is to help our developing member countries substantially reduce poverty and improve the quality of life of their people.

Established in 1966, ADB pursues a strategic agenda—sustainable economic growth, inclusive social development, and governance for effective policies and institutions—with three crosscutting themes: private sector development, regional cooperation, and environmental sustainability.

ADB partners with governments, other international organizations, civil society, and the private sector to assist its developing member countries. ADB serves a very large region, with more than half of the world's population living in Asia and the Pacific.

Our Members (as of January 2010)

Regional

Afghanistan; Armenia; Australia; Azerbaijan; Bangladesh; Bhutan; Brunei Darussalam; Cambodia; People's Republic of China; Cook Islands; Fiji Islands; Georgia; Hong Kong, China; India; Indonesia; Japan; Kazakhstan; Kiribati; Republic of Korea; Kyrgyz Republic; Lao People's Democratic Republic; Malaysia; Maldives; Marshall Islands; Federated States of Micronesia; Mongolia; Myanmar; Nauru; Nepal; New Zealand; Pakistan; Palau; Papua New Guinea; Philippines; Samoa; Singapore; Solomon Islands; Sri Lanka; Taipei, China; Tajikistan; Thailand; Timor-Leste; Tonga; Turkmenistan; Tuvalu; Uzbekistan; Vanuatu; Viet Nam

Nonregional

Austria, Belgium, Canada, Denmark, Finland, France, Germany, Ireland, Italy, Luxembourg, The Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States

What We Do

ADB's operations are diverse—covering agriculture and natural resources; energy; finance; industry and trade; transport and communications; education; health, nutrition and social protection; water supply, sanitation, and waste management; law; economic management; and public policy. Many of our projects focus directly on improving the lives of the poor.

We provide various forms of assistance to governments and private enterprises. Our main instruments are policy dialogue, loans, technical assistance, grants, guarantees, and equity investments.

Our operations are financed by issuing bonds, recycling repayments, and receiving contributions from members. About 74% of our cumulative lending comes from ordinary capital resources. We also provide loans from Special Funds Resources. Among them is the Asian Development Fund, which provides concessional loans to our least-developed countries. We also manage several trust funds and channel financing of grants provided by bilateral donors.

The work of ADB is aimed at improving the welfare of the people in Asia and the Pacific, particularly the nearly 1.9 billion who live on less than \$2 a day. Despite many success stories, Asia and the Pacific remains home to two-thirds of the world's poor.

ADB's annual lending volume is typically about \$10.5 billion, with technical assistance usually totaling about \$275 million a year. Grant-financed projects totaled \$811.4 million.

Where to Find Us

With headquarters in Manila, Philippines, ADB has 27 offices worldwide and more than 2,500 employees from over 50 countries.

We are helping

- Afghanistan rebuild its roads and other infrastructure;
- Bangladesh ensure that all children receive primary education, and to mitigate the effects of flooding;
- Cambodia increase the productivity of farmers;
- Nepal improve rural infrastructure and livelihood;

- Papua New Guinea provide better opportunities for fishing communities;
- Pakistan strengthen legal reforms;
- the People's Republic of China (PRC) promote cleaner and more reliable energy;
- the Philippines build affordable housing for tens of thousands of poor urban families;
- Southeast Asia provide capital to the region's small and medium entrepreneurs;
- Central Asia fight malnutrition and drought by supporting research in soil and water management;
- Greater Mekong Subregion improve harvests, bring electricity to the remotest villages, and control HIV/AIDS;
- South Asia reconstruct and rehabilitate tsunami-damaged infrastructure; and
- Asia and the Pacific bring water and other basic services to the poorest communities, and fight SARS and other newly emerging diseases.

Our Organization

Shareholders. Of our 67 members, Japan and the United States are coequally the largest shareholders, each with 12.7% of total subscribed capital. Forty-eight of our members are from the region and 19 are from other parts of the globe.

Management. Our highest policy-making body is our Board of Governors. It meets annually and is composed of one representative from each member country. Our Governors elect the 12 members of our Board of Directors. Our President, assisted by four Vice-Presidents and a Managing Director General, manages the business of ADB.

Professionals. We take pride in our highly qualified, experienced, dedicated, and motivated employees. ADB professionals include economists, engineers, lawyers, accountants, administrators, editors, statisticians, agriculturists, and various specialists in other fields.

We value individuals who possess the highest standards of efficiency and competence. We recruit our employees from member countries while ensuring that an equitable balance of nationalities is maintained and that skills are

properly matched with the organization's goals. We give equal opportunities for employment, promotion, and assignment without bias for nationality, gender, or religion.

ACCEPTANCE OF APPOINTMENT

Appointment Details

ADB professional staff normally receive a fixed-term appointment for 3 years unless otherwise specified. At the end of the 3-year term, the appointment may, at the option of ADB, be converted to regular status, extended, or allowed to lapse. Employment on a fixed-term appointment may not exceed 5 years.

The effective date of your appointment is the date when you report for duty, with allowance for travel time from your place of recruitment.

Appointments in ADB normally have a probationary period of 1 year, which may be extended at ADB's option. Confirmation of your appointment or extension of your probationary period will depend on the recommendation of your department/office head. You will receive advice on this before the end of your 13th month of service.

We will confirm our offer of appointment to you upon receipt of favorable references and health clearance from our medical advisers.

Instructions Upon Acceptance of Appointment

You will find details of your appointment and the forms to be completed in the enclosed Offer Package. If you choose to accept our offer, you may proceed to do the following:

Complete and sign your Acceptance of Appointment and Affirmation upon Appointment forms. Promptly return the following to BPHR:

- Signed Acceptance and Affirmation of Appointment form,
- Signed Offer Letter indicating the Lump-Sum Shipping Allowance option, and
- Completed Information on Self and Information on Family forms.

TRAVEL AND SHIPPING ARRANGEMENTS

Moving to Manila

This section discusses (i) arrangements you should make concerning your and your dependents' travel; (ii) ADB's responsibilities in your and your dependents' travel; and (iii) your shipping entitlements for household goods, personal effects, and automobile.

Do not make any firm arrangement or commitments regarding your move to Manila until you have received confirmation from us.

You must complete the transfer of your eligible dependents (spouse and dependent children) and shipment of your household goods, personal effects, and automobile to Manila within 12 months of the date of your appointment, if ADB is to bear the costs and if the shipment is to enter the Philippines tax- and duty-free.

Travel

ADB will provide you and your eligible dependents one-way air travel by the most direct and cost-effective route to Manila. ADB will allow travel by other means provided you bear any cost in excess of the allowable cost of air travel.

Tickets. When your reporting date has been finalized and your travel date known, ADB will arrange with its in-plant travel agent to provide you with prepaid international airline tickets. Should your dependents choose to purchase their own tickets, ADB will reimburse you in accordance with its Administrative Order on Appointment and Separation, and upon your submission of receipts, used ticket stubs, and the copy of boarding passes as proofs of travel.

Class of travel. You and your eligible dependents are entitled to business class on your appointment (and separation) travels. If you travel by lower class, ADB will bear only the actual cost of the class of travel and type of ticket on the most direct, cost-effective route.

Eligible children and further travel. ADB defines "dependent child" as (i) an unmarried child under 19 years; (ii) an unmarried child under 24 years who is a full-time student at a school, university, or similar educational institution, who gets more than half of his or her support from you; or (iii) a child who is totally and permanently incapacitated, regardless of age or school attendance.

Please note that when your eligible dependents cease to be dependents by the preceding definitions, ADB will likewise cease to provide for their travel expenses.

Travel time. The authorized travel times for the air journey from various origins to Manila via the most direct and cost-effective route are given in Appendix 1.

Travel Arrangements

Passports

You should obtain passports for yourself and your eligible dependents. Your passports must be valid for at least 6 months from the date of your arrival in the Philippines. Please ensure that sufficient pages remain in your passport to accommodate future visas in connection with ADB business travel. Should your passport contain entry restrictions to some countries, you must obtain the appropriate validations before your arrival in the Philippines.

Visas (Type 9[e])

The enclosed Information on Self and Information on Family forms are intended to provide ADB with details regarding your and your accompanying dependents' passports. Please complete them and submit to BPHR at least 1 month before your scheduled arrival in Manila. Please also advise BPHR which Philippine embassy or consulate you would like your and your dependents' visas to be issued. ADB will then request the Philippine Department of Foreign Affairs (DFA) to authorize your preferred embassy or consulate to issue 9(e) visas to you and your dependents (spouse, children up to 24 years old). DFA requires 10 working days for processing 9(e) visa requests. BPHR will inform you once it has received advice from DFA. You may contact the embassy/consulate for application requirements such as application form, photo, and schedule of visa pick up.

You should not enter the Philippines on another visa (e.g., tourist) in the hope that you can have this converted in Manila. If you enter using a wrong visa, you will have to leave the country to obtain the 9(e) visa at a Philippine embassy abroad. ADB will not reimburse you for the travel and other expenses that you will incur.

Upon arrival in the Philippines, ensure that the admission stamp by the Philippine Bureau of Immigration in your passport is 9(e) and not a 21-day entry permit. Any stamp other than 9(e) will affect the issuance of your DFA Identification Card, which you will need for the free entry of your household goods.

Upon arrival in Manila, you should provide our in-plant travel agency with copies of your and your dependents' passports and visas. Please be reminded that the ideal time to renew your Philippine visa is 1 month before its expiry. To renew your visas, you do not have to leave the Philippines; DFA will renew these for you upon receipt of a note verbale from the head of ADB's Government Relations Unit of the Office of Administrative Services (OAS). In case you will be on official ADB mission and need to renew your visa while abroad, please provide the Government Relations Unit with your passport details and visa collection point before the start of the mission. A note verbale will be sent to DFA, which will then authorize its embassy or consulate abroad to renew the visa. It takes 7–10 working days for DFA to approve visa requests.

Philippines Department of Foreign Affairs (DFA) Identification Card

In addition to the ADB identification (ID) card, ADB professional staff, their spouses, and dependent children age 18–24 years are entitled to a DFA ID card provided they reside in the Philippines. This card ensures that Philippine authorities extend the appropriate courtesies to you and your dependents in line with the Headquarters Agreement. Many DFA ID card holders have found the card to be most useful, particularly in difficult or unusual circumstances. You are advised to carry it with you at all times. ADB personnel are required to return the DFA ID card upon termination of their official mission in the Philippines, such as resignation, retirement, transfer to a resident mission, or special leave without pay.

Please note that the shipment of your household goods and/or automobile can only be released tax- and duty-free after you have obtained your DFA ID card. Apply for your DFA ID card immediately upon arrival in Manila at the Pass and Key Control Office of the OAS.

Shipping Allowance and Arrangements

Lump-Sum Shipping Allowance (LSA)

Please coordinate with the OAS Shipping Unit.

Tax and Duty-Free Importation and Documentation

Please coordinate with the OAS Shipping Unit.

Important Shipping Instructions for Your Mover at Origin

Please coordinate with the OAS Shipping Unit.

Importation of Motor Vehicles

Please coordinate with the OAS Shipping Unit.

Registration of Vehicle

Please coordinate with the OAS Shipping Unit..

Marine and Storage Insurance Arrangements

Please coordinate with the OAS Shipping Unit.

UPON ARRIVAL

Briefings and Persons to See

Several briefings will be arranged upon your arrival at ADB. These will provide you with information and assist you and your family in settling in. On your first-day orientation, you will receive a briefing schedule from BPHR. The names of staff to contact, should you require additional information or assistance, are provided in the Offer Package.

Items to be Completed Upon Arrival

Identification Cards (IDs)

ADB ID. You are required to wear an ADB-issued ID at all times while in ADB premises. Apply for your ADB ID and have your photo taken at the Pass and Key Control Office located at the ground level.

Dependents' ID Card. ADB issues ID cards to spouses and eligible unmarried dependents (7–24 years of age). Staff Development and Benefits Division (BPDB) will determine the eligibility of your dependents. Dependents can apply for their IDs and have their photos taken also at the Pass and Key Control Office.

Photographs. You can also have photos taken at the Pass and Key Control Office for the issuance of other identity cards and travel visas.

Allowances and Advances

Settlement and installation allowance. This allowance is intended to help defray miscellaneous costs related to your appointment, appointment travel, and settling-in expenses.

To receive your allowance, you will need to sign the prepared application form. This allowance will be deposited into your payroll account unless you have other payment arrangements. ADB reserves the right to recover the allowance on a prorated basis if you resign within 2 years of employment.

Salary loans. To assist you in meeting additional expenses of settling in, you may avail of up to two salary loans—equivalent to 4 months' salary—within 12 months of your appointment. These loans are repaid with interest at the rate applicable to USD LIBOR-based loans to the public sector, as determined by the Treasury Department. Loan application is done online.

Insurance and Pension Forms

Forms for enrolling in ADB insurance plans and the Staff Retirement Plan will be provided by BPDB during the scheduled orientation. It is important that you complete and sign these forms without delay and submit them to BPDB. Failure to submit the insurance enrollment forms within 61 days from your appointment date will require your submission of proof of health to the insurance company.

Dependents' Status Form

This application form should be completed and signed without delay and submitted to BPDB on your reporting date, together with the original supporting documents (e.g., marriage contract, divorce papers, birth certificate, and/or adoption papers, and evidence of full-time enrollment in a school or university for dependent children age 19–24).

Emergency Contact System

The online Emergency Contact System allows ADB personnel to record and update personal information, such as emergency contacts, as well as travel-related information relevant to the administration of passport, visa, travel preferences, and others. Data are stored on the ADB network and are fully encrypted for your security, privacy, and confidentiality. Para 5.6(a) of Administrative Order No. 4.18 provides that “Staff shall ensure that updated personal contact details for themselves and their dependents are available in the relevant ADB database.”

In view of the importance that Management places on having personnel information available to the Bank, we reiterate that ADB personnel must participate and provide the required information in the system. ADB personnel must take personal responsibility in ensuring that their emergency contact information is complete and regularly updated. You may electronically update your profile as soon as you report for work. Links are available through the ADB portal.

Staff Emergency Information System

The Staff Emergency Information System (SEIS) was established to enhance communications during times of emergency or crisis. A group text messaging system is used primarily to communicate emergency security and safety information and/or advisories. You are encouraged to enroll in this system although your participation will be voluntary. You will be able to enter up to two mobile numbers (yours, your spouse’s or your dependent’s) into the group text messaging system database. The system provides adequate security for stored data. You may electronically enroll in the SEIS as soon as you report for work. Links are available through the ADB portal.

Miscellaneous Forms

The following will also be included in your orientation folder:

Details on professional qualifications. A computer-generated form, giving the details of your educational qualifications, work experience, training, other professional qualifications, and corresponding expertise, is provided for your review and confirmation. It must be returned to BPHR.

Personnel announcement. An announcement is made to all ADB employees informing them of your appointment and giving a brief announcement of your background. A draft of this announcement will be prepared in advance for your review.

Staff association membership. The Staff Association's annual membership fee is \$20.00 for Professional Staff. You will become a member automatically, unless you decide to resign from the Staff Association. In such case, please send an e-mail to the Secretary of the Staff Council so that we can advise Controller's to take your name out of the database that automatically deducts your membership fee.

Documents Required Upon Arrival

Please bring the following documents (note that original copies of documents will be required for authentication):

- Marriage contract (with English translation if in another language);
- Divorce papers (where applicable);
- Birth certificates of all children (with English translation if in another language);
- Blood group information, if available;
- Evidence of full-time enrollment in a school or university for dependent children age 19–24 (if applicable);
- Certification of employment for spouse, if working;
- Receipts, used tickets for evidence of expenses incurred while traveling; copy of boarding passes, etc. for evidence of airfare cost (for reimbursement purposes if you purchased your own ticket);
- Driver's license;
- Financial documents to help you set up your local banking needs;
- Vehicle papers—certificate of title, registration papers, or sales invoice;
- Shipping documents—bill of lading/airway bill and packing lists for household goods and vehicle shipments; and
- Pet shipments—valid health and vaccination certificates.

SETTLING IN MANILA

The Philippines

Geography. The Republic of the Philippines is an archipelago of 7,107 islands located 1,000 kilometers (km) from the southeast coast of mainland Asia. The islands, mostly volcanic, stretch 1,854 km from north to south. Mountain peaks of 1,200–1,500 meters are common. The islands fall into three groups: Luzon, Visayas, and Mindanao.

Climate. The Philippines' climate is marked by two seasons: rainy, from late May to November, which is hot and humid with sultry wet weather; and dry, from December to May, which is dry but increasingly humid. Temperature ranges from 21°C to 35°C (70°F–95°F), with the coldest month of January having a mean temperature of 25.5°C (78°F). May is the hottest month, with a mean temperature of 28°C (83°F). Humidity is high, with an average low of 71% in March and an average high of 85% in September.

The average annual rainfall is about 260 centimeters. Rainfall varies considerably from season to season. Typhoons, or tropical revolving storms, occur in the western north Pacific. In other parts of the world, such storms are called hurricanes or cyclones. Each year 20–30 typhoons enter the Philippines. The center or “eye” of the typhoon is calm and almost cloudless. Around the center is a strong circular motion of winds, sometimes reaching 150 km per hour. The cloud mass is dark and very thick and brings heavy, continuous rain. The greatest problems in Metro Manila during typhoons are power failures and flooding. Houses made of strong materials are generally not a risk.

Minor earth tremors occur frequently. In 1969, 1970, and 1990, major earthquakes hit Manila, causing damage to property and injuring a few people.

Flora and fauna. The warm Philippine climate produces varied and abundant plant and animal life. Of about 12,000 species of plants recorded, more than 8,500 are flowering types. Over 3,800 species of native trees exist although many are now threatened with extinction. Native wildlife includes a rich variety of mammals, birds, reptiles, and amphibians. Larger mammals include monkeys, deer, wild pigs, and the tamaraw or wild buffalo. The Philippines has some of

the world's most beautiful coral reefs, with over 4,000 species of coral, though some are disappearing.

People, religion, and culture. The population exceeds 80 million and includes people with a variety of traditions, culture, races, and religious beliefs. Although the predominant dialect is Filipino, which is spoken widely in Luzon, more than 87 dialects are spoken throughout the country. English and Filipino (mostly derived from Filipino) are the official languages.

Christians, mostly Catholics, make up more than 90% of the population. Muslims, who comprise about 5%, live mainly in Mindanao and the Sulu archipelago. The rest are indigenous peoples living mostly in interiors.

The ancestors of the modern-day Filipino mostly came from Indonesian and Malay stock. The earliest inhabitants of the islands may have been the forefathers of the Negritos and Aetas who walked to the islands by way of land bridges from mainland Asia. The Malays introduced weaving, pottery, and the cultivation of fruits and spices. A wave of immigrants from Muslim states in Southeast Asia came to the islands in the 13th century.

Arabic and Indian influences came from Arab and Indian traders who brought their beliefs and wares. The writing system introduced in the Philippines in the 13th century was of Indian origin. Later, many Indian words were adopted. Many supernatural beliefs and folk tales existing today are thought to have originated in India.

Chinese influence began with trade and many Chinese words later found their way into the native languages. In the 11th century, the Chinese established colonies. Today, a Chinese community still thrives in Manila.

The Spanish colonized and governed the Philippines for almost 4 centuries, its strongest influence felt in government and religion. The introduction of Catholicism was a unifying factor, as was the tradition of town fiestas. Other Spanish influences can be seen in surnames, cuisine, architecture, and the many Spanish words in daily use. Through Spain's galleon trade with Mexico, the Philippines acquired Mexican influences as well. These are seen in cathedrals (e.g., Aztec motifs in parts of San Agustin Church in Intramuros) and in certain similarities in market-day customs.

The American influence, a result of almost half a century of governance (1900–1941), is strongly manifested in the country's educational system,

housing development, legislation, politics, entertainment, media, and consumer products. American English is the second language in the country.

Metro Manila

Metro Manila, where the ADB headquarters is located, is officially referred to as the National Capital Region. It is a large sprawling metropolis of 14 cities (Caloocan, Las Piñas, Makati, Malabon, Mandaluyong, Marikina, Muntinlupa, Parañaque, Pasay, Pasig, Quezon, Taguig, and Valenzuela), including Manila, the capital of the Philippines, and three municipalities (Navotas, Pateros, and San Juan). Their combined population is estimated to be more than 12 million. The increasing flow of people from the provinces puts tremendous demands on housing, water supply, and attendant services. City streets are paved with either concrete or asphalt. Traffic is often congested, especially during rush hours. Air pollution levels are often high.

Temporary or Short-Term Accommodation

While in search of suitable permanent accommodation, which can take about 3 months, you can stay temporarily in a hotel or a full-service apartment.

If you are arriving in Manila ahead of your family, or if your family consists of just you and your spouse, or if you will just be staying by yourself, then staying in a hotel may be an ideal option. Several first-class hotels are located near ADB and offer special room rates to ADB employees. These are Holiday Inn Galleria, Crowne Plaza, and EDSA Shangri-la Plaza.

Holiday Inn Galleria

www.ichotelsgroup.com/h/d/hi/1/en/hotel/MNLGL/welcome

Crowne Plaza

www.ichotelsgroup.com/h/d/cp/1/en/hotel/MNLCPL/welcome

EDSA Shangri-la Plaza

www.shangri-la.com/en/property/manila/edsashangrila

If you choose to stay in any of these hotels, you need not worry about transport to and from work because they are just a short walk away from ADB.

In Makati City, about 7 km south of the ADB headquarters, there are more hotels located at the heart of Makati's central business district and commercial center. Some of these hotels are listed below:

Dusit Hotel Nikko

www.dusit.com/hotels/philippines/manila/dusit_thani/index.html

Hotel Intercontinental Manila

www.ichotelsgroup.com/h/d/ic/1/en/hotel/mnlha?_requestid=146575

Mandarin Oriental Hotel

www.mandarinoriental.com/manila

If you are arriving in Manila with your spouse and children, staying in a full-service apartment might be a better choice. Some are located near ADB, others are in Makati. The apartments have their own small kitchens and cooking facilities, which allow you to prepare your own food.

The following full-service apartments are located near ADB:

Discovery Suites

hwww.discoverysuites.com/main.htm

Richmonde Hotel

www.richmondehotel.com

Linden Suites

manila.swiss-belhotel.com/

Astoria Plaza

www.astoriaplazasuites.com

Oakwood Premier

www.oakwood.com/serviced-apartments/furnished/PH/Pasig/prop11100.html

ADB recommends the following full-service apartments in Makati:

Ascott Makati

www.the-ascott.com/philippines/manila/ascott_makati.html

Fraser Place Serviced Residences

manila.fraserhospitality.com

The Somerset Olympia

www.somerset.com/philippines/manila/somerset_olympia_makati.html

Depending on traffic conditions, all are about 40 minutes away from the airport and 20–30 minutes to ADB. You may coordinate with the Travel Section on ADB-contracted rates or inquire from these hotels directly.

Please note that if you stay beyond 90 calendar days in temporary accommodation, you will have deductions for utilities from your gross monthly rent.

Housing

BPDB releases the Housing Helpline publication twice each year. A regular feature of this in-house newsletter is the list of price ranges for houses and apartments where most ADB professional staff are staying. It also has articles that provide information on the housing situation in Metro Manila, as well as the housing assistance program of ADB.

Utilities. You may contact BPDB Housing Unit for data on the cost of utilities.

Telephone. Most houses and condominiums are provided with telephone lines with international direct dialing (IDD) facility. There are also a number of cellular telephone service providers.

Cable TV. Cable TV systems allow you to receive international programs in addition to local programs. For this, you will need an NTSC (U.S.) system or multi-system television set.

Electricity. All residences are generally equipped with 220-volt outlets on 60 cycles. Many residences (about 60% of rented properties) also have 110-volt outlets.

Liquefied petroleum gas (LPG). LPG for cooking is available in cylinders of various sizes, the popular one being 11 kilograms (25 lbs). LPG is less expensive than electricity and is readily available.

Water. The water supply is generally adequate. Most villages allow homes to be equipped with a water pump to help fill storage tanks and provide added pressure. You may need this during summer months when the water supply may become inadequate. During occasional power outages, your water pump will not function, thereby interrupting water supply. Water from the tap is not suitable for drinking.

Household help. Household help is a common feature in households. Domestic help is relatively easy to obtain, word-of-mouth being the best source. Among the expatriate community in the Makati and Ortigas areas, one source is the Domestic Service Registry of the American Women's Club of the Philippines (AWCP), which offers online placement services. Potential employers need to send an e-mail to AWCP@mozcom.com to register their requirements, or call their office at 817 7587. It is wise to get references and a medical certification from potential domestic helpers before hiring them. Payment of helpers may take the form of (i) a flat salary, (ii) salary plus food allowance, and (iii) salary with meals. The Housing Unit of the Compensation and Benefits Division may provide the indicative starting salary. Salaries are normally paid monthly or bimonthly and uniforms (at least two or three sets a year) are usually provided. It is important that you enroll your domestic staff with the Social Security System (SSS), which will provide them with some medical coverage, retirement benefits, loan privileges, and other benefits. Employers and employees contribute an amount to the SSS based on the employee's salary.

Annual physical examination for domestic help. For the pre-employment checkup of your prospective household help or for the annual physical examination of your existing help, you may take or send them to ADB's medical

retainer, Associated Medical and Clinical Services, Inc. (AMCSI) or another medical retainer. For a reasonable fee, AMCSI proposes (i) physical exam by a family physician, (ii) chest x-ray, (iii) complete blood count, and (iv) routine urine and stool examination. Domestic helpers need to present the completed Domestic Medical Plan (DMP) form to avail of this package. The DMP form is available at the ADB Medical Center and BPDB Online.

Household appliances. Cooking stoves, refrigerators, washing machines, and air conditioners are generally provided in rented condominium units. With rented houses, these are not standard features but about 70% of single-detached houses for rent do provide some appliances. Properties may be rented unfurnished, semi-, or fully furnished. When a property is offered as unfurnished, it means empty. If it is semi-furnished, it includes appliances. A fully furnished house or condominium unit includes furniture (beds, sofa, tables, chairs, and others) but not furnishings (beddings and towels) and kitchen necessities (plates, cutlery, and pans). Only full-service apartments provide such items.

Furniture. Good-quality and well-designed furniture made of fine Philippine hardwood or woven rattan and bamboo are plentiful. Excellently crafted wrought-iron furniture for your garden and porch are also available at reasonable prices.

International Schools

Most schools employ tests and interviews to determine placement and admission of new students. In cases where students need greater proficiency in certain subjects, tutorial classes can be arranged. Various facilities for instruction in foreign languages are also available. These are offered by certain embassies, private tutors, and organizations such as the Alliance Française. The following schools in Manila offer study programs and school calendars similar to that of many overseas countries.

International School Manila

www.ismanila.org

Brent International School

www.brentmanila.edu.ph/

The Manila Japanese School

www.mjs.org.ph

The British School

www.eurocampus.org.ph

Ecole Française de Manille (French School of Manila)

www.eurocampus.org.ph

Deutsche Schule Manila (German School of Manila)

German School of Manila – European Section

[http://lnadbg1/bpm0067p.nsf/attachments/German School Euro Section.pdf/\\$FILE/German School Euro Section.pdf](http://lnadbg1/bpm0067p.nsf/attachments/German%20School%20Euro%20Section.pdf/$FILE/German%20School%20Euro%20Section.pdf)

www.eis-manila.org, www.eurocampus.org.ph

European International School

www.eurocampus.org.ph

The Ecole Francaise de Manille and Deutsche Schule Manila operate under the European International School (EIS) that also offers a trilingual international baccalaureate curriculum. At the EIS, different European schools can pursue their respective national educational programs while sharing infrastructure, certain personnel, extracurricular activities, and scholastic activities.

ADB has direct billing arrangements with the international schools mentioned here, except for the Manila Japanese School. ADB pays in full the tuition and other fees of your enrolled dependents, as billed by the school. Your share of the expenses (including cost of any reimbursable items) is deducted from your salary. For Manila Japanese School, a staff member has to pay first and then claim reimbursement later.

Medical Facilities in Metro Manila

Metro Manila has a number of good medical facilities. ADB employees and their dependents commonly use the following hospitals and clinics:

Makati Medical Center

Amorsolo corner Dela Rosa Sts., Makati City

Tel +63 2 888 8999

www.makatimed.ph

St. Luke's Medical Center (SLMC)

E. Rodriguez Sr. Avenue, Quezon City

Tel +63 2 723 0101

info@stluke.com.ph

www.stluke.com.ph

(SLMC Facilities at the Bonifacio Global City, Taguig, Metro Manila to open in 2010)

The Medical City

Ortigas Avenue, Pasig City

Tel +63 2 635 6789

mail@medicalcity.com.ph

www.medicalcity.com.ph

Cardinal Santos Medical Center

Wilson Street, Greenhills, San Juan

Tel +63 2 727 0001 to 25

Asian Hospital and Medical Center

2205 Civic Drive, Filinvest Corporate City

Alabang, Muntinlupa City

Tel +63 2 771 9000

www.asianhospital.com

Medicines are widely available and most branded drugs can be found in drugstores. As in any other tropical country, tropical diseases such as malaria, dengue, hepatitis, and typhoid fever can be found in the Philippines. Tuberculosis

is hyperendemic. The main health hazards in staying in Metro Manila, however, are its high pollution level—that can cause respiratory trouble for some people—and traffic accidents.

Staff Retirement Plan

The Staff Retirement Plan is a defined benefit plan that provides benefits upon normal or early retirement, termination of appointment, permanent incapacity, or death while in service. No contributions are required from the staff. ADB contributes a variable amount based on actuarial advice to keep the plan well funded.

The normal retirement age in ADB is 60 with at least 10 years of service. Early retirement is upon reaching the Rule of 70, where age and number of years of service add up to at least 70. For those not meeting the Rule of 70, the standard rule is upon reaching age 55 with at least 10 years of service. The normal retirement pension is computed as 1.5% of the highest average remuneration paid during any 2 consecutive years of eligible service times years of service. There is no reduction factor for early retirement under the Rule of 70 but a reduction factor is applied for early retirement under the Standard Rule. Lump-sum benefit is paid to those who leave ADB with less than 10 years of service, or to those who have 10 or more years of service but opt for this in lieu of pension. Survivor's pension is paid to spouse and eligible children upon a staff's death while in service or after retirement. Disability pensions are paid upon permanent disability while in service.

Pensions are indexed annually to inflation with a guaranteed rate of 3% per year. Pensions may be paid in salary currency (US dollars), home country currency, or both.

The Expatriate Spouse

Settling in or finding work in the Philippines presents many challenges for the expatriate spouse. For one, foreigners are ineligible to work in many fields because of reciprocity restrictions. For another, the large number of well-educated Filipinos means that competition for good jobs is stiff. ADB expatriate

spouses can be exempted from securing a work permit from Philippine authorities on a case-by-case basis. This exemption will facilitate procedures for expatriate spouses seeking employment in the Philippines.

ADB has an Expatriate Spouse Employment Assistance Program that can assist your spouse identify and pursue employment, educational, and volunteer opportunities in the Philippines. You may contact the Spouse Liaison Counselor through the ADB telephone operator.

In 2007, ADB adopted a policy to allow the engagement of qualified ADB spouses as consultants. Spouses who are interested in individual consulting assignments are asked to register in the ADB consultant management system.

The ADB Spouses Association

As an informal organization founded in 1967, the ADB Spouses Association aims to promote friendship and understanding among spouses of ADB employees. The Association has about 300 members from over 40 countries. Its activities include fund raising (to support scholarship and welfare programs), volunteer service, cooking classes, socials, and recreation. As you adjust to life in Manila, the Association's Hospitality Committee will help your spouse settle in. Moreover, the Association has a limited stock of crockery and cooking utensils that it can make available to newcomers on request. For more information, contact the ADB Spouses Association through ADB Telephone Operator.

FINANCIAL AND BANKING MATTERS

Salary Payments

Salaries are paid in US dollars on the 15th and end of each month (or the last working day before these days if they fall on a holiday or a weekend). Your contributions to the various insurance plans, repayment of any loans and advances taken, items purchased from the commissary, and others will be deducted from your salary.

Bank Accounts

You may open a bank account in US dollars and Philippine pesos with any of the following banks:

Citibank, N.A. (Manila)

ADB Headquarters Building, Room G993W

Metropolitan Bank and Trust Co. (Metrobank)

ADB Headquarters Building, Room G994W

You may elect to have your net pay distributed to not more than two bank accounts. Please note that ADB shoulders only the remittance charges but not the charges that the receiving bank levies, if any. All charges levied by the intermediary or beneficiary bank will be on your own account. Please discuss with your bank account officer about possible bank charges.

You may also wish to open a current account (in pesos) with any of the banks with offices in ADB. This is to facilitate payment of your rental advances and reimbursements.

You may view and print a copy of your Statement of Earnings (pay slip) through ADB Self-Service online.

GENERAL INFORMATION

No Smoking Rule

Smoking in the ADB headquarters building is not allowed. It is allowed only outside—on the bridges connecting the office tower block and special facilities block, and in the gardens.

Alcohol and Drugs Rules

Drinking alcohol in ADB premises during office hours is not allowed. Employees under the influence of alcohol are not allowed to report for work. The use,

possession, sale, or purchase of illegal drugs is strictly prohibited in ADB premises. Employees under the influence of illegal drugs or any other drug that alters the mental or physical capacity are also not allowed to report to work. ADB reserves the right to request a drug test from an applicant during the pre-employment medical examination, or from an employee whose behavior may jeopardize his or her own health and/or the security of other employees.

Work Week and Working Hours

The basic work week is 40 hours, Mondays to Fridays. ADB has a flextime policy that helps its employees maintain a better balance between the needs of the organization and their own personal and family needs.

Finding your Way in the Headquarters Building

All room numbers comprise four digits. The first digit denotes the floor level, the second denotes the zone on that level, and the last two digits denotes the room numbers within that zone.

For your convenience, the elevator cores are marked East Core, North Core, West Core, and South Core, which refer to their relative positions in the office block.

Facilities and Services

Banking Services. A branch of the Metrobank is located at Room G994W (ext. 4200, 4146, and 4141). Aside from normal banking services, it offers the following special services: (i) exchange of foreign currencies for pesos at a rate not less than the reference rate announced by Philippine monetary authorities; (ii) unlimited withdrawal of US dollar cash from savings account and conversion of foreign currency checks, including traveler's checks of ADB personnel; and (iii) credit card application and safety deposit boxes at minimal annual rental rate. Business hours are from 9:00 a.m. to 5:00 p.m., Monday to Friday.

A Citibank Service Facility is located at Room G994W (ext. 5200 and 5250). Citibank offers checking and term accounts in Philippine pesos and US dollars, fund transfers, demand drafts, manager's check, withdrawal of dollar bills from existing accounts, sale and purchase of foreign exchange, encashment of foreign

currency checks for pesos, and assistance with overseas accounts. Business hours are from 8:30 a.m. to 3:30 p.m., Monday to Friday.

An Export and Industry Bank Branch located at G232W (ext. 5310 and 7484) has a specialization mandate in trade finance and related commercial banking products and services (e.g., convenience and/or electronic banking, foreign exchange, investment and/or funds management, financial instruments trading and distribution, corporate and mortgage banking, corporate finance, and other traditional deposit-taking activities). Business hours are from 10:00 a.m. to 5:00 p.m., Monday to Friday.

The Bank of the Philippine Islands (BPI) provides only ATM service for cash withdrawals, check-free payments facility for utility payments, fund transfer, ATM pin change, prepaid phone reloading, express phone/express online activation, balance inquiry, and interconnection with Expressnet, Megalink, and American Express, Cirrus, Maestro, and Mastercard. The ATM is located at the ground floor near the West Core elevator. The BPI contact person may be reached at tel no 845 5636.

Travel agencies. American Express Adventure Travel Agency is ADB's official in-house travel agency and arranges all business travel and visas. American Express has a personal travel counter that sells airline tickets and package tours for employees' personal travel. King of Travel and MDTI, located at the ground floor, are other travel agencies that are allowed to cater to personal travel.

Bookshop and convenience store. Located at Room G166N (ext. 5117), sells school and office supplies, greeting cards, souvenir items, magazines, toiletries, and snack items. Globe and Smart prepaid cards are also available. Gift wrapping is also accepted. Business hours are from 8:00 a.m. to 5:00 p.m., Monday to Friday, and from 9:00 a.m. to 2:00 p.m. on Saturdays.

ADB e-Mall. Very useful for staff needs is an online bulletin board that features the following: (i) details on all personal service providers in ADB; (ii) information on lost and found, travel, commissary, and events; (iii) advertisements of staff members who wish to sell or otherwise dispose of their personal properties (used cars, appliances, furniture, and others), and to obtain personal services (house helps, drivers, and others); and (iv) a wanted advertisement or notice of a staff member's requirements. However, advertisements that exploit the service for profit, trading, or commercial, purposes shall not be allowed. Only ADB staff and dependents are

authorized to post in the e-Mall. The online bulletin board is accessible through the ADB intranet site.

Car agents. A list of local car agents for various automobile makes is available from OAS, Room G950 (ext. 4402 or 4448).

Car registrations and driver's licenses. Winebrenner and Iñigo Insurance Associates Inc. (WIIAI), an ADB retainer, can assist you in registering your vehicles and obtaining a Philippine driver's license and an international driver's license for a reasonable service fee. WIIAI also offers nonlife insurance at special rates to ADB employees. Its office is located at the ground level (ext. 5113 or 7705).

Insurance, travel agencies, and other services. ADB has authorized the following private service companies to conduct business in ADB premises: WIIAI, Lockton Phils. and Accette Insurance Brokers Inc. (insurance brokers); Overseas Military Sales Group, Prestige Cars BMW, CATS Motors, Inc. /Mercedes Benz, and Toyota Motor Phils. (tax-free cars); and King of Travel and MDTI (travel agencies). Service information by representatives of these companies are available at the ADB e-Mall and may also be inquired from ADB telephone operators who can connect you to their specific local lines.

Commissary. The Commissary is located at Room G233S, Ground Level (ext. 5142). ADB's commissary carries a wide range of tax-free items including food, liquor, wines, cigarettes and/or tobaccos, perfumes, and other selected goods or articles. The privilege of purchasing from the commissary is regulated by our Agreement with the Government of the Philippines and purchases are for personal use of ADB employees and their families only. There are limits on the amount of annual purchase of certain items such as liquor (72 liters), wine (153 liters), and cigarettes (60 cartons). The commissary is run by a contractor and guidelines on its use can be found in Administrative Order No. 4.16. Business hours are from 8:00 a.m. to 6:00 p.m., Monday to Friday, and from 9:00 a.m. to 4:00 p.m. on Saturdays.

Gasoline station. An ADB-run gasoline station is located at the northwest end of ADB premises (ext. 5501). Unleaded gasoline and diesel fuels are available at tax-free prices to eligible staff. Checking of fluid levels, tire pressure, and regular

tune-up (for a fee), oil change (for a fee), and other services are available. Prior registration with OAFA-CS is needed to avail of gasoline from this station. Only two cars per staff will be allowed. Business hours are from 7:00 a.m. to 6:00 p.m., Monday to Friday, and from 8:00 a.m. to 5:30 p.m. on Saturdays.

Medical center. Located in the Special Facilities building, the medical center comprises a medical clinic, a dental clinic, and a pharmacy. It is managed by ADB's medical doctor but medical and dental services are also provided in Metro Manila by retained clinics, further details of which will be handed to you during your orientation. The medical clinic is located at Room 2893 (ext. 4024). It is open to ADB employees only. The dental clinic is at Room 2873 (ext. 4025). It is open to ADB employees on working days. Dependents may avail of dental services in the clinic on Saturdays, by appointment, between 8:00 a.m. and 5:00 p.m. The pharmacy is at Room 2859 (ext. 5119).

Laundry and/or dry cleaning services. A delivery and pickup point is located at Room G171N (ext. 5116), adjacent to the North Core elevator lobby at the ground level). Business hours are from 7:30 a.m. to 7:00 p.m., Monday to Friday, and from 8:00 a.m. to 4:00 p.m. on Saturdays. This service is run by Metropole Laundry and Dry Cleaners, Inc.

Library. Located at Room 1100N, Level 1, it is one of the largest research libraries in Asia. It has a wide collection of books, documents, and electronic resources including databases and publications in the key business areas of ADB. It also has subscriptions to periodicals and international and local newspapers. From their desktops, ADB employees can access the library's database and its electronic resources.

Mail arrangements. Private mail may be sent to you using your office address, which is Asian Development Bank, 6 ADB Avenue, Mandaluyong City, 1550 Metro Manila, Philippines. You should ensure that mail containing important documents and bank account-related matters should be sent only via courier services such as DHL, TNT, Spring Mail, or Direct Link. Outgoing mail can be sent either through the postal authorities in the Philippines or through special mail-fast services by which mail is sent to international re-mailing centers abroad and mailed there. Courier services are also available.

Meals. A self-service cafeteria is located at Room 1970W, Level 1 of the special facilities block. Breakfast is served from 6:30–9:00 a.m. and lunch from 11:30 a.m. to 1:30 p.m., Mondays through Fridays. A snack bar, which is also in the same location, is open from 8:00 a.m. to 6:30 p.m., Mondays through Fridays, and from 8:00 a.m. to 2:00 p.m. on Saturdays. The Executive Dining Room, located at Room 2930W, Level 2, is also open to serve lunch from 11:30 a.m. to 1:30 p.m. Mondays through Fridays. Eight private dining rooms are also available for booking business and personal luncheons and, after office hours, for cocktail parties. Reservations may be made through the online booking facilities.

Refreshments. You can buy coffee, tea, soda, and light snacks from service staff that comes around the office once every morning (8:15–10:15 a.m.) and afternoon (2:00–4:15 p.m.). These are also available throughout the day at the snack bar.

Messengerial services. Inland Corporation (ext. 4307) and RCS Courier (ext. 5231) provide services that include personal delivery of all types of mails, pick up of documents, bank deposits and withdrawals, and utility bills payment. Business hours of Inland Corporation are from 8:00–10:30 a.m. and RCS Courier, from 9:00 a.m. to 2:00 p.m., Monday to Friday.

Notarial services. A notary public is available every Tuesdays and Thursdays from 9:00 a.m. to 12 noon at the ground floor (ext. 4595).

Personal Service Provider counter. Philippine Long Distance Telephone Company (PLDT) and Eastern Telecom and Phone Company Inc. (ETPC) (ext. 5543) accept domestic and international fax services located at the personal counter, with ETPI representative coming in every Monday, Wednesday, and Friday from 10:00 a.m. to 6:00 p.m. Inland Corporation (ext. 4307) and RCS Courier (ext. 5231) offer personal mail delivery within Metro Manila. Communications company representatives such as Globe Telecom (ext. 5541) and Philippine Long Distance Telephone Company's (PLDT) (ext. 5540 and 1144) are also on hand to help you apply for cellular telephone services, as well as private long distance services through either your office or home telephone at reasonable rates. Globe

Telecom's business hours are from 8:30 a.m. to 5:00 p.m., Monday to Friday, and PLDT, from 8:30 a.m. to 5:30 p.m., Monday to Friday. Offering international phone cards are Bayantel (ext. 5543) with business hours from 8:00 a.m. to 5:00 p.m., Tuesday and Thursday, and BT&T Telecom (ext. 5231), 8:00 a.m. to 5:00 p.m., Thursday only. Both DHL (ext. 5536) and TNT (ext. 5537) offer international courier services with business hours from 7:30 a.m. to 6:00 p.m., Monday to Friday. Mail services are also available with Directlink (ext. 5529) and Spring Mail (ext. 5471) during weekdays from 8:00 a.m. to 6:00 p.m.

ADB post office. The ADB Post Office, located at G259W, provides regular postal services, including registered mail and parcel services. Business hours are from 8:00 a.m. to 5:00 p.m., Mondays through Fridays.

Telecommunications. A major telephone company, PLDT, offers residential telephone installation, international long distance, and internet services. These services can be availed of at the Personal Service Provider at Room G239W (ext. 1144 and 5540). Business hours are from 8:30 a.m. to 5:30 p.m., Monday to Friday.

ADB telephone directory. Be sure to get one. It includes a useful listing of contact persons for miscellaneous services in its yellow pages. It is also available in the intranet.

Vacancy notice board. Located near the entrance to the cafeteria, this is where information on available positions in ADB may be found. Electronic versions of the vacancy postings are also available through the intranet (HR Online) and the internet page.

Office Lighting Control and Air-Conditioning System

The headquarters building has an automatic lighting control system. Sensors, which activate the lighting system when movement is detected, are installed in most rooms and hallways of ADB. The centralized air-conditioning automatically switches on at 6:45 a.m. and switches off at 4:45 p.m. If air-conditioning is required outside office hours, you may call Building Management System Control Center at ext. 5075.

Office Supplies and Equipment

Office supplies and equipment for the use of ADB personnel in the day-to-day operations of ADB are issued by the Asset and Project Management Unit of OAS through the authorized requisition officer of your department. Store hours are from 8:00 a.m. to 5:00 p.m., Monday to Friday, Room G905W (ext. 4244 and 4314).

Learning and Development in ADB

ADB emphasizes and supports professional growth through skills and competencies enhancement.

While career management and development remains a responsibility of the staff, Staff Development, BPDB is committed to partner in this responsibility by offering quality programs and learning opportunities that meet staff development requirements in line with ADB's evolving business needs and strategic context.

Opportunities for learning. ADB offers learning opportunities aimed at maintaining and improving core and managerial competencies as follows:

In-house learning programs. Learning programs and options for staff and departments, conducted at the headquarters, are aimed at addressing ADB's business needs. Complete program listing is available on the Learning and Development (L&D) site in HR Online.

Hub training. Learning programs and options are conducted in resident missions (RMs) and offered to RM staff in the region.

External training events. Seminars, training courses, and conferences help expand specialized department priority areas that cannot be addressed effectively through in-house training. Participation in external training events is subject to BPMSD's approval following the external training guidelines.

Education assistance. Formal continuing education at duty station or on a distance-learning basis leading to a diploma, certificate, or degree is provided.

In-house MBA. This is an in-house offer for staff at the headquarters, in partnership with a premier university in the Philippines, leading to a master's degree in business administration.

Departmental retreat. This is a department-based business activity, which focuses on building relationships, sharing knowledge, and setting direction.

Resources available to staff. Training resources, including program and financial assistance, are available to ADB staff,.

- A. Program assistance. This covers the design and delivery of customized in-house programs by skilled resource persons and/or facilitators and the allotment of an annual 10-day Development Leave for staff's participation in learning events and fulfillment of approved educational assistance requirements (thesis completion, preparation for examinations, papers, and others.)
- B. Financial assistance. This includes 75% subsidy for education assistance, at a maximum of \$1,500 annually; department retreat funding at \$20 per head per annum; and full subsidy for participation in external training events. Subsidy for Resident Mission Staff Travel and participation in HQ/Hub Training following the Travel Entitlement Guidelines include the following: (i) restricted economy airfare; (ii) travel allowance (in/out, airport tax, visa fee); (iii) subsistence; and (iv) hotel accommodation.

Legal Assistance

If you or your dependents need advice on certain legal aspects particularly under Philippine law, you may seek assistance by calling ext. 4035. This service is meant to give you only initial advice and is not intended to substitute for a personal lawyer. Legal consultation is available on Tuesdays and Thursdays from 1:30 p.m. to 4:30 p.m. on an appointment basis. More information on this is available in the intranet.

Parking of Vehicles

ADB employees and their dependents may park their vehicles in the ADB compound for free. Parking space, however, is limited.

There are two main parking areas: underground parking (basement) and the West Core parking area. Entry to the underground parking area is via the internal driveway. The internal driveway is open from 6:00 a.m. to 9 p.m. The basement parking area is strictly for ADB employees only who have valid ADB-issued ID. Parking in this area is on a first-come, first-served basis and overnight parking is not allowed.

There are also designated areas for motorcycles.

Please note that ADB assumes no liability for vehicles parked within ADB premises.

Miscellaneous Security Services

ADB's security and safety services contractor provides a 24-hour daily emergency call service. The ADB Security Detachment Incident Coordinator can be reached by calling 632 5220 and/or 0917 888 6333.

Personnel from ADB's security and safety services contractor are available to assist you and your dependents with any security-related emergencies. ADB's security and safety services contractor can provide you with two types of security-related assistance. Such assistance may be provided either without charge or based on a set fee.

To make the following services available to ADB employees for free, ADB requires the security services contractor to

- coordinate with the proper authorities through telephone in emergency cases, such as medical, vehicular accidents, and criminal activities;
- coordinate with companies that can provide appropriate services, such as vehicle towing and lock opening; and
- coordinate with Lifeline Ambulance Rescue, Inc. for an ambulance in the event of a medical emergency outside the ADB headquarters.

For all other security services, a fee will be charged. To arrange fee-based services, you should contact the Miscellaneous Security Officer at ext. 4155 during office hours or the Incident Coordinator at ext. 5220 or 6333 after office hours or during weekends.

STAFF ASSOCIATION AND CLUBS

The Staff Association

All ADB employees automatically become members of the ADB Staff Association upon their appointments. The association aims to

- (i) foster a sense of common purpose among members in promoting the aims and objectives of ADB; and
- (ii) promote and safeguard the rights, interests, and welfare of its members.

Annual membership fee is \$10.00, which is deducted from payroll, unless a staff member wishes to withdraw from the membership.

Sports and Hobby Clubs

Participation in sports and hobby clubs in ADB help enhance staff morale and encourage interaction among employees. For this reason, ADB subsidizes the activities of various sports and hobby clubs organized by staff. ADB's subsidy, however, does not cover all of the clubs' activities or your dependents' participation in them. Hence, these clubs collect membership dues to cover the entire costs of their programs. The list of these clubs is available on the intranet. The list, which is updated periodically, includes the names of contact persons and details for each club.

External Sports Clubs

You and your family may wish to join private sports and country clubs during your stay in the Philippines. Facilities provided at these clubs vary considerably, as do their membership fees.

APPENDIX 1

4 September 1998
Administrative Circular No. D-3

Allowable Travel Time to/from Manila for Appointment, Separation and Home Country Travel

Purpose

This Circular stipulates the maximum number of travel days for which allowances are payable to staff members traveling on appointment or separation (Ref. Administrative Order No. 2.09 - Appointment and Separation), or home leave (Ref. Administrative Order No. 3.05 - Home Country Travel).

Country/Area	Maximum Travel Days	
	Outbound	Inbound
Afghanistan	2	2
Australia	2	1
Austria	2	2
Bangladesh	1	2
Belgium	2	2
Bhutan	2	2
Cambodia	2 ^{a/}	2 ^{a/}
Canada ^{b/}		
Eastern	2	2
Western	1	2
China, People's Republic of	1	1
Cook Islands	2	2
Denmark	2	2
Fiji Islands	2	2
Finland	2	2
France	2	2
Germany	2	2
Hong Kong, China	1	1

Country/Area	Maximum Travel Days	
	Outbound	Inbound
India		
Bombay	1	1
Madras	1	1
New Delhi	1	1
Others ^{a/}	2	2
Indonesia	1	1
Italy	2	2
Japan	1	1
Kazakhstan	2	2
Kiribati	2	2
Korea, Republic of	1	1
Kyrgyz Republic	3	3
Lao People's Democratic Republic	2	2
Malaysia	1	1
Maldives	1	1
Marshall Islands	2	2
Micronesia, Federated States of	2 ^{a/}	2 ^{a/}
Mongolia	2	1
Myanmar	1	1
Nauru	2 ^{a/}	2 ^{a/}
Nepal	2	2
Netherlands	2	2
New Zealand	2	1
Norway	2	2
Pakistan:		
Karachi	1	1
Others ^{a/}	2	2
Papua New Guinea	2	2
Samoa	2	2
Singapore	1	1
Solomon Islands	2	2
Spain	2	2
Sri Lanka	1	1
Sweden	2	2
Switzerland	2	2
Taipei, China	1	1
Tajikistan	3	3
Thailand	1	1

Country/Area	Maximum Travel Days	
	Outbound	Inbound
Tonga	2	2
Turkey	2	2
Tuvalu	2	2
United Kingdom	2	2
United States ^{b/}		
Eastern	2	2
Western	1	2
Uzbekistan	2	2
Vanuatu	2	2
Viet Nam	1	1

^{a/} On days when direct/connecting flights are available, the travel days will be reduced as appropriate.

^{b/} The East/West Boundary is taken to be the line of longitude 100 degrees West.

Notes:

1. The travel time provided is based on current airline schedules and is therefore subject to change. In instances where the provision is either impractical or unreasonable, staff should bring the details to the attention of the Travel Section, General Services Division, Office of Administrative Services (OAGS-TR), which will make the necessary adjustments on a case-to-case basis. Where actual travel over the direct route necessitates travelling for an additional day, this will be authorized by Head, OAGS-TR.
2. For purposes of calculating travel days, the day of departure, irrespective of the time of departure, counts as a full day travel.

APPENDIX 2

Acronyms

ADB	Asian Development Bank
BPDB	Staff Development and Benefits Division
BPHR	Human Resources Division
DFA	Department of Foreign Affairs (Philippines)
Metrobank	Metropolitan Bank and Trust Co.
OAS	Office of Administrative Services
PLDT	Philippine Long Distance Telephone Company
WIIAI	Winebrenner and Iñigo Insurance Associates Inc.

APPENDIX 3

Selected Readings on the Philippines

Schirmer, Daniel B. and Stephen Rosskamm Shalom. 1987. *The Philippine Reader: A History of Colonialism, Dictatorship, and Resistance*. Boston: South End Press.

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About the Asian Development Bank

ADB's vision is an Asia and Pacific region free of poverty. Its mission is to help its developing member countries substantially reduce poverty and improve the quality of life of their people. Despite the region's many successes, it remains home to two-thirds of the world's poor: 1.8 billion people who live on less than \$2 a day, with 903 million struggling on less than \$1.25 a day. ADB is committed to reducing poverty through inclusive economic growth, environmentally sustainable growth, and regional integration.

Based in Manila, ADB is owned by 67 members, including 48 from the region. Its main instruments for helping its developing member countries are policy dialogue, loans, equity investments, guarantees, grants, and technical assistance.