

MALACAÑANG PALACE
Manila

MESSAGE



I congratulate the **Manila Economic and Cultural Office (MECO)** for the production of this publication, **“Gabay para sa OFW.”**

This project is a concrete step in our commitment to protect the interest and welfare of our Overseas Filipino Workers, wherever they may be. While we wish to assure them of our government’s assistance during times of need, we are constantly seeking ways and means to prevent situations inimical to their well-being as they work in foreign lands. It is also our desire that they be

able to expedite the settlement of their affairs in their respective areas of assignment and experience no difficulty in the implementation of their service contracts.

I laud the foresight and will of MECO in seeing through the publication of this primer. I am certain that it will be of great help to our countrymen bound for Taiwan. May it also serve as an effective instrument for better understanding and cooperation between our workers and their employers.

Mabuhay ang manggagawang Filipino!


GLORIA MACAPAGAL-ARROYO

**MANILA ECONOMIC AND CULTURAL
OFFICE—Taipei**

MESSAGE



As Resident Representative and Managing Director of the Manila Economic and Cultural Office (MECO) in Taiwan, it gives me great pleasure to present to you the *Gabay Para Sa Mga OFW*, which is in three languages and officially sanctioned by the Taiwan Council of Labor Affairs.

MECO is our de facto embassy in Taiwan with three different offices in Taipei, Taichung and Kaohsiung. Hand in hand with DOLE and OWWA, we look after the welfare of the 90,000 Overseas Filipino Workers working in Taiwan. Our workers contribute significantly in keeping Taiwan's economy humming and remaining globally competitive.

This undertaking is a concrete step in our commitment to protect the interest and welfare of our Overseas Filipino Workers in Taiwan. While we wish to assure them of our government's assistance during times of need, we are constantly seeking ways and means to prevent situations inimical to their well-being as they work in foreign lands. It is also our desire that they are able to expedite the settlement of their affairs in their respective areas of assignment and experience no difficulty in the implementation of their service contracts.

Ang pagtrabaho sa bansang may ibang kultura at wika ay madalas pinagmumulang ng pagaalala at pangamba ng mga Overseas Filipino.

Ito ang nagbunsod sa Manila Economic and Cultural Office (MECO) na simulan ang isang kampanya sa pagpapalaganap ng impormasyon upang mapangalagaan at mapabuti ang buhay ng mga Filipino na nagtrabaho sa Taiwan sa pamamagitan ng paglathala ng Gabay Para Sa OFW.

Ang Gabay na ito ay naglalaman ng maikling paliwanag tungkol sa mga batas, regulasyon at iba pang impormasyon na dapat malaman at maunawaan ng mga OFWs kaugnay sa kanilang karapatan at tungkulin bilang manggagawa sa Taiwan.

Among the things we will jointly working on with the other agencies would be the POST-DEPARTURE Orientation Seminars in Taiwan. This will enable our workers to cope up with the new situation after their arrival in Taiwan. We are looking at how we can further enhance the benefits of our OFWs and that of their beneficiaries. All these will lead to a partnership that will ensure our workers' stay in Taiwan to be more fruitful, trouble free and enjoyable. MECO looks forward to working together with our modern day heroes, DOLE, POEA, OWWA and our private sector partners in achieving this goal.

MABUHAY ANG MANGGAGAWANG
FILIPINO!

MARAMING SALAMAT PO!

WELCOME TO TAIWAN!


ANTONIO I. BASILIO

GABAY PARA SA OFW
(PRIMER FOR OFW)
3rd Edition, February 2006

Personal Data:

Name: _____

Sex: _____ Date of Birth: _____

Passport No.: _____

Company/Employer's Name: _____

Address: _____

Tel. No.: _____

Broker's name: _____

Address: _____

Tel. No: _____

In case of emergency, please contact:

Name: _____

Address: _____

Tel. No.: _____

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INTRODUKSIYON *INTRODUCTION*

Nagiging dahilan ng pagkabahala at pag-aalala ng ating mga kababayan ang pagtatrabaho sa bansang may ibang kultura at wika. Dahil dito, nagdesisyon ang Manila Economic and Cultural Office (MECO), sa pagtataguyod at kooperasyon ng Council of Labor Affairs (CLA) ng Taiwan na maglimbag ng *“Gabay para sa mga OFW”*. *Working in a foreign land with its different culture and language sometimes cause concerns and worries among our compatriots working there. It is for this reason that the Manila Economic and Cultural Office (MECO), with the support and cooperation of the Council of Labor Affairs (CLA) of Taiwan, decided to publish the “Gabay for OFW.”*

Naglalaman ang *Gabay* ng mga piling batas at alituntunin at iba pang impormasyon na dapat maunawaan ng mga OFW kaugnay ng kanilang tungkulin at responsibilidad bilang dayuhang manggagawa sa Taiwan. Ang prinsipal na bahagi ng *Gabay* ay nagmula sa booklet na *“Ang Dapat Maunawaan ng mga Dayuhang Manggagawa sa Taiwan”* na inilimbag ng CLA. *The Gabay contains materials on selected laws and regulations as well as other information that our OFW’s have to know and*

understand with respect to their duties and responsibilities as foreign workers in Taiwan. The highlight of the Gabay is the reprint of the booklet "What Foreign Workers In Taiwan Need To Know" published by the CLA.

Sa kapahintulutan ng CLA, muling inilimbag ng MECO ang buong booklet na may kasama nang salin sa wikang Filipino, bukod pa sa nasa wikang Ingles at Mandarin na nakapaloob sa orihinal na publikasyon ng CLA. Bagamat halos nasakop na ng booklet ng CLA ang mga dapat malaman ng mga Pilipinong manggagagawa sa Taiwan, nais pa rin ng MECO at ng Philippine Labor Center sa Taipei na bigyang diin ang ilang bagay na maaaring nakaligtaan o hindi nabigyan ng sapat na paliwanag sa booklet ng CLA. *With the permission of CLA, MECO is reprinting the booklet not only its entirety but also with an addition of a Pilipino text to the English and Mandarin texts already existing in the original CLA publication. Although the CLA booklet by itself covers almost all areas of concern and interest to Filipino workers in Taiwan, MECO and the Philippine Labor Center in Taipei also would like to highlight certain matters which may have been omitted or have not been adequately highlighted in the CLA booklet.*

Kung mayroon pa kayong mga katanungan o

paglilinaw na sa inyong palagay ay nakaligtaan o hindi lubos na napagtuunan ng pansin sa *Gabay*, maaari kayong makipag-ugnayan sa MECO o Philippine Labor Office na pinakamalapit sa inyo. Nakalagay sa likod ng *Gabay* na ito ang mga e-mail address at telepono ng aming opisina. *Still, if you have further questions or concerns which may have been overlooked or have not been adequately addressed in our Gabay, you can get in touch with our MECO or Philippine Labor Office nearest to you for assistance. Our office and e-mail addresses and contact numbers are printed at the back of this Gabay.*

-MECO BOARD OF DIRECTORS

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Unang Bahagi Part I
Ang Pagtatrabaho ng mga Dayuhang Mang-
gagawa *Employment of Foreign Workers*

Alinsunod sa itinatakda ng Labor Standards Law ng Taiwan, ang **Council of Labor Affairs (CLA)** ng Executive Yuan ang direktang mamamahala sa pagtatrabaho ng mga dayuhang manggagawa sa isang sambahayan, pabrika, konstruksiyon at iba pang lokal na industriya. ang mga domestic helper at caretaker ay sakop naman ng mga probisyon ng kontrata sa paggawa na kanilang pinirmahan. *In accordance with the Labor Standards Law of Taiwan, the Council of Labor Affairs (CLA) of the Executive Yuan has direct supervision over the employment of foreign laborers in households, factories, construction and other local industries. Domestic helpers and caretakers are bound by the provisions of the employment contract they had signed.*

Ang **Ministry of Economic Affairs (MOEA)** ang mamamahala sa kapakanan at pagkuha ng work permit para sa mga skilled workers; ang **Ministry of Transportation and Communication (MOTC)** para sa mga manggagawa sa hotel; ang **Council of Agriculture (MOA)** para sa mga mangingisda at ang **Ministry of Education (MOE)** para sa mga entertainer tulad ng artista, mang-aawit, at

mananayaw. *The Ministry of Economic Affairs (MOEA) oversees the welfare and manages the procurement of work permits for foreign skilled workers; the Ministry of Transportation and Communication (MOTC) for hotel workers; the Council of Agriculture for fishermen; and, the Ministry of Education for Entertainers including actors, singers and dancers.*

Panahon ng Pagtatrabaho

Duration of Employment

Base sa inamyendahan na Employment Service Act ng Taiwan, maaari nang magtrabaho ng maximum na anim na taon ang lahat ng dayuhang manggagawa sa Taiwan. Matapos ang unang tatlong taong kontrata, maaring bumalik at magtrabahong muli ang dayuhang manggagawa ng panibagong tatlong taon kung: *Based on amendments to Taiwan's Employment Service Act, all foreign workers are allowed to work in Taiwan for a maximum of six years. After finishing the first contract of three years, the foreign worker is eligible to return to work in Taiwan for another three years provided that:*

1. Wala siyang nilabag na batas ng Taiwan sa unang panahon ng pagtatrabaho; *A foreign worker has not violated any Taiwanese law during his previous employment;*

2. Natapos na niya ang unang kontrata ng pagtatrabaho *A foreign worker left Taiwan due to the termination of his previous employment or expiration of his previous employment contract; and*
3. Napatunayang may kakayahang magtrabaho matapos siyang mapauwi at magpagamot bunsod ng kadahilanang medikal. *A foreign worker who was sent home for medical reasons can return to Taiwan after undergoing medical treatment and is declared medically fit.*

Mga Dapat Bayaran sa Pilipinong Recruiter
Fees Payable to the Philippine Recruiter

Batay sa POEA Memorandum Circular No. 19, Series 2001, hindi dapat lumampas sa isang buwang sahod ng manggagawa ang placement fee na babayaran niya sa Philippine recruiter bukod pa sa aktuwal na halaga ng dokumentasyon. *Under POEA Memorandum Circular No. 19, Series 2001, the placement fee payable to the Philippine recruiter should not exceed the equivalent of one month salary exclusive of actual cost of documentation.*

Mga Dapat Bayaran sa Taiwanese Broker
Fees Payable to the Taiwanese Broker

Sa ilalim ng alituntunin ng CLA na nagkabisa

noong Nob. 9, 2001, walang bayad na maaaring kolektahin ang isang broker sa mga dayuhang manggagawa. Ang maaari lamang ibayad sa mga broker ay nasa anyo ng serbisyo, bayad sa handling at transportasyon ayon sa mga sumusunod na halaga: *Under CLA regulations that took effect on November 9, 2001, no broker fees can be collected from foreign workers. Fees that can be paid to brokers should be in the form of service, handling and transportation fees in the following amounts:*

1st year-NT\$1,800/month

2nd year-NT\$1,700/month

3rd year-NT\$1,500/month

Wala pang naitatakdang halaga ang CLA para sa ikaapat hanggang ikaanim na taon ngunit iminumungkahi naman na mangolekta ng NT\$1,500/buwan para sa serbisyo, handling at transportasyon, babalik man siya sa dating employer o magtatrabaho sa bagong employer. *The CLA has not issued a fee schedule for the 4th to 6th years but is recommending that NT\$1,500/month be collected in the form of service, handling and transportation fees whether the worker is returning to the same employer or will work for a new one.*

Mga Responsibilidad ng Taiwanese Broker
Responsibilities of the Taiwanese Broker

Kasama sa mga serbisyong dapat ipagkaloob ng broker na Taiwanese sa mga Pilipinong manggagawa ang mga sumusunod: *The Taiwanese broker must provide services to the Filipino worker that shall include the following:*

1. Paghatid at pagsundo sa airport *Airport pick-up and departure assistance*
2. Transportasyon at pagkain tuwing may eksaminasyong medical *Transportation and food during medical check-ups*
3. Pagkain at matitirahan sakaling ilipat ang manggagawa sa bagong employer *Food and shelter to the worker in case of transfer to new employer*
4. Pagkuha ng Alien Registration Card *Securing of Alien Registration Card*
5. On-site na oryentasyon *On-site orientation*
6. Pagtulong sa manggagawa sakaling mapauwi *Assistance in repatriation of worker under whatever circumstances*
7. Pagtulong sa pakikipag-ugnayan/pakikipag-ayos ng manggagawa at employer kapag nagkaroon ng alitan batay sa pamamaraan ng pakikipagkasundo ng MECO-CLA *Assistance in the mediation conciliation of disputes between worker and*

employer in accordance with the MECO-CLA agreement on conciliation procedures.

8. Pagtulong sa pag-file ng mga impormasyon/dokumento/kaso sa kinauukulang ahensiya sa Taiwan tulad ng tax bureau, polisya, labor bureau, atbp. *Assistance in the filing of information/documents/cases with concerned Taiwanese agencies such as tax bureau, police, labor bureau, etc.*

9. Kung kinakailangan, pagtulong sa manggagawa sa pakikipagtransaksyon sa bangko at pagpapadala ng pera sa pamilya. *Assistance in banking and remittance, if necessary*

Kailangang tiyakin ng broker na Taiwanese sa lahat ng pagkakataon ang kaligtasan ng manggagawa at pagkuha ng lahat ng benepisyong nakalaan para sa manggagawa o sa benepisyaryo nito sa pinakamaikling posibleng panahon. *In all cases, the Taiwanese broker shall insure the safety of the worker and that the benefits due to the worker or his/her beneficiaries are made available at the shortest time possible.*

Pasahod at Overtime *Wages and Overtime*

Nararapat na mas mataas sa minimum rate and sahod na mapagkakasunduan ng employer at manggagawa. Dapat ding batay sa isinasaad ng Labor Standards Law ang bayad sa overtime ng

mga manggagawa. *Wages, as agreed upon by both the employer and the employee, should be above the minimum rate. Overtime pay is made in accordance with the rate stipulated in the Labor Standards Law.*

Oras ng pagtatrabaho *Working Hours*

Tinitiyak ang oras ng paggawa ng kontratang kapwa pinirmahan ng employer at manggagawa. Para sa mga institusyon na sakop ng Labor Standards Law, hindi dapat lumampas sa 8 oras ang regular na oras ng paggawa sa loob ng isang araw. Hindi rin dapat lumampas sa kabuuang 84 oras ang oras ng paggawa sa loob ng dalawang linggo. Kailangang maiayon ang overtime sa itinatakda ng mga kasalukuyang batas sa paggawa sa Taiwan. *Working hours shall be determined by the contract signed by both the employer and the worker. For institutions covered by the Labor Standards Law, the regular working hours per day must not exceed 8 hours. The total number of working hours for two weeks should not exceed 84 hours. Overtime must be handled in accordance with existing Taiwan labor laws.*

Araw ng Pahinga *Rest Day*

Ibabase sa kontratang napirmahan kapwa ng employer at manggagawa ang mga araw ng

pahinga at bakasyon. Para sa mga institusyong nasasakop ng Labor Standards Law, kailangang magkaroon ng 1 araw na pahinga pagkatapos ng isang linggong pagtatrabaho. Hindi nito sakop ang mga special holiday. Subalit kung kinakailangang magtrabaho dulot ng hindi inaasahang mga pagkakataon, maaaring isuspinde ang naitakdang holiday at leave sa probisyon ng Labor Standards Law. Doble rin ang bayad sa trabaho sa panahong ito at ang holiday at leave ay maaaring ibigay sa ibang pagkakataon. Para naman sa mga nakapagtrabaho o nakapagsilbi na ng isang taon, maaari silang makakuha ng 7 araw na bakasyon. *Rest day and vacation shall be based on the contract signed by both employer and worker. For institutions covered by the Labor Standards Law, workers are entitled to 1 rest day a week. This does not include official holidays. However, holidays or leaves stipulated by the provisions of the Labor Standards Law may be suspended when it is necessary to continue work due to unforeseen occurrences like natural disasters. The remuneration for work done during this period is paid at a double rate and the holiday or leave is granted at a later date. After one year of work for the same employer, workers are entitled to 7 days of special leave.*

Mga Kapinsalaan o Aksidenteng Kaugnay sa Pagtatrabaho *Work Related Injuries or Accidents*

Kung nagkaroon ng aksidente sa panahon ng pagtatrabaho na humantong sa pagkakasakit, kapinsalaan, pagkainutil o kamatayan, dapat sagutin ng employer ang lahat ng gastos para dito. Dapat ding bigyan ng leave ang mga manggagawang biktima ng karamdamang dulot ng trabaho, sa panahong nagpapagamot sila. *If an accident occurs during work hours and subsequently results in sickness, injury, disability or death, the employer must shoulder expenses incurred. Workers who are victims of occupational diseases shall be given sick leave during the treatment period.*

Alitan sa Pagtatrabaho *Employment Dispute*

Inaayos ang mga alitan sa paggawa ng mga dayuhang manggagawa alinsunod sa probisyon ng Labor Dispute Law. Maaaring magreport ang mga dayuhang manggagawa na nagkaroon ng problema sa kanilang employer sa alinman sa mga sumusunod na tanggapan: *Labor disputes involving foreign workers are settled in accordance with the provisions of the Labor Dispute Law. Foreign workers who experience problems with their employer can report to any of the following:*

1. Local Labor Office (hinihingi ang pormal na liham para sa pagsasaayos ng alitan ng employer at manggagawa) *Local Labor Office (requires a formal letter request or complaint)*
2. Ang Council of Labor Affairs *The Council of Labor Affairs*
3. MECO Labor Center na nagsasaayos ng alitan sa pagitan ng employer at manggagawa. *MECO Labor Center which conciliates disputes involving employer-employee relations*

Ang Tungkulin ng mga Manggagawa
Obligations of Workers

Inaasahan ang mga dayuhang manggagawa na:
Foreign workers are expected to:

1. Sumunod sa lahat ng patakaran at isagawa ang lahat ng gawaing nakasaad sa kontrata *Obey rules and perform all tasks stated in the contract*
2. Maging masigasig sa pagtatrabaho *Be diligent in the performance of the duties*
3. Maging matapat sa kanilang employer *Be faithful to their employer*
4. Igalang ang confidentiality ng trabaho *Respect the confidentiality of their work*

Hindi pinahihintulutan ang mga dayuhang

mangggawa na: *Foreign workers are not allowed to:*

1. Magtrabaho sa taong hindi nakasaad sa kanyang work permit, liban na lamang kung hindi makatupad sa kontrata ang kasalukuyang employer dala ng pagkalugi o iba pang kadahilanan. Kinakailangan ang permiso mula sa CLA sa ganitong paglipat ng pinagtatrabahuan. *Work for any one else other than the person who officially applied for their work permit, unless the current employer is unable to comply with the provisions of the contract due to bankruptcy or any other reason. Approval is also needed from the CLA for such transfer of employment.*
2. Magsagawa ng hindi pinahihintulatang trabaho *Perform any unauthorized work*
3. Tumangging magpamedikal na eksaminayon sa panahon ng pagtatrabaho *Refuse medical examination during the period of employment*
4. Lumabag sa mga alituntunin ng serbisyo ng paggawa na may kinalaman sa administrasyon ng dayuhang manggagawa *Violate Employment Service regulations governing the authorization and administration of foreign workers*
5. Lumabag sa iba pang batas ng Taiwan *Violate any other law of Taiwan*
6. Pamemeke ng dokumento o work permit *Falsification of document or work permit*

7. Pamamalagi sa Taiwan nang lampas sa naaprobahang panahon *Overstay beyond the approved employment period*

Pag-iingat ng Pasaporte ng Manggagawa
Custody of the Worker's Passport

Ilegal na itago ng employer ang pasaporte, ARC o pera nang walang pahintulot ng manggagawa. *It is illegal for the employer to keep the worker's passport, ARC or money without the worker's consent.*

Pagkatanggal sa Trabaho
Termination of Employment

Maaaring tanggalin sa trabaho ng employer ang Pilipinong manggagawa batay sa mga sumusunod na kondisyon: *A Filipino worker may be terminated by his employer under the following conditions:*

1. Pagkalugi o paghina, suspensiyon o paglipat ng negosyo ng employer. Kapag nangyari ito, dapat na mabigyan agad ng babala ng employer ang manggagawa. *Bankruptcy or contraction, suspension or transfer of business. The employer must, however, give due notice of such incidents in advance.*
2. Paggamit ng ipinagbabawal na gamot. *Using prohibited drugs.*
3. Pamemeke ng dokumento o pagsisinungaling

upang makakuha ng work permit. *Forging documents or committing perjury to obtain work permit.*

4. Pagnanakaw o pangungupit sa kompanya
Stealing or pilfering of company property.

Pagtakas/ Sobrang Pamamalagi/ Pagpapalit ng Pangalan *Runaway/Overstaying/Change Name*

Ituturing na runaway ang Pilipinong manggagawa kapag hindi siya nakabalik sa trabaho o pinagtatrabahuan sa loob ng 72 oras. Matapos mahuli at makulong, pauwiin na siya sa Pilipinas. *A Filipino contract worker who fails to return to his employer or place of employment within 72 hours is considered a runaway. If arrested and detained, the worker is processed for repatriation to the Philippines.*

May mga pagkakataong tumatakas o nagpapalit ng pangalan ang Pilipinong manggagawa kapag natapos na ang kanyang kontrata sa paggawa upang makapanatili sa Taiwan. *Sometimes a Filipino contract worker who wants to remain in Taiwan even after the expiration of his employment contract run away or assume a different name.*

**Mga Multang Ipinapataw ng Imigrasyon sa
Sobrang Pamamalagi sa Taiwan *Immigration
Penalties Regarding Overstaying in Taiwan***

1. hindi umabot ng sampung (10) araw *less than ten (10) days* – NT\$1,000.00
2. 11-30 araw *days* – NT\$3,000.00
3. 30-90 araw *days*- NT\$5,000.00
4. higit 90 araw *over 90 days*- NT\$10,000.00

Pagmamaltrato *Maltreatment*

Maaaring tukuyin ang mga sumusunod bilang pagmamaltrato at pang-aabuso ng employer sa manggagawa: *The following constitute maltreatment and abuse by employers:*

1. Palaging pinapagalitan nang walang sapat na dahilan. *Constant scolding without valid reasons.*
2. Minumura, pisikal at berbal na inaabuso *Use of foul language; verbal and physical abuse.*
3. Puwersahang pinagtatrabaho sa bukid, restawran o sa bahay ng mga kamag-anak ng employer. *Forced to work in the farm, restaurant or residences of relatives of employers.*
4. Hindi pagbabayad sa overtime. *Non-payment of overtime work.*

Kinakailangang maireport agad ang anumang

pagmamaltratong nararanasan ng Pilipinong manggagawa sa broker o sa CLA. Dapat ding maipabatid ito sa MECO. *Any act of maltreatment to a Filipino worker should be reported immediately to the broker or to the CLA. MECO also should be informed.*

Pagbabayad ng Buwis *Tax Payment*

Ang mga dayuhang manggagawa ay kailangang magbayad ng buwis batay sa progressive o papataas na rate mula 6% hanggang 40% ng susunod na binubuwisang kita sa kasalukuyang taon. Kasama sa binubuwisang kita ang sahod, bonus, interes at iba pang kita sa Taiwan. Hindi na binabayaran ng buwis ang kinita sa overtime na hindi lampas sa 46 oras na pagtatrabaho. Maaari ding magkaroon ng mga exemption at deduction ang mga nagbabayad ng buwis. Maaaring makakuha ng personal exemption at deduction ang sinuman kung makapagpapakita sila ng kinakailangang dokumento tulad ng sertipiko ng kasal at ng kapanganakan na patotohanan ng Taipei Economic and Cultural Office na nasa Pilipinas. *Foreign workers have to pay tax based on a progressive rate from 6% to 40% of the net taxable income earned during the current year. Taxable income includes salaries and bonuses, interests and other income earned in Taiwan. Overtime pay for up to 46*

hours overtime work per month is tax exempt. Tax payers are also entitled to exemptions and deductions. They can claim certain personal exemptions and deductions provided they are able to present the required documents like marriage and birth certificates that should be authenticated by the Taipei Economic and Cultural Office in the Philippines.

Kung nakapagtrabaho na kayo ng mahigit sa 183 araw sa Taiwan sa loob ng isang taon, ituturing na kayong “residente” at papatawan ng 6%-10% buwis ang inyong binubuwisang kita. Kung kulang sa 183 araw ang ipinagtrabaho ninyo sa Taiwan sa loob ng isang taon, kailangan ninyong magbayad ng buwis ng isang “di-residente” na nagkakahalaga ng 20% ng inyong binubuwisang kita. *If you worked in Taiwan for more than 183 days within a given year, then you shall considered a “resident” and shall be taxed 6% to 10% of your taxable income. If you worked for less than 183 days within a given year, you shall be paying the tax of a “non-resident” which is equivalent to 20% of the taxable income.*

Isinasauling Buwis *Income Tax Refund*

Nagsasauli ng buwis ang Tax Bureau sa mga manggagawa kung lumampas sa nakuwentang buwis na dapat bayaran sa taong iyon ang

kabuuang buwis na kinaltas mula sa kanyang sahod at remittance. Maaaring makuha ang tseke ng refund, tatlo hanggang anim na buwan matapos itong ipaproseso. Maaaring bigyang awtorisasyon ng taxpayer ang pinagkakatiwalaan niyang tao upang kunin ang tseke ng refund kung wala na siya sa Taiwan. Makakakuha ng proxy statement form para sa ganitong transaksyon sa Tax Bureau at sa MECO. *Refunds are issued to taxpayers if the total tax that was withheld from their salaries and remitted to the Tax Bureau during the year exceeds the tax which was calculated at the end of the year. Refund checks are issued three to six months after the filing of income tax returns. The taxpayer can authorize someone else to claim the refund check if he is no longer in Taiwan. Proxy statement forms are available at the Tax Bureau and at MECO.*

Labor Insurance *Labor Insurance*

Kung kinuha ang dayuhang manggagawa sa negosyong may lima o higit pang manggagawa, kinakailangang magkaroon siya ng labor insurance na kinuha at babayaran kada buwan ng kanyang employer. *If a foreign worker is hired by a business that employs more than five people, he should receive labor insurance from and paid for by the employer or some other organization.*

Maaaring hindi ikuha ng labor insurance ang mga dayuhang domestic helper na nagtatrabaho sa isang indibidwal, ngunit maaari namang ibigay ito sa kanya kung nanaisin ng employer. *Foreign domestic helpers working for an individual are not entitled to labor insurance. Such insurance, however, may be given on a voluntary basis.*

Medical Insurance *Medical Insurance*

Dapat na nasasaklaw ng National Health Insurance ang lahat ng dayuhang manggagawang mayroong ARC. *All foreign workers who are holders of ARC must be covered by National Health Insurance.*

Social Security *Social Security*

Naglalaan ng benepisyo, pangangalaga sa katandaan, pagkainutil, pagkakasakit, pagbubuntis, at kapinsalaan dulot ng trabaho ang social welfare program ng Taiwan. Natutustusan ang programa mula sa kontribusyong nagmumula sa mga employer. *Taiwan's social welfare programs, which are financed primarily through employer contributions, provide benefits or hospital care for old age, disability, sickness, maternity and work injury.*

Pagkuha ng Benepisyo sa Pagkamatay ng Kapamilya sa Pilipinas *Death Benefit Claim on Family Member Who Died in the Philippines*

Mga kahingiang dapat tugunan upang makakuha ng benepisyo sa pagkamatay ng kapamilya sa Pilipinas: *Requirements needed for Filipino contract workers to claim death benefits on family members who died in the Philippines:*

1. Sagutan nang kompleto ang application form. *Fill up application form completely.*
2. Ipa-photocopy ang pasaporte at ARC, paselyohan ito na binigyang-pansin ng MECO Taipei. Gawan ito ng isa pang kopya. *Photocopy passport and ARC, stamped seen and noted by MECO Taipei. Make one photocopy.*
3. Kumuha ng death certificate ng kapamilyang namatay sa National Statistics Office na pinatotohanan ng Office of the President at ng Department of Foreign Affairs. Magpa-photocopy ng tatlong kopya. Ipa-photocopy din ang mga identification card tulad ng Senior Citizen Card, SSS/TIN Card, Voters Affidavit o ID Card, Postal Identity Card, at iba pa ng namatay na kapamilya. *Secure Death Certificate of the deceased family member from the National Statistics Office authenticated by the Office of the President and the Department of Foreign*

Affairs. Photocopy 3 sets. Photocopy of deceased identification card such as Senior Citizen Card, SSS/TIN Card, Voters Affidavit or ID Card, Postal Identity Card, etc.

4. Isama rin ang birth certificate ng OFW na nagmula sa National Statistics Office na pinatotohanan din ng Office of the President at ng Department of Foreign Affairs. Magpa-photocopy ng tatlong kopya. (Tala: Para sa mga nahuli sa pagpaparehistro ng birth certificate, isama din ang school record, SSS/TIN Card, baptismal certificate, at iba pa.). *Submit birth certificate of the OFW secured from the National Statistics Office authenticated by the Office of the President and the Department of Foreign Affairs. Photocopy 3 sets. (Note: For Late Registered Birth Certificate, also affix school records, SSS/TIN Card, Baptismal Certificate, etc.).*

5. Photocopy ng kontrata ng pagtatrabaho ng OFW. *Photocopy of employment contract of the OFW.*

6. Photocopy ng marriage contract ng OFW. *Photocopy of Marriage Contract of the OFW.*

7. Dalawang kopya ng marriage contract ng magulang ng OFW mula sa National Statistics Office. Magpa-photocopy ng 2 kopya. *Marriage Contract of parents of the OFW secured from the National Statistics Office. Photocopy 2 sets.*

Ikalawang Bahagi *Part II*

**Ang dapat malaman ng mga
dayuhang manggagawa sa Taiwan
*What foreign workers in Taiwan need to
know***

「外籍勞工在臺工作須知」

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Ang dapat malaman ng mga dayuhang manggagawa sa Taiwan *What foreign workers in Taiwan need to know* 「外籍勞工在臺工作須知」

Upang maprotektahan ang inyong karapatan bilang manggagawa sa Taiwan, mangyaring hingin ninyo ang tulong ng inyong employer sa pagpoproseso ng mga sumusunod na kahingian na ipinaliliwanag sa ibaba halimbawa nito ay ang eksaminasyong medikal, pag-uulat ng resultang medikal, employment permit, extension permit, atbp. Ipaalam din sa inyong employer ang mga petsa at numero ng pag-aproba ng bawat item. Lagi ring panatilihin ang handbook na ito sa inyo. *To protect your rights as a worker in Taiwan, please request the assistance of your employer in processing the following matters as explained below i.e. medical examination, reporting of medical results, employment permit, extension permits, etc. Also confirm with your employer the dates and approval numbers of each item and keep this handbook with you.* 為保障您在台灣的工作權益，請您詳依下列說明，敦促您的雇主辦理健康檢查、健檢結果報備、聘僱許可、展延聘僱許可等相關事宜，並與雇主確認後，自行註記辦理健檢日期及相關聘僱許可函、健檢核備函之日期文號，妥善保留本手冊。

Personal Data 您個人基本資料：

(Name)姓名：_____
(Nationality)國籍別：_____(Sex)性別：_____
(Date of Birth)出生日：__(Mo)月__(Day)日__(Year)年
(Passport No.)護照號碼：_____
(Date of Arrival)入國日期：__(Mo)月__(Day)日__(Year)年

Pagpoproseso ng employment permit pagkarating sa Taiwan *Processing of Employment Permit after Arrival* 入國後辦理聘僱許可事宜

1. Kinakailangang iproseso ng nakapasa sa eksaminasyong medikal ang kanilang Alien Residence Certificate (ARC) at employment permit sa loob ng 15 araw pagkarating sa Taiwan. *If you pass your medical examination, make sure your Alien Resident Certificate (ARC) and Work Permit are processed within 15 days after your date of arrival.* 健檢合格者，須入國後十五日內辦理外僑居留證及聘僱許可。(Validity of Work Permit)(聘僱許可期間)：__(Mo)月__(Day)日__(Year)年 until 至__(Mo)月__(Day)日__(Year)年 Approval Letter 聘僱許可文號：__(Mo)月__(Day)日__(Year)年 No. 第____號函)

2. Iproseso ang aplikasyon para sa ekstensiyon ng employment permit sa loob ng 60 araw bago ang pagtatapos ng ikalawang taon pagkarating sa Taiwan. *The extension of the Work Permit should be processed within 60 days before the expiration.* 入國工作後二年期滿到期日之前六十日內，應辦理展延聘僱許可。

Approved extended period of employment (展延聘僱許可期間：____(Mo)月____(Day)日____(Year)年 until 至____(Mo)月____(Day)日____(Year)年 Approval No. 展延聘僱許可文號：____(Mo)月____(Day)日____(Year)年 No.第____號)

3. Kung nagtatrabaho kayo sa isang malakihang konstruksiyon at espesyalista sa inyong larangan, maaaring mag-apply ang inyong employer para sa ekstensiyon ng inyong kontrata sa loob ng 60 araw bago ang pagtatapos nito. Hanggang anim na buwan lamang ang maaaring itagal ng ekstensiyon. *If you are working on a very important and special construction project, your employer could apply for a contract re-extension within 60 days before its expiration. However, the re-extension shall only have a maximum of 6 months.* 如您從事重大工程工作而屬特殊情形者，您的雇主可以再申請展延，應於展延期限屆滿前六十日內，辦理再展延聘僱許可，最長以六個月為限。Validity period of extended

work permit (再展延聘僱許可期間：____(Mo)月
(Day)日____年(Year) until 至____(Mo)月____(Day)
日____Year年 Approval Letter No. and Date 再展延聘
僱許可文號：____(Mo)月____(Day)日____Year年 No.
第____號)

4. Para sa mga manggagawang lumipat sa bagong employer, mangyaring sabihan ang inyong employer na iproseso ang permit para sa paglipat ng pinagtatrabahuhan. *In case you need to be transferred to a new employer, please advise your new employer to process the permit for employment transfer.* 如您發生轉換由新雇主接續聘僱者，請敦促新雇主應辦理接續聘僱許可。Permit validity for transfer of employer (接續聘僱許可期間：____(Mo)月 (Day)日____Year年 until 至____(Mo)月____(Day)日____Year年新 Approval letter date and no 雇主接續聘僱許可文號：____(Mo)月____(Day)日____Year年 No.第____號)

Pagpoproseso ng eksaminasyong medikal at pagrereport sa mga awtoridad pangkalusugan pagkarating sa Taiwan *Post Arrival Medical Examination Process and Reporting* 入國後辦理健康檢查及報備事宜

1. Mangyaring iproseso ang eksaminasyong medikal sa loob ng tatlong araw pagkarating sa

Taiwan. Please undergo your first Medical Examination within 3 days upon arrival: 入國後三日內須辦理健康檢查：__(Mo)月__(Day)日____(Year)年

2. Sumailalim sa pangalawang eksaminasyong medical 30 araw bago matapos o makumpleto ang ika-6 na buwan ng pagtatrabaho mula pagdating; at ipagbigay alam ang resulta sa mga autoridad pangkalusugan. Undergo your second medical examination 30 days prior to or following the completion of your 6th month of work upon arrival; and report the results to the health authorities: 入國工作滿六個月之日前後三十日內，健檢及健檢結果報備：(Mo)月__(Day)日____(Year)年 Medical Clearance (健檢核備函文號：__(Mo)月__(Day)日____(Year)年第 Permit No. _____號函)

3. Sumailalim sa pangatlong eksaminasyong medical 30 araw bago matapos o makumpleto ang ika-18 buwan ng pagtatrabaho mula pagdating at ipagbigay alam ang resulta sa mga autoridad pangkalusugan. Undergo your third medical examination 30 days prior to or following the completion of your 18th month of work from your date of arrival and report the results to the health authorities. 入國工作滿十八個月之日前後三十日內，健檢及健檢結果報備：__(Mo)月__(Day)日____(Year)年 Medical Clearance (健檢核備函文號：__(Mo)月

(Day) 日 _____(Year) 年 第 Permit No.
號函)

4. Sumailalim sa pang-apat na eksaminasyong medikal 20 araw bago matapos o makumpleto ang ika-30 buwang pagtatrabaho mula pagdating at ipagbigay alam ang resulta sa mga autoridad pangkalusugan. *Undergo your fourth medical examination 20 days prior to or following the completion of your 30th month of work from your date of arrival and report the results to the health authorities.* 入國工作滿三十個月之日前後三十日內，健檢及健檢結果報備：____(Mo) 月 ____ (Day) 日 ____ (Year) 年 *Medical Clearance* (健檢核備函文號：____(Mo) 月 (Day) 日 _____(Year) 年 Permit 第 No. 號函)

Paalala Important Notice 應注意事項：

1. Para sa mga Pilipinong manggagawang hindi nakakuha ng ekstensiyon sa kanilang employment permit mula sa Council of Labor Affairs, Executive Yuan, kinakailangan ninyong lisanin ang Taiwan sa araw ng pagtatapos ng bisa ng permit. *If your employment permit has not been extended by the Council of Labor Affairs, Executive Yuan, you are required to leave the country before the expiration of your employment permit.* 您入國聘僱許

可期限屆滿，如未再經中華民國行政院勞工委員會核准展延者，您應於聘僱許可期限屆滿前離境。

2. Kinakailangang ayusin ng employer ang eksaminasyong medical 30 araw bago matapos o makumpleto ang ika-6, ika-18 at ika-30 na buwang pagtatrabaho mula ng pagdating. Ang resulta ay dapat ipagbigay alam sa mga awtoridad pangkalusugan sa loob ng 15 araw matapos itong ilabas. *Your employer should arrange for your medical examinations 30 days prior to or following the completion of your 6th month, 18th month, and 30th month of employment from your date of arrival. The medical results should be reported to the district health authorities within 15 days following their release.* 您入國工作滿六個月、十八個月及三十個月之日前後三十日內，雇主應為您安排辦理健康檢查事宜，並須於健檢後十五日內，將健檢結果報備當地衛生主管機關。

3. Ilegal na itago ng inyong mga employer ang inyong pasaporte, ARC, at pera. *It is illegal for employers to keep your passport, ARC and other belongings.* 您的雇主不得非法扣留或侵占您的護照、居留證或財物。

4. Mangyaring hilingin sa inyong employer na iproseso ang inyong ekstensiyon ng pamamalagi

sa Taiwan bago pa man magtapos ang bisa ng inyong ARC. *Please remind your employer to process your extension before the expiration of your ARC.* 請於您的居留期限屆滿前，敦促僱主為您辦理延長居留期限事宜。

5. Maaaring bumalik sa Taiwan ang sinumang hindi lumabag sa batas sa panahon ng pagtatrabaho ngunit naputol ang kontrata, ang mga umuwi na pagkatapos ng kontrata, at ang mga hindi nakapasa sa eksamimasyong medikal sa simula ngunit napatunayang may kakayahang magtrabaho matapos umuwi ng Pilipinas. Pagkatapos lamang ng kahit isang araw na pamamalagi sa Pilipinas, maaari na muling mag-apply para sa working visa at bumalik sa Taiwan ngunit hindi maaaring lumampas sa anim na taon ang kabuuang panahon ng pagtatrabaho. *Foreign workers may not work in Taiwan for a total of more than 6 years. If employment time in Taiwan is less than 6 years, foreign workers may reapply for a work visa within one day of leaving Taiwan in the following circumstances:* 您於受聘僱許可期間無違反法令規定情事而因聘僱關係終止、或聘僱許可期間屆滿出國、或因健康檢查不合格經返國治癒再檢查合格者，得再入國工作。您可在出國一日後，再申請入國簽證來華工作，但您在中華民國境內工作期間，累計不得逾六年。

a.) Kung natapos nyo ang inyong kontrata ng hindi dahil sa paglabag ng anumang mga batas o patakaran sa panahaon ng pagtatrabaho. *If you have ended your employment for work-related reasons not due to your violation of any laws or regulations during your term of employment;*

b.) Kapag natapos ang takdang panahon ng pagtatrabaho at umalis sa bansa. *If your term of employment was up and you left the country;*

c.) Kung, matapos hindi pumasa sa eksaminasyong medikal, bumalik sa sariling bansa para magpagamot at pumasa sa eksaminasyong medikal. *If, after failing your physical examination, you returned to your home country for treatment and then passed the physical examination;*

6. Maaari kayong mapauwi at pagmultahin ng hindi kukulangin sa NT\$30,000 at hindi lalampas sa NT\$150,000, kung hindi kayo makakapagreport o hindi ninyo nagawang makipag-ugnayan sa inyong employer sa loob ng 3 sunod-sunod na araw. Hindi na rin kayo mapapayagang makapagtrabaho pang muli sa Taiwan. *If you do not report or fail to communicate*

with your employer for 3 consecutive days, you shall be fined not less than NT\$30,000 but not more than NT\$150,000, and will be repatriated back to your country as soon as possible. You will also be banned from working in Taiwan again. 您入國後如發生連續曠職三日失去聯繫而為非法雇主工作者，將被處新臺幣三萬元以上十五萬元以下罰鍰，並須限期出國，不得再於中華民國境內工作。

Ikinagagalak naming tumanggap ng bisita galling sa ibang bansa *Having visitors from foreign lands is our pleasure* 「有朋自遠方來，不亦悅乎！」

Mahal naming mga kaibigan mula sa iba't ibang bansa, malugod namin kayong binabati sa inyong pagdating sa Republic of China. Alam naming makatutulong kayo sa mga proyektong pangkonstruksyon, at sa paggawa ng mga produkto at iba pang makabuluhang serbisyo sa aming lipunan. Bukod sa aming pasasalamat, nais rin naming magbigay ng ilang paalala upang maging kaaya-aya ang inyong pamamalagi sa Taiwan sa panahon ng inyong pagtatrabaho. *Dear friends from other countries, we welcome you to Taiwan; and please accept our heartfelt gratitude for assisting us on our construction projects, production of merchandise*

and providing related services for the well-being of our society. For a pleasant stay with some reminders for your guidance. 親愛的外籍朋友，歡迎您來到中華民國協助我們推動各項國家建設、產業生產及相關社會福利服務，我們除了表示誠摯的感謝外，爲了您在華工作期間能順利愉快，有些話要提醒您。

I. Ang mga tuntunin at patakarang kailangang sundin *Observe All related rules and regulations* 您應遵守的相關規定：

1. Huwag kaliligtaan ang iskedyul ng regular na eksaminasyong medikal *Undergo Periodic Medical Examinations* 應定期接受健康檢查

Kailangan ninyong sumailalim sa eksaminasyong medikal sa loob ng 3 araw pagkarating ninyo sa Taiwan. Para sa mga na eksaminasyong medikal, kinakailangang maisaayos ng employer ang eksamen 30 araw bago o pagkatapos ng ika-6, 18 at 30 buwan ng pagtatrabaho simula ng araw ng pagdating. Gagawin ito sa *Upon your arrival in Taiwan, get a medical examination done within 3 days in a government-accredited hospital* Your employer should also arrange for your succeeding medical examinations 30 days before or after the completion of your 6th month, 18th month, and 30th month of employment from your date of arrival. 您應於進入

我國後3個工作天內及滿6個月、18個月及30個月之日前後30日內，由僱主安排前往中華民國中央衛生主管機關（即行政院衛生署）指定之醫院辦理健康檢查。

2. Iproseso ang inyong Alien Residence Certificate bago ito mawalan ng bisa *Process your Alien Resident Certificate (ARC) before the expiration period* 應於期限內辦理外僑居留證

Kailangang maisaayos ng employer ang inyong fingerprinting at ang pagpoproseso ng inyong Alien Residence Certificate sa himpilan ng lokal na polisya sa loob ng 15 araw pagkarating ninyo sa Taiwan. *Your employer should arrange for your fingerprinting, processing of ARC and other related documentation at the local police station within 15 days after you passed the first medical examination. If you need to extend your work permit, your employer must apply for its extension within 60 days prior to expiration.* 您應於入我國後15日內，由僱主帶領並檢附相關文件至您居留地警察局申請外僑居留證及製作指紋卡。

3. Mangyaring ipaayos sa employer sa tamang oras ang ekstensiyon ng work permit *Have your employer file for work permit and extension of work permit on time* 應由僱主如期辦理聘僱許可及展延聘僱許可

Sa loob ng 15 araw matapos makapasa sa eksaminasyong medikal, sa inyong unang pagdating sa Taiwan, kailangang mag-apply ang inyong employer para sa inyong work permit sa Council of Labor Affairs (CLA), Executive Yuan. At kung malapit nang magtapos ang bisa ng inyong work permit at kinakailangan ang ekstensiyon sa panahon ng inyong pagtatrabaho, kailangang mag-apply ang inyong employer para sa ekstensiyon ng inyong work permit sa loob ng 60 araw bago magtapos ang kasalukuyang permit. *Your employer should apply for your work permit at the Council of Labor Affairs (CLA) Executive Yuan, within 15 days after you passed the first medical examination. If you need to extend your work permit, your employer must apply for its extension within 60 days prior to expiration.* 您初次進入我國經健康檢查合格後，應由雇主於您入國後15日內向行政院勞工委員會（以下簡稱勞委會）申請聘僱許可，許可期限屆滿日前60日期間，內向勞委會申請展延長工作期限，仍應由雇主於僱許可有效期限屆滿日前60日期間內，向勞委會申請展延聘僱許可。

4. Dapat pareho ang employer sa tao na nakasaad sa inyong work permit. *Your employer must be the same person as specified on your work permit* 僱用您的雇主應與聘僱許可函上的雇主一致

Hindi ninyo maaaring palitan ang inyong employer o trabaho nang walang pahintulot mula sa CLA. *You cannot change your employer or job without the approval of the CLA.* 您未經勞委會許可不得轉換雇主及工作。

5. Kinakailangan na nagtutugma ang inyong trabaho at ang lugar ng pinagtatrabahuhan na nakasaad sa inyong work permit *The job that you do and the place of employment should be exactly the same as specified on your work permit.* 您目前所從事的工作項目及工作地點應與聘僱許可函上之工項目及工作地點一致

Hindi kayo pinahihintulatang kumuha ng trabahong naiiba sa nakasaad sa work permit o kaya nama'y magtrabaho sa ibang lugar na hindi rin tinukoy sa work permit. Kung nagpunta kayo sa Taiwan para maging isang caregiver at namatay ang inyong inaalagaan, mangyaring hilingin sa inyong employer na mag-apply sa Council of Labor Affairs sa loob ng 30 araw para sa pagpapalit ng inaalagaan. Mangyaring ilakip sa aplikasyon ang relasyon sa employer ng bagong aalagaan o kaya nama'y mag-apply para sa ganap na pagpapalipat ng pinagtatrabahuhan. *You are neither allowed to assume a job nor a work place not specified on your work permit. If you came*

to Taiwan to assume the job of a caregiver, and your ward dies, you should request your employer to apply for a transfer of employment at the CLA within 30 days. You may be able to transfer your employment to one of the deceased relatives if s/he qualifies to have a foreign caregiver. Or, you may apply for a complete transfer to another employer. 您不得從事許可以外之工作，或在許可以外之工作地點工作。

6. Kailangan nyong magbayad ng buwis mulasa inyong kinita sa Taiwan alinsunod sa Taiwan tax regulations. (Basahin ang Section IV, #4) You should pay your taxes derived from your income in Taiwan in accordance with Taiwan's tax regulations. (Please refer to Section IV, #4) 如您來臺從事家庭看護工之工作，而您所照護的被看護者不幸死亡後，您應促請您的雇主於30日內，儘速向勞委會辦理變更被看護者、由符合親等關係之新雇主接續聘僱、或轉由其他雇主接續聘僱事宜。

Alinsunod sa aming tax regulation, kinakailangang magbayad ng buwis ang mga dayuhang manggagawa mula sa kanilang kinita sa Taiwan. In accordance with our country's tax regulations, foreign workers employed in Taiwan must pay income tax. 依我國稅法規定，外籍勞工在臺工作之薪資所得應納所得稅。

7. Hindi kayo pinapayagang magdala ng ipinagbabawal na gamot gaya ng opium, morphine, cocaine, marijuana, amphetamine, atbp. habang nagtatrabaho kayo sa ROC. Mahaharap sa mga kasong kriminal ang sinumang mahuhuling lumabag sa batas na ito. *It is prohibited to bring in or carry drugs such as opium, morphine, cocaine, marijuana, amphetamines, etc. during your employment in Taiwan. Those found violating this law will face criminal charges.* 您在臺工作期間，不得食或持有鴉片、嗎啡、古柯鹼、大麻、安非他命等毒品，一經查獲將受刑事起訴。

8. Sa pagdating ninyo sa ROC kinakailangang tiyakin ninyo kung sino ang susundo sa inyo sa airport (employer, broker, o kinatawan). *Upon your arrival in Taiwan, confirm the identity of the person picking you up (employer, broker or representative, to avoid being deceived.* 您在入境臺灣時，應確認接機人員（僱主、仲介或代理人），以防誤接被騙。

Sa lahat ng aming kaibigang dayuhan: Para mapangalagaan ang inyong karapatan habang nagtatrabaho sa Taiwan, mangyaring sundin ang lahat ng mga tuntunin at patakaran. Kung sakaling matuklasan ninyo na hindi naiproseso o naisaayos ng inyong mga employer ang mga nabanggit na kahingian sa nakatakdang panahon,

mangyaring ipaalala at hilingin sa kanila na isaayos na ang mga ito para sa inyo. Kung tumanggi sila at matuklasan ninyong sila mismo ang lumalabag sa batas, tumawag kayo sa aming mga consultation center para sa mga dayuhang manggagawa o kaya'y sa mga direktang linya ng Council of Labor Affairs Employment and Vocational Training Administration: English 0800-885885, Thai 0800-885995, Indonesian 0800-885958, Vietnamese 0800-017858. Nakahandang maglingkod at magbigay ng kinakailangang tulong ang aming mga tauhan sa inyo. Matatagpuan ang tanggapan ng CLA-EVTA sa No. 83 Yenping North Road, Section 2, Tatung District, Taipei City. *To all our foreign friends: In order to protect your rights while working in Taiwan, please observe all rules and regulations. Should you find your employers neglecting the above-mentioned procedures in accordance with the prescribed period, please remind your employers and request them to follow them up for you. If they refuse to do so and you find your employer violating the law, please call our foreign worker's consultation centers (list attached), or call the direct telephone lines of the CLA: English 0800-885885; Thai 0800-885995; Indonesian 0800-885958; Vietnamese 0800-017858; our personnel will be on hand to serve you and provide the*

necessary assistance. The address of the Bureau of Employment & Vocational Training, CLA is #83 Yen Ping North Road, Section 2, Tatung District, Taipei City. 各位外籍朋友，為了確保您在臺工作之權益，請務必遵守以上各項規定。若您發現您的雇主未依限為您辦理上述相關應辦事項者，請儘快要求您的雇主依規定辦理，若經反應後仍未改善或發現您的雇主有任何違法的情事，請您儘速與當地外籍勞工諮詢服務中心聯絡，或撥勞委會檢舉專線：**英語 0800-885885 泰國語 0800-885995 印尼語 0800-885958 越南語 0800-017858**，將有專人為您服務，並提供必要的協助。勞委會職訓局地址：台北市大同區延平北路二段八十三號。

II. Mga Karapatan ng dayuhang manggagawa sa Taiwan *Your Rights while Working in Taiwan* 您在壹工作期間所享有的權益：

1. Pasahod *Wages* 工資

Dapat kapwa mapagkasunduan ng employer at manggagawa ang sahod at kinakailangang maitakda ito sa kontrata. Para sa mga institusyong sakop ng Labor Standards Law, kinakailangang hindi bababa sa minimum wage ang kanilang pasahod. *Wages shall be stipulated in the contract as mutually agreed upon by both employer and employee. For institutions covered by*

the Labor Standards Law, wages should not go below the minimum wage. 由勞雇雙方自行協商約定，惟您如受僱於適用我國勞動基準法之事業單位，工資不得低於基本工資。

2. Oras sa pagtatrabaho *Working Hours and Rest Days* 工作時間及休息

i. Kailangang nakatakda sa kontratang napirmahan kapwa ng employer at manggagawa ang haba ng oras sa pagtatrabaho. Para sa mga institusyong sakop sa Labor Standards Law, hindi dapat lumampas sa 8 oras ang regular na haba ng oras ng pagtatrabaho sa loob ng isang araw at hindi lumampas ng 84 oras sa loob ng 2 linggo. Kailangang maiayon ang overtime sa itinatakda ng umiiral na batas. *Working hours shall be determined by the contract signed between the employer and the employee. For institutions covered by the Labor Standards Law, the regular working hours per day must not exceed 8 hours, or a total of 84 hours in two weeks time. Overtime work must be handled in accordance with the existing law.* 依勞雇雙方簽訂之勞動契約辦理。惟如受僱於適用勞動基準法之事業單位，每日正常工作時間不得超過八小時，二週工時不得超過八十四小時。加班時，依該法規定辦理。

ii. Pinapahintulutan na magkaroon ng 30 minutong pahinga para sa 4 na oras na tuloy-tuloy na pagtatrabaho. Subalit, My karapatan ang employer na mag adjust ng pahinga depende sa pagpapalit ng schedule ng trabaho, tuloy-tuloy na operasyon o mga di-inaasahang mga pangyayari. *At least a 30-minute break time is allowed for every 4 hours of continuous work. However, the employer reserves the right to make necessary adjustments on breaktimes within the working hours depending on work-shift schedules, non-stop operations, or emergency situations.* 勞工續工作 4 小時，至少應有 30 分鐘之休息。但實行輪班制或其工作有連續性或緊急性者，雇主得在工作時間，內另行調配其休息時間。

3. Mga araw ng pahinga at bakasyon *Rest Days, Holidays, and Leave of Absence* 例假、休假及請假

Ibabase sa kontratang napirmahan kapwa ng employer at manggagawa ang mga araw ng pahinga at bakasyon. Para sa mga institusyong nasasakop ng Labor Standards Law, kailangang magkaroon ng 1 araw na pahinga pagkatapos ng 7 araw na pagtatrabaho. Memorial Day, Labor Day at iba pang non-working days na itinakda ng pamahalaan ay itinuturing na walang trabaho

pero maaring itakda sa ibang araw kapag kailangan sa operasyon at napagkasunduan ng employer at mga manggagawa. Kung tuloy-tuloy kayong nakapagtrabaho sa isang employer o institusyon ng mahigit isang taon, kayo ay dapat bigyan ng espesyal na bakasyon alinsunod sa Article 38 ng Labor Standards Law. Kahit na may araw ng pahinga at holidays, kailangang bayaran ng employer ang manggagawa ng kanyang buong sahod. Ang hindi pagpasok dahil sa nagpakasal, namatayan, personal na dahilan, pagkakasakit o aksidente dahil sa pagtatrabaho ay ibabase sa nakasaad sa mga regulasyon ng pagliliban. *Holidays and leaves of absence shall be based on the contract signed between the employer and employee. For institutions covered by the Labor Standard Law, rest days shall be observed at least once in every seven working days. Memorial Day, Labor Day and other non-working days announced by the central government authority are considered holidays, but may be reset to other days as business operations require and as mutually agreed upon by both employer and employee. If you have worked for the same employer or institution continuously for more than one year, you are entitled to a special vacation leave every year in accordance to Article 38 of the Labor Standards Law. Notwithstanding rest days and holidays, the employer is obliged to pay the worker the*

full salary. Other leaves of absence for 3 reasons such as matrimony, death, personal matters, illness or work-related injury, shall be managed in accordance with the stipulated regulations on leaves of absence.
依勞雇雙方簽訂之勞動契約辦理。惟如受僱於適用勞動基準法之事業單位，勞工每七日中至少應有 1 日之休息，作為例假。紀念日、勞動節及其他由中央主管機關規定應放假之日，均為休假。但得由勞雇雙方協商調整休假日期，在同一雇主或事業單位，繼續工作滿一定期間者，每年應依勞動基準法第 38 條規定給予特別休假。上開例、休假日工資應由雇主照給。另婚、喪、事、病假、依勞工請假規則辦理。

4. Medical Insurance 健康保險

Kinakailangang mapasailalim sa National Health Insurance ang lahat ng dayuhang manggagawa na mayroong Alien Residence Certificate (ARC). *All foreign workers holding a valid Alien Resident Certificate (ARC) must be covered by National Health Insurance (NHI).* 所有領有外僑居留證的外籍勞工，都要參加全民健康保險。

5. Labor Insurance 勞工保險

Para sa mga industriyang may lima o higit pang manggagawa, kinakailangang mag-file sila ng labor insurance coverage, na inaaplayan ng

employer. It is mandatory for business enterprises hiring more than 5 employees to have their foreign workers covered by Labor Insurance. The employer must apply for the employee's coverage and provide the Bureau of Labor Insurance with the necessary documents from the central government authority or the related business entity. These include the employee's start up date of employment, its approval permit and certificates. 您受僱於僱用勞工五人以上之事業單位，雇主應於所聘僱外籍勞工到職之日檢附中央主管機關或相關目的事業主管機關核准從事工作之證明文件向勞工保險局申報加入勞工保險。

6. Paghawak sa alitan sa paggawa *Handling Labor Disputes* 勞資爭議處理

Kung sakaling magkaroon ng problema sa paggawa habang kayo ay nagtatrabaho sa Taiwan, maaari kayong sumangguni sa alinmang tanggapan sa paggawa sa bawat siyudad o bansa. *In the event of a labor dispute arising from your employment contract or labor rights, you may request assistance for mediation or negotiation at the Municipality or City government's Labor Bureau or at your district's Foreign Worker's Consultation Service Center (FWCSC).* 您在臺工作期間，如有勞動契約或各項勞動權益方面之爭議時，可逕向工作所在地之縣市政府勞工行政主管機關、各地外籍勞工諮詢服務中心或民間

勞資關係仲介團體申請調解或協處。

7. Paghawak sa mga problema ng pagbabayad *Handling of Consumer Disputes*
消費爭議之處理

Lahat ng mamimili (kasama na ang mga dayuhang manggagawa) at mga entrepreneur na nasangkot sa alitang bunga ng reklamo sa produkto o sa serbisyo ay kinakailangang maghain ng kanilang reklamo nang direkta sa namumuhunan o kaya'y sa mga grupong nangangalaga sa kapakanan ng mga mamimili. Maaari rin silang tumawag sa service hotline 1950 (national trunkline). *All consumers (including foreign workers) and entrepreneurs who get into disputes due to product or service dissatisfaction can file their complaints directly to the entrepreneur in question or to consumer protection groups or consumer service centers. They may also call the service hotline 1950 (country-wide trunk line).* 消費者（含外勞）與企業經營者因商品或服務發生消費爭議時，消費者得向企業經營者、消費者保護團體或消費者服務中心或其分中心申訴，或逕撥服務專線：1950（全國代表號）。

III. Makakapamilya kayo: Legal? o Illegal? Your Sensible Choice: Lawful or Unlawful? 您的明智選擇：合法？非法？

1. Ano ang kabutihan ng pagkakaroon ng legal na trabaho sa ROC? *What are the advantages of working legally in Taiwan? 您在臺聘僱期內合法工作，將會有什麼好處？*

Kapag napanatiling legal ang pagtatrabaho nyo sa Taiwan, kayo ay nakakasiguro na makakatanggap ng angkop na suweldo at proteksyon ng inyong mga karapatan. Hanggang hindi pa umaabot sa 6 na taon ang inyong pagtatrabaho sa Taiwan, Maari kayong mag-apply uli isang araw pagkatapos umalis sa Taiwan. *If you maintain your legal work status in Taiwan, you are assured of your appropriate salary and the protection of your labor rights. As long as your total employment period in Taiwan has not reached 6 years, you can apply to work in Taiwan again one day after your exit.* 外籍勞工如能合法在臺工作，除可獲得應有之薪資所得外，並可享有相關勞動權益的合理保障。如您聘僱許可期間無違反我國法令規定情事而因聘僱關係終止或聘僱許可期間出國，或因健康檢查不合格經返國治癒再檢查合格者，得於離開臺灣1日後，再申請入國簽證來臺工作，惟您在臺灣境內工作期間，累計不得超過6年。

2. a.) Ano ang maaaring mangyari kung tumakas mula sa pinagtatrabahuan ang

isang manggagawa? *What happens if you fail to report for your legal employment?* 您如在臺聘僱期間內發生行蹤不明，將會有什麼後果？

Alinsunod sa ROC "Employment Service Act" Artikulo 73 at Artikulo 74, babawiin ang employment permit ng sinumang dayuhang manggagawa na hindi nagreport sa trabaho o hindi nagawang makipag-ugnayan sa kanilang employer ng tatlong magkakasunod na araw. Maaari rin silang pabalikin sa kanilang bansa sa oras na mahuli at hindi na mapapayagang makapagtrabaho pang muli sa Taiwan. Ganoon din, kung makakuha ng trabaho ang mga dayuhang manggagawa habang ilegal ang kanilang istatus, maaaari silang pagmultahin ng hindi bababa sa NT\$30,0000 ngunit hindi hihigit sa NT\$150,000. *In accordance with our country's "Employment Service Act" Articles 73 and 74, foreign workers who do not report for work or to fail to contact the employer for three consecutive days shall have their work permit revoked automatically. Furthermore, should these workers be found to be employed illegally, they shall be liable to fines of not less than NT\$30,000, but not more than NT\$150,000. Once apprehended, they are subject to repatriation and will no longer be allowed to enter Taiwan for employment.* 依我國「就業服務法」第73條及第7

4 條規定，外籍勞工發生連續曠職 3 日失去聯繫者，將被廢止聘僱許可，並限令出國，不得再於臺灣境內工作；且外籍勞工於行蹤不明期間如非法工作者，將被處以新臺幣 3 萬元以上 1 5 萬元以下罰鍰，意即行蹤不明之外籍勞工將隨時有可能被追緝並遣送出境，並不得再以任何理由來臺工作。

IV. Iba pang kaugnay na Tuntunin at Patakaran *Other Matters Requiring Your Attention and Related Regulations* 其他應注意事項與相關規定：

1. Placement Fees: Para mapanatili ang pamantayan sa makatuwirang placement fees, ipinatupad ng Council of Labor Affairs ang mga sumusunod na hakbang: *In order to maintain standards for reasonable placement fees, the Council of Labor Affairs has adopted the following measures:*
仲介費：為明訂仲介費之合理收費標準，勞委會採取以下措施

a. Hiniling sa mga bansang nagpapadala ng manggagawa na maging transparent sa mga “administrative fees” at “placement fees” at iminungkahing huwag palampasin sa isang buwang sahod ang mga placement fee *We have requested the labor-sending countries to exercise transparency in “Administrative Fees” and proposed that placement fees must not exceed one-month*

minimum wage. 要求貴國明確釐清「規費」及「仲介費」，並建議貴國仲介費以不超過您一個月基本工資為限。

b. Hiniling namin sa inyong bansa na alisin ang “Taiwan Broker’s Fee” sa pagbabayad ng placement fee, at itinakda ang regulasyon na nagbabawal sa Taiwan Broker na mangolekta ng “Taiwan Broker’s Fee” sa mga manggagawa na nakakuha ng visa ng ROC pagkalipas ng November 9, 2001. *We requested your country to eliminate the “Taiwan Broker’s Fee” in any settlement of placement fees. We have likewise set a regulation that the Taiwan manpower broker is not allowed to collect any “Taiwan Broker’s Fee” from foreign workers who obtained their work entry visa after November 9, 2001.* 請貴國於訂定仲介費數額時，刪除「臺灣仲介費」一項，並規定台灣仲介公司不得向 90 年 11 月 9 日之後取得入國簽證之外籍勞工收取「臺灣仲介費」。

c. Binago ang bayad sa serbisyo at transportasyon na binabayaran ng mga maggagawa na nakakuha ng ROC visa makalipas ang Nobyembre 9, 2001. Ang kabuuan ng nasabing bayarin ay hindi dapat hihigit sa NT\$1,800 sa unang taon, NT\$1,700 sa ikalawang taon at NT\$ 1,500 sa ikatlong taon. Para sa mga

nagtrabaho sa Taiwan ng mahigit dalawang taon, at bumalik sa Taiwan upang muling magtrabaho matapos makompleto ang kontrata, at magtatrabaho pa rin sa dating employer, hindi hihigit sa NT\$1,500 ang babayaran. Ang bayarin sa serbisyo at transportasyon ng mga manggagawa ng nakakuha ng ROC visa bago mag Nobyembre 9, 2001 ay hindi hihigit sa NT\$1,000 ayon sa orihinal na batas. *The service and transportation fees paid to Taiwan manpower brokers by foreign workers, who obtained their visa after November 9, 2001, has been adjusted as follows: NT\$1,800 monthly for the first year of employment; NT\$1,700 monthly for the second year of employment; and NT\$1,500 monthly for the third year of employment. For foreign workers who worked for more than 2 years and completed their work permit, or had their employment terminated, but have returned and become employed by the same employer, the maximum monthly fee is pegged at NT\$1,500. The service and transportation fees for foreign workers who obtained their visa prior to November 9, 2001 will be covered by the original rule which allows a Taiwan manpower broker to collect a maximum amount of NT\$1,000 per month.* 自90年11月9日起取得入國簽證外籍勞工之每月給付台灣仲介公司服務費及交通費，酌予調整。合計第1年上限為新臺幣1800元；第2年上限為新臺幣1700元；第3年上限為新臺幣1500元。

元。但曾來台工作 2 年以上，因聘僱關係終止或聘僱許可期間屆滿回國後再來臺工作，並受僱於同一雇主者，每月上限為新臺幣 1500 元。至於 90 年 11 月 9 日前已取得入國簽證外勞之服務費及交通費，仍維持原規定上限，合計每月上限為新臺幣 1000 元。

d. Kailangan ding pumirma ng kontrata sa dayuhang manggagawa ang Taiwan broker para sa kanyang serbisyo. Maari lamang makolekta ang bayad para sa serbisyo matapos maisa-isa ng Taiwan broker ang mga naibigay na serbisyo na may nakasaad na karampatang bayad para sa bawat isa. *The Taiwan manpower broker should voluntarily negotiate the service details and corresponding fees with the foreign worker, and sign a service agreement to its effect, before collecting any amount of money.* 臺灣仲介公司應主動與您簽訂書面服務契約，協議服務事項及金額後，始得收取費用。

e. Kinakailangang pumirma sa “Foreign Workers Fees and Salary Declaration Affidavit” na nagtatakda sa mga bayarin at sahod na matatanggap ang lahat ng manggagawa na papasok sa Taiwan mula Nobyembre 9, 2001. Matapos patunayang wasto ng mga autoridad sa gobyerno ng labor-sending country ang nasabing affidavit, maari nang mag-apply para sa visa ang manggagawa. Kailangang dalhin ng dayuhang

mangagawa itong Declaration sa Taiwan para makakuha ng work permit. *Foreign workers who applied for an entry visa after November 9, 2001 should sign the "Fees and Salary Declaration for Taiwan-Bound Workers" which indicates all fees to be paid and salary to be received. The Declaration should be verified by the authorized government agency of the labor-sending country before applying for an entry visa to Taiwan. The foreign worker should also bring this Declaration to Taiwan in order to get a work permit.* 外籍勞工自 90 年 11 月 9 日起申請入國簽證，應簽署「外國人入國工作費用及工資切結書」，詳細確實填寫來華工作所繳相關費用及所得工資，該切結書應經外勞輸出國主管部門查核驗證後，外勞於辦理入國簽證時出示，並由外勞攜帶來臺於雇主申請聘僱許可時繳交。

2. Bayad para sa board and lodging *Wages Inclusive of Meals and accommodation* 外籍勞工資含膳宿費用

a. Alinsunod sa ROC Labor Standards Law, kasama sa minimum wage ang lahat ng pagkain at tirahan. Kinakailangan iayon ang ibabayad na sahod sa napirmahang kontrata. Upang marating ang estandardisadong halaga, pinag-aaralan ng CLA ang katamtamang gastusin para sa buwanang board and lodging ng bawat

manggagawa. Matapos isaalang-alang ang karapatan ng bawat dayuhang manggagawa at ang market control machineries, napagdesisyonan na hindi lalampas sa NT\$4,000 ang kokolektahin mula sa sahod ng manggagawa bilang bayad sa board and lodging. Kailangan ding sang-ayunan ito kapwa ng dalawang partido. *According to our Labor Standards Law, the minimum wage includes all meals and accommodations. However, it should be fair and reasonable and clearly stated in the contract. In consideration of the present market valuation and the foreign worker's rights, CLA has assessed and regulated that the maximum monthly board and lodging fees in Taiwan that may be charged from the foreign worker's salary is NT\$4,000. This regulation may be used as a reference, subject to agreement between both parties.* 依據我國勞動基準法規定，工資之給付得於勞動契約中訂明一部以實物給付，惟其作價應公平合理。故勞委會參考台灣地區平均每人月住宿及伙食消費支出標準，並考量外籍勞工權益及尊重市場機制，以每月 4000 元作為外籍勞工薪資中內含膳宿費之參考上限，由勞資雙方協議訂定。

b. Para sa aplikasyon ng naunang batas sa mga manggagawang sakop ng Labor Standards Law gaya ng mga domestic helper at caregiver, kinakailangang naisama kapwa ng employer at dayuhang manggagawa ang item na ito sa

kontrata upang maprotektahan ang kanilang mga karapatan. *The preceding regulation does not apply to foreign workers who are not covered by the Labor Standards Law, like domestic helpers and caregivers. For the protection of both employer and employee, this item should be included clearly in the employment contract.* 前項規定對於不適用勞基法規定之家庭外籍看護工及外籍幫傭，勞雇雙方須於勞動契約中明訂，以維護勞雇雙方權益。

c. Para naman sa mga manggagawang kasalukuyan nang nagtatrabaho sa Taiwan na may kontratang nagtatakda na ng libreng board and lodging, hindi na ito nararapat ibahin ng mga employer. Kung kailangang baguhin ang item na ito sa kontrata, dapat parehong sumangayon ang employer at manggagawa sa pagbabago. *Existing employment contracts that already provide free food and accommodation cannot be revised unilaterally during the contracted period. If there is a need for revision, it should be negotiated and accepted by both parties.* 對於目前已在臺工作之外籍勞工，其與雇主已訂有契約免費提供膳宿者，在契約存續期間，雇主不應片面變更勞動條件。如有變更之需要，仍須經勞雇雙方合意後，始得為之。

2. **Pagbubuntis** Pregnancy 懷孕

a. Ang mga banyagang manggagawa ay dapat sumailalim sa eksaminasyong medikal bago pumunta sa Taiwan kasama na rito ang pregnancy test. Kapag lumabas sa pagsusuri na buntis ang manggagawa, itatala sa eksaminasyong medikal na “unqualified” ito at hindi maaring magrabaho sa Taiwan. *Prospective female foreign workers should undergo medical examinations prior to entering Taiwan, in which pregnancy tests are included as one of the items. Should she be tested as positively pregnant, her medical examination will be classified as “unqualified” and she is therefore not permitted to work in Taiwan.* 外籍勞工入國前應辦理之健康檢查項目中，包含妊娠檢查項目。外籍勞工如經檢查結果有懷孕情形時，屬健康檢查不合格，不得來臺工作。

b. Ang mga banyagang manggagawa ay dapat sumailalim sa eksaminasyong medical sa loob ng tatlong araw pagdating sa Taiwan kung saan kasama rito ang pregnancy test. Kapag lumabas sa pagsusuri na buntis ang manggagawa, itatala sa eksaminasyong medikal na sya ay “unqualified”. Kailangang asikasuhin ng employer ang agarang pagpapauwi sa manggagawa kapag nakatanggap na ng order. *Foreign workers entering Taiwan should undergo a medical examination within*

three days upon arrival. Included in the examination is the pregnancy test. If a foreign worker is tested pregnant, her medical examination will be considered "unqualified". The employer should immediately oversee the foreign worker's repatriation, as soon as an order is received. 外籍勞工入國後3日內應辦理之健康檢查項目中，包含妊娠檢查項目。外籍勞工經檢查結果有懷孕情形時，屬健康檢查不合格，經限令出國者，雇主應即督促其出國。

c. Ang mga banyagang manggagawa ay hindi kailangang sumailalim sa eksaminasyong medikal 30 araw bago at pagkalipas ng 6 na buwan, 18 buwan, at 30 buwan na pagtatrabaho mula pagdating. *Foreign workers do not need to undergo the pregnancy test during their medical examinations within 30 days before or after their 6th, 18th, and 30th months of employment.* 外籍勞工入國工作滿6個月、18個月及30個月之日前後30日內，辦理健康檢查事宜，已取消妊娠檢查一項。

d. Hindi dapat ipagsawalang bisa ng employer ang kontrata at pwersahang pauwiin dahil sa pagbubuntis. Ang direktibong ito ay may kaugnayan sa November 9, 2002 regulasyon na tanggalin ang pregnancy test sa mga manggagawang nagtatrabaho na sa Taiwan. Subalit kung hindi na magampanan ang tungkulin

dahil sa pagbubuntis, maaaring pawalan ng bisa ng employer ang kontrata. Kung kayo ay saklaw ng Labor Standards Law, (i.e. manufacturing, construction sector) kailangang ipalam sa inyo ng employer ng maaga ang kanyang plano na ipawalang bisa ang kontrata at bayaran ayon sa isinasaad ng batas. Kung kayo ay hindi saklaw ng Labor Standards Law, (domestic helper at caregivers), nag pagsasawalang bisa ng kontrata ay dapat pag-usapan at ayusin ng dalawang panig. *The employer cannot break the contract and repatriate you forcefully for reason due only to pregnancy. This directive is relative to the November 9, 2002 regulation announcement, which cancels the pregnancy tests for foreign workers already working in Taiwan. However, if you cannot do your job due to your pregnancy, the employer may terminate your employment contract. If you are covered by the Labor Standards Law, (i.e. manufacturing, construction sector), the employer should inform you in advance of his plan to sever the contract and provide severance pay in accordance with the law. If you are not covered by the Labor Standards Law, (i.e. domestic helpers and caregivers), the contract termination is a matter subject to negotiation and arrangement of both parties.* 91年11月9日實施外籍勞工取消妊娠檢查規定後，如您在臺工作期間有懷孕情形時，雇主不得以此理由片面解約，強制

令您出國。您如因懷孕等因素，而有確不能勝任工作之情形時，雇得主張終止契約。如果您是適用勞動基準法者（如製造業，營造業），雇主應依法預告勞工並發給資遣費；不適用勞動基準法者（如家庭幫傭、家庭監護工），則由勞雇雙方協議終止契約事宜。

e. Kung kayo ay nabuntis habang nagtatrabaho sa Taiwan, Nagkakaroon ng pagbabago nag inyong mental at pisikal n kondisyon at baka hindi makakuha ng tulong sa inyon pamilya at mga kaibigan. Dahil dito, hinihikayat kayo ng Council of Labor Affairs na protektahan ang inyong sarili sa pamamagitan ng pagsasagawa ng ligtas na pagtatalik (gumamit ng condom, contraceptive pills, atbp.) *If you are pregnant during the working period in Taiwan, your mental and physical conditions will experience a dramatic change and you may not get assistance from your family and friends. In this respect, the Council of Labor Affairs urges you to protect yourself by way of exercising safe sex (use of condoms, contraceptive pills, etc.)* 您在臺工作期間如因懷孕，身心會產生很大變化，又無家人或朋友協助，故勞委會籲請外勞於發生性行為時，宜採取適當措施（如使用保險套、避孕藥等避孕措施），以維護自身權益。

4. Binubuwisang Kita, Mga ibinabawas sa buwis at Tax Refund *Income Taxes, Withholding Tax and Tax Refund* 薪資所得與扣稅、退稅

a. Sa tuwing tatanggapin ninyo ang sahod mula sa inyong employer, lagi itong may kalakip na salary slip na nakasulat kapwa sa Chinese at Ingles na nagsasaad ng mga detalye ukol sa inyong kita. Nakatala rito ang inyong kita, ang mga ibinawas dito at ang kanilang kaukulang halaga. Kapag tama lahat , maari ng lagdaan. *When the employer releases your wages to you, you should receive a wage slip in both Chinese and English that contains all the details of your earnings, deductions, and respective amounts. Should you find it in order, affix your signature to signify the receipt of the same.* 僱主給付您工資時，應檢附印有中文及您本國文字之薪資明細表，將發放工資、工資計算項目、工資總額、扣款繳納之各項費用及金額等事項記入，交予您簽收。

b. Kung kulang sa 183 araw ang ipinagtrabaho ninyo sa Taiwan sa loob ng isang fiscal na taon (Enero1 – Disyembre 31) kailangan ninyong magbayad ng buwis na katulad ng isang di-residente na nagkakahalaga ng 20% ng inyong binubuwisang kita. Kung nakapagtrabaho naman kayo nang mahigit sa 183 araw (o kung nakapasok kayo sa Taiwan bago ang Hulyo 1 at hindi umalis ng bansa sa loob ng 1 taon), o kung nakapanatili na kayo sa Taiwan sa loob ng 183

araw sa nakaraang taon at naging residente na hanggang sa kasalukuyang panahon, ituturing na kayong residente at papatawan ng 6%-10% buwis ang inyong binubuwisang kita. *If you work in Taiwan for less than 183 days in one fiscal year (January 1 to December 31), you are considered a "non-resident", and are therefore required to pay 20% of your taxable income. However, if you have resided and worked in Taiwan for at least 183 days in one calendar year (example: entering Taiwan on or before July 1, without leaving the country within the year); or have stayed in Taiwan for at least 183 days in the preceding year, then you are considered a resident, and are therefore subject to the 6% to 10% tax computation on your taxable income.* 您如於同一課稅年度（1月1日至12月31日）內在華合法工作居留未滿183天者，係以「非居住者」身分課稅，應繳所得稅金額為您薪資所得的20%；如您於同一課稅年度內在華工作居留滿183天（例如於當年度7月1日以前入境，中途未離境者）、或於上一年度在華居住已滿183天，繼續居住至次年度者，係以「居住者」身分課稅，應繳交所得稅為您薪資所得的6%-10%。

c. Kung nagtungo kayo sa Taiwan upang maging domestic helper o caregiver, maaaring kaltasin na ng inyong employer ang halaga ng buwis sa inyong sahod. Kung hindi kaltasin ng inyong employer ang buwis, kayo ang nararapat na

magbayad ng buwis na ito alinsunod sa itinakda ng batas. *If you work in Taiwan as a domestic helper or caregiver, your employer is not obligated to withhold your taxes, so you may or may not request your employer to deduct your taxes from your derived income. However, it remains your obligation to pay your taxes according to the law.* 如您來華係從事家庭幫傭或家庭監護工之工作，您的雇主並非所得稅法之扣繳義務人，您可不必經由雇主為您代扣稅款，但仍應依規定繳稅。

d. Kung hindi lalampas sa NT\$ 2000 kada buwan ang inyong income tax maari ninyong hindi ipakaltas sa employer ang inyong income tax mula sa inyong sahod. Subalit, kinakailangan pa ring bayaran ang inyong buwis ayon sa itinatakda ng batas. *If the amount of your income tax does not exceed NT\$2000 per month, you may opt not to let your employer deduct the tax amount from your salary. However, it remains your obligation to file and pay your taxes in accordance with the law.* 如您每月所應繳交所得稅款金額未超過新台幣 2000 元者，您可選擇不經由雇主為您代扣稅款，但仍應依規定繳稅。

e. Kung legal kayong nagtatrabaho sa Taiwan at tumanggap ng basic na buwanang sahod na NT\$ 15,840, kayo ay may karapatang sa benepisyo ng regular na komputasyon ng tax.

Kapag hindi kayo nakapasok sa trabaho ng 3 sunud-sunod na araw, at na iulat ng inyong employer sa polisyang kayo ay nawawala at namasukan kayo ng ilegal, ipapawalang bisa ng inyong legal status. Ikompyut ngayon ng Tax Bureau ang inyong buwis nang naayon sa pamantayan ng higit pa sa nakakatanggap ng basic na sahod. *If you are a legal worker in Taiwan and are earning a basic monthly minimum wage of NT\$15,840, you are entitled to the benefits of a regular tax computation. However, if you failed to report for work for three consecutive days, and are reported by your legal employer as missing, and eventually assumed illegal employment, your legal status will be cancelled. The Tax Bureau shall then compute your tax in accordance with the income standard of more than that of a basic wage earner.* 如您合法在臺工作者，一般係以我國基本薪資新台幣 15,840 元來計算您的所得稅額，然如您以居住者身分，發生連續曠職三日失去聯繫，經您合法雇主報備後，而經查獲非法為未經許可之雇主工作者，我國稅捐單位將以基本工資以上的所得標準來核課您的所得稅額。

f. Kinakailangan ninyong magbayad ng income tax pagkatapos ng inyong pagtatrabaho sa ROC. Ang aplikasyon para sa income tax sa nakaraang taon ay maaaring gawin mula Mayo 1-Mayo 31 ng sumunod na taon. Kung lalabas naman kayo

ng bansa sa kalagitnaan ng taon, kailangang magbayad ng income tax isang linggo bago ang inaasahang araw nang pag-alis. Ang tax office sa inyong distrito ang magsasaayos ng inyong tax refund. Kinakailangang maiproseso ang tax refund sa loob ng apat na buwan. Pagkatapos nito'y maaari nang maipalabas ang tseke para sa tax refund. Kung kakailanganin ninyo ang detalye ukol sa inyong refund maaari ninyong hingin ito kapag kinuha na ang tseke. *Like all employed local citizens, foreign workers are obliged to file their income tax return annually. The income tax return of the preceding year should be filed from May 1 to May 31 of the following year. However, if you need to exit the country at anytime within the year, you should file your income tax return a week before your expected date of departure. Tax refunds are computed, processed, and verified by the Tax Bureau in your district. After that, a tax refund check is issued for release within an estimated period of four months. Should you need related details of your tax refund, you may request them when you come to claim your tax refund check.* 您來臺工作後必須逐年申報所得稅，您在臺工作期間應於次年度五月一日起至五月三十一日止，辦理上年度之結算申報；如您於年度中途離境者，則應於離境前一週，辦理當年度申報。您所得稅的退稅款預估將於我國各地區國稅局受理您申報退稅申請案後四個月內，核

發退稅支票，而如您需要相關退稅明細資料者，可於領取退稅支票時申請核發。

g. Para maiwasan ang mga ilegal na pagkuha ng inyong tax refund, iminumungkahi na sa pagsulat ninyo sa Tax Proxy Statement form, pumili kayo ng taong inyong mapagkakatiwalaan bilang kinatawan sa pagkuha ng inyong tax refund. Maari rin kayong makipag-ugnayan at humingi ng tulong sa tanggapan ng kinatawan ng inyong bansa sa ROC (Tignan ang Section X, #3) *To prevent other people from illegally claiming your tax refund, it is suggested that you specifically indicate the name of the person you trust to act as your representative to claim your tax refund, by filling in the Tax Proxy Statement form. You could also ask the assistance of your country's representative office based in Taiwan. (See Section X, #3)* 為避免他人不法侵占您的退稅款，建議您在簽署退稅授權書時，應審慎選擇授權給您值得信賴的人代辦退稅及代理領款事宜，並洽請您國家的駐華機構（如附表三）提供必要之協助，以順利辦理及取得退稅。

h. Kung kailangan naman ninyo ng paglilinaw ukol sa inyong ibinayad na buwis at refund, maaari kayong tumawag sa district tax office para sa mga katanungan. (Tignan ang Section X, #4) *If you need any clarification of your tax payment and*

refund, you may call the tax bureau in your respective district with inquiries (See Section X, #4). 如您對於所得稅之繳納及退稅仍有不清楚的地方，可以打電話到各區國稅局洽詢（如附表四）。

i. Kung nakalimutan o mali ang inyong inireport na income tax sa ROC, pagmumultahin kayo ng doble sa halaga ng inyong income tax. Kung kayo naman ay hindi nagbabayad ng buwis (tax evader) pag- mumultahin kayo ng higit pa sa tatlong ulit na halaga ng inyong income tax. *If you failed or misreported your income derived from working in Taiwan, you shall be fined twice the amount of your tax dues; if you evade paying your taxes, you shall be fined a maximum of three times the amount of your tax dues.* 如您有漏報短報在臺工作所得稅情形者，將處漏報短報稅額二倍以上之罰鍰；而如您未依法申報所得稅者，則將處應補稅額三倍以下之罰鍰。

5. Pag-iingat laban sa sakit na AIDS:
Prevention of AIDS 愛滋病防治

Maaaring maisalin ang AIDS sa oral cavity, puwet (rectum), ari ng babae o lalaki sa pamamagitan ng pagtatalik, pagsasalin ng dugo at mga karayom na ginamit ng mga indibidwal na mayroong AIDS. Makabubuti kung makikipagtalik sa isang partner lamang. Huwag ring

makipagtalik sa mga prostitute. Kailangang maayos din ang paggamit ng condom. Sa kasalukuyan ang mga nabanggit ang pinakamainam na paraan upang makaiwas sa mga sakit na naisasalin sa pamamagitan ng pakikipagtalik (sexually transmitted disease) at birth control. Kung kinakailangan, maaari ninyong dalhin ang inyong NHI card sa alinmang sangay pangkalusugan at makakahingi kayo ng mga libreng materyales para sa ligtas na pakikipagtalik. *AIDS is transmitted through the oral cavity, the anus, and the vagina without the protection of a condom during sexual intercourse. It can also be transmitted through an infected needle or via blood transfusions. To prevent becoming infected, avoid highly dangerous activities like one-night stands, sexual deals through the internet, prostitution, joining ecstasy parties, sharing used needles, etc. Make sure that you use a condom properly every time you have sexual transmitted diseases and AIDS. Condoms can easily be purchased at any public health clinic. For any related problems or information, you may call our Health Department's AIDS toll-free hotline number 0800-888-995.* 愛滋病毒是經由口腔、肛門、陰道等未採保險套防護性接觸或共用針頭具、稀釋液／容器等途徑感染，預防感染請避免一夜情、網路援交、嫖妓、參加搖頭派對及共用針具等高危險行為。每次性行為全程正確使用保險套，是預防性病及愛滋病感染最經濟、有效又方便的

方式。保險套可至各地衛生所購買，如有相關問題，請撥衛生署愛滋病免費諮詢專線 0800-888995 洽詢。

6. Karaniwang ginagawa para sa Occupational Safety at Health *Standard Procedure for Occupational Safety and Health* 工作安全及遵守安全衛生標準作業

Gaya ng ibang manggagawa, ang inyong amo ay kailangang sundin ang mga patakaran ng Taiwan sa Occupational Safety at Health. Obligasyon niyang magbigay sa iyo ng mga kagamitang pang-proteksyon sa lugar ng inyong pinagtatrabahuan. Upang makasigurado ka sa iyong pisikal at mental na kalusugan at proteksyon, kailangang magbigay ang employer ng mga training na nauukol dito. *Like any other worker at the worksite, your employer has to observe Taiwan's laws on Occupational Safety and Health. He is obliged to provide you with the necessary protection and facilities at the workplace. Upon employment, in order to ensure your physical and mental health and safety, your employer should arrange for you to undergo safety, sanitation and disaster preventive training, including work safety measure, possible injuries that may be encountered, and important work knowledge in how to escape a calamity, first aid, fire prevention, and extinguishing.*

etc. 您與一般勞工一樣，在工作場所工作，雇主應依勞工安全衛生法規定，提供必要的安全衛生保障，雇主除了工作場所的安全衛生設備應符合規定外，僱用您時亦應施予安全衛生及預防災變的教育訓練，包括工作安全步驟，可能遭遇的災害，工作應注意事項，避難、急救、消防等，以維護勞工作業安全及身心健康。

V. Paghahanap ng Pwedeng Mapagkunan ng Legal Assistance *Finding a Channel for Legal Assistance* 尋求法律協助的管道

Kung kailangan nyo ng tulong legal at nasasangkot sa isang asunto, pwede kayong tumawag sa para magpaappointment sa mga sumusunod na foundations na nagbibigay ng libreng tulong legal. *If you need legal help and are involved in a lawsuit, you may call for an appointment at any of the following foundations that provide free legal assistance.* 如果您有相關法律問題與官司糾紛要處理，可以洽詢法律扶助基金會，將有專人為您服務，讓您沒錢也能官司，請事先用電話預約。

Foundation 基金會	Tel. No. 電話	Foundation 基金會	Tel. No. 電話
Keelung 基隆分會	02-42-316 31	Tainan 台南分會	0 6-228555 0

Taipei 台北分會	0 2-232251 51	Kaohsiung 高雄分會	07-26933 01
Taoyuan 桃園分會	0 3-334650 0	Pingtung 屏東分會	08-75167 98
Hsinchu 新竹分會	0 3-525988 2	Ilan 宜蘭分會	03-96535 31
Miaoli 苗栗分會	037-3680 01	Hualien 花蓮分會	03-83628 84
Taichung 台中分會	4-237200 91	Taitung 台東分會	089-3613 63
Nantou 南投分會	049-2248 110	Penghu 澎湖分會	06-92799 52
Changhwa 彰化分會	04-83758 82	Kinmen 金門分會	082-3752 20
Yunlin 雲林分會	05-63644 00	Matsu 媽祖分會	0836-268 81
Chiayi 嘉義分會	05-27634 88		

**VI. Kapakipakinabang na Paalala Habang
Naninirahan sa Taiwan** *Useful Reminders while
Living in Taiwan* 在臺生活之貼心小提醒

Para maging payapa at walang alalahanin sa pagtira sa Taiwan, narito ang ilang mga paalala kapag may mga di inaasahang pangyayari sa ibang bansa. *To make your stay in Taiwan peaceful and free from anxiety, we provide you some reminders when in a state of emergency in a foreign land.* 危急時的求助管道及生活小提醒，提供身處異鄉的您，做好自我保護，讓您在臺生活平安無憂。

1. Tumawag sa 113-Hotline para sa Women and Child Protection *Dial 113—Hotline for Women and Child Protection* 『113』婦幼保護專線

Kapag my banta sa inyong siguridad at nahaharap sa pang-aabusong sexual, tumawag sa 113 para sa Women and Child Protection Hotline. Libre ang serbisyo 24 oras sa Taiwan sa limang wika: English, Vietnamese, Thai, Indonesian, and Cambodian. *If your safety is threatened and you are facing sexual violation, dial 113 for the Women and Children Protection Hotline. The free service is available for 24 hours in Taiwan, in 5 different languages: English, Vietnamese, Thai, Indonesian, and Cambodian.* 即日起、如果您面臨性侵害人身安全的威脅時，請撥打『113』婦幼保護諮詢專線，有英、越、泰、印、柬等五國語言通譯服務，24小時免付費，提供您在臺諮詢與求助的管道。

2. Mga hakbang upang maprotektahan ang

sarili laban sa pang-aabusong sexual. *Measures to Protect Yourself from Sexual Violations* 性侵害保護措施

Upang makasiguro na maprotektahan ang inyong mga karapatan habang nagtatrabaho sa Taiwan, binibigyan naming kayo ng mga listahang ng Labor Bureaus at Foreign Labor Counseling Centers sa bawat syudad at bayan Section X, #1). Maaari ring tumawag sa BEVT's 0800 foreign worker complaint hotline (Section X, #2). Lahat ng foreign bureaus sa lahat ng siyudad at bayan ay may kasunduang pakikipagtulungan sa Sexual Violation Prevention Centers. Ang mga center na ito ang tumutulong upang makakuha ng tulong medikal at sa pagproproseso ng police investigation report, at pagsasalin sa ibang wika sa mga hearings. Ang mga Labor bureaus ang tumutulong sa paglipat ng employer, namamagitan at umaareglo ng mga problemang pangtrabaho at nagbibigay ng matutuluyan kung may mga di inaasahang mga pangyayari. *In order to assure that your rights are protected while working in Taiwan, we provide you with a list of Labor Bureaus and Foreign Labor Counseling Centers in each city and municipality (Section X, #1). You may also call BEVT's 0800 foreign worker complaint hotline (Section X, #2). All Labor Bureaus of every city and*

municipality have cooperative arrangements with the Sexual Violation Prevention Centers. These Centers strengthen coordination for medical assistance in hospitals and police investigation reports, and provide translation assistance during case hearings. Labor Bureaus can assist you in employer transfer, mediation and conciliation in case of a labor dispute, and provide you with a place to stay during an emergency.

如果您不幸遭受性侵害時，為保障您在臺工作相關權益，您亦可向各縣市勞工主管單位所屬之外勞諮詢服務中心得（如附表一），或本局所設 0800 外勞申訴（如附表二），各縣市勞工主管單位與各縣市性侵害防治中心將充分合作，加強業務聯繫，協助您在醫院驗傷，或至警察單位報案偵訊、出庭之翻譯、並為您安排緊急安置地點、協助轉換雇主，及協調處理勞資爭議等事宜。

3. Pangalagaan ang inyong mga personal na impormasyon *Safeguard your Personal Information* 個人證件資料應保護妥當

Para sa inyong kaligtasan, huwag ninyong ibibigay ang mga personal na impormasyon sa mga di kakilala. *For your own safety, never give your personal information to any stranger.* 貼心提醒您！個人證件資料應妥善保護，千萬不要輕易將私人資料提供給不認識的陌生人

VII. Kaalaman sa wastong kalusugan at mga

payo tungkol sa simpleng pamumuhay
Common Sense for Good Health and Tips for Simple Living 健康小常識與生活小撇步

Mga Payo tungkol sa pangangalagang pangkalusugan <*Health Care Tips*> <健康小常識>

Laging isaisip at gawin ang mga natural na kaalaman sa pag-iwas sa sakit. Upang matulungan kayong makaiwas sa sakit at maging kaaya-aya ang inyong pamamalagi sa Taiwan, narito ang ilang mga payong pangkalusugan: *Always exercise common sense in the prevention of an epidemic. In order to help prevent you getting sick, and enjoy a successful stay in Taiwan, here are some health care advice:* 常見流行疾病的預防常識·將有助於您免除病痛，做好事前的健康保健，讓您在臺生活無往不利。

1. Hinggil sa Severe Acute Respiratory Syndrome (SARS) *On Severe Acute Respiratory Syndrome (SARS)* 關於「嚴重急性呼吸道症候群」(SARS)

(1.) Mga sintomas ng impeksyon *Symptoms of Infection* 感染症狀：

Ang SARS ay nag-uumpisa sa mataas na lagnat

na my 38°C pataas. Ibang mga simtomas ay malalang ubo, pagsakit ng ulo, at pangkalahatang di kaaya-ayang pakiramdam at pananakit ng katawan. Di makahinga o hirap sa pag hinga, pamamantal ng balat at pagtatae ay maari ring maranasan. *SARS begins with a high fever with a temperature of 38°C or more. Other symptoms may include a dry cough, headache, an overall feeling of discomfort, and body aches. Breathlessness or difficulty in breathing, skin rashes and diarrhea may also be present.* 發燒 38 度以上、乾咳、頭痛、肌肉酸痛、呼吸急促、呼吸困難、皮疹、腹瀉等症狀。

(2.) Mga Paraan ng Pag-iwas *Methods of Prevention* 因應方式：

a. Ugaliin ang wastong paglilinis lalo na ang paghuhugas ng mga kamay ng madalas at ang pagtatakip ng ilong at bibig kapag humahatsing at umuubo. *Cultivate good habits of cleanliness especially by washing your hands frequently, and covering your nose and mouth when you sneeze or cough.* 養成良好的衛生習慣，尤其是勤洗手及打噴嚏或咳嗽要掩口鼻。

b. Laging tignan ang temperatura ng katawan. *Check your body temperature regularly* 保持經常量體溫之健康行爲。

c. Panatilihin ang wastong sanitasyon at magandang bentilasyon ng hangin sa inyong tahanan at paligid. *Maintain proper sanitation and good air circulation in your home and surroundings.* 保持居家環境衛生及空氣流通。

d. Iwasan ang pagpunta sa mataong lugar at mga sulok na mahina ang sirkulasyon ng hangin. *Avoid going to crowded places and areas where the air circulation is poor.* 避免到人群聚集或空氣不流通的地方。

e. Kung mayroon kayong temperaturang 38°C o mas mataas pa, magsuot ng face mask at magpagamot agad. *If you have a high body temperature of 38° or more, put on a facemask and seek medical attention.* 發燒 $\geq 38^{\circ}\text{C}$ ，應戴口罩就醫。

f. Kung mataas ang lagnat, banggitin sa doctor kung kayo ay umalis ng bansa o baka na expose o nagkaroon ng kontak sa mg tao o lugar na apektado ng SARS. *In case of high fever, inform your attending medical practitioner if you have recently been out of the country or have been possibly exposed to or in contact with SARS infected areas or*

persons. 發燒就醫時，應告知醫師相關旅遊史及接觸史。

g. Kung sobrang taas ng lagnat, iwasan ang pagsakay sa mga pampublikong sasakyan o bumisita sa mga may sakit. *In case of high fever, avoid taking public transportation or visiting the sick.* 發燒時避免搭乘公共交通工及探病。

2. Hinggil sa Avian (Bird)Flu *On Avian (Bird) Flu* 關於「禽流感」

(1.) Mga sintomas ng impeksyon *Symptoms of Infection* 感染症狀：

Ang mga sintomas ng bird flu ay tulad din sa karaniwang sipon. Mayroong lagnat, sore throat, at ubo. Ang ibang mga tao na may bird flu ay nakakaranas ng pneumonia na nagdudulot ng nakakamatay na mga komplikasyon. *The symptoms of Bird Flu are similar to an ordinary cold. They include fever, sore throat, and coughs. Some people with Bird Flu suffer from pneumonia, resulting in life-threatening complications.* 與一般流行性感冒症相似，包含發燒、喉嚨痛、咳嗽，也可能有結膜炎症狀，部分患者會併發病毒性肺炎，造成嚴重者甚至導致死亡。

(2.) Mga Paraan ng Pag-iwas *Methods of Prevention* 因應方式：

a. Iwasan ang paglapit sa mga ibon at sa kanilang mga dumi. Kung nahawan ng di inaaasahan ang isang kontaminadong bagay, hugasan agad ang inyong mga kamay ng sabon at tubig. *Prevent exposure to birds or fowls, as well as their excretions. If you have accidentally touched contaminated matter, wash your hands immediately with soap and water.* 避免接觸禽鳥類及其分泌物，如不小心碰觸，應馬上以肥皂洗手。

b. Lutuín ng husto ang inyong mga pagkain: kung possible, ilaga sa minimum na 70°C. *Cook your food well; if possible, boil to a minimum of 70°C.* 食物最好熟食，最少需加熱至攝氏 70 度。

c. Hugasan ng madalas ang inyong mga kamay at ugaliin ang wastong paglilinis. *Wash your hands frequently, and develop good sanitation habits.* 勤洗手、養成良好個人衛生習慣。

d. Kumain ng mga masusustansiyang mga pagkain, magpahinga ng wasto at lagging mag ehersisyo. *Eat a proper diet, get enough rest and exercise regularly.* 飲食均衡、適當休息及運動。

e. Kung masama ang pakiramdam at naexpose sa virus, magsuot ng face mask at magpagamot

agad. *If you feel ill and have been exposed to the virus, wear a mask and immediately seek medical attention.* 如發現有類流感症狀加上相關接觸史，應戴口罩立即至「採檢醫療機構」就醫。

3. Mga dapat gawin kapag ikaw ay napasong *On Burns* 關於「燒、燙傷」

Kapag ikaw ay napasong buhusan agad ng malamig na tubig ang apektadong bahagi ng katawan at maglagay ng cold compression o kaya ibabad sa tubig na may yelo. Kung matindi ang pagkapasong sundin ang mga sumusunod na hakbang: *If you are slightly scalded, splash the affected area immediately with cold water, and apply cold compression or soak it in iced water. Do not break or rupture in affected skin. If the burn or scalding is severe, please follow these steps as first aid treatment.* 輕微的燒燙傷應先立即用冷水沖洗，再用冷敷或浸泡冷水，切記傷口的水泡不可弄破。若是嚴重皂燒燙傷，請「沖>脫>泡>蓋>送」步驟處理，以減輕傷口受損程度。

Buhos *Splash*: 沖

Buhusan ang napasong bahagi ng katawan ng malamig na tubig ng 30 minuto katagal. *Wash the affected area with running cold water for 30*

minutes. 在流動的冷水中沖洗約 30 分鐘。

Hubad Undress: 脫

Habang nagbubuhos ng tubig, dahan-dahang tanggalin ang damit upang hindi matamaan ang sugat. *While in running cold water, slowly remove clothing. Be careful not to rupture the affected skin.* 在冷水中慢慢將衣物脫去，記住勿將水泡弄破。

Babad Soak: 泡

Ibabad ang napasong bahagi ng katawan sa tubig ng 30 minuto katagal. *Soak the affected area for 30 minutes.* 在冷水中連續泡 30 分鐘，將餘熱完全除去。

Takpan Cover: 蓋

Takpan ang sugat ng malinis na bedsheet o gauze o tuwalya. *Cover the affected area with a clean bed sheet or gauze or towel* 用乾淨的床單或紗布、毛巾將傷口覆蓋。

Dalhin Send: 送

Dalhin ang biktima sa ospital para gamutin agad. *Send the victim to the hospital for immediate treatment* 儘速送醫治療。

<Mga Payo sa Simpleng Pamumuhay *Tips on Simple Living* 生活小撇步 >

Inihahandog namin ang mga sumusunod na payo sa pang-araw araw na kabuhayan upang maging komportable ang buhay ninyo sa Taiwan. *We provide these simple tips for you to live more comfortably while in Taiwan!* 專為隻身在外的您提供簡易的生活小抄招，讓惱人的居家問題輕鬆解決。

a. **Pagtunaw ng Powdered na Gatas** *Dissolving Powdered Milk* 奶粉不沉澱的抄招

Upang madaling patunawin ang powdered na gatas buhusan ito ng mainit na tubig at haluin. Sa ganitong paraan hindi mamumuo ang gatas. In order to easily and completely dissolve milk powder, pour water on it and stir in a linear motion. This will prevent the powder from lumping together. 爲了讓奶粉容易溶解，以前後攪動破壞水流方向的方式，讓奶粉不會往中心集中而會往四周分散、所以就變的容易溶解。

b. **Paggamit ng Lemon sa pagtanggal ng mantsa** *Use Lemon to Remove Stains* 檸檬去渣大發現
Maaari kang gumamit ng lemon pang-tanggal ng mantsa sa teapots, water dispensers, at iba pang mga gamit na may nabuong mantsa. Isang lemon lang ang kailangan, hatiin ang lemon at tanggalin ang buto, pakuluin ito kasama ang kagamitan na may mantsa ng 2 – 3 oras. Mapapansin mo na

unti-unting naalis ang mantsa. Ulitin ng ilang beses para sa mas mabuting resulta. *You can use lemon to remove stains from teapots, water dispensers, and other items with accumulated dirt stuck on them. You only need one lemon, cut it in half and remove the seeds, then boil it in the stained item for 2 to 3 hours. You will notice the stains disappear gradually. Try several times and you will have better results.* 茶壺、飲水機使用久了，常會卡一層白白厚厚的渣，只要將一顆檸檬，去籽，切半放煮 2 至 3 小時，裡面的渣會漸漸變少，多試幾次，效果會更好。

c. Paggamit ng Asin sa Pagtanggali ng Masangsang na Amoy sa Tuwalya *Use Salt to Remove Peculiar Odors on Towels* 用鹽去除毛巾異味
Kadalasan ang mga matagal nating ginagamit na tuwalya ay nagkakaroon ng masangsang na amoy, at lalong nilalabhan lalong bumabaho. Lagyan lang ng konting asin at wala na ang problema. *An old towel usually develops a peculiar odor, and the more you wash it with a detergent the more stinky it becomes. Adding a little salt, however, will help solve the problem.* 毛巾用久會有一股異味，但是如果用洗潔精清洗毛巾，反而會越洗越黏，其實只要放一些鹽在毛巾上輕輕搓洗，就可去除異味了。

d. Gumamit ng tissue paper sa pagtanggali ng amoy amag. *Use Tissue Paper to Eliminate Stale*

Odors 衛生紙除臭方法

Shoe cabinets are enclosed areas that can become quite humid. Since tissue papers are made of very fine fibers, they can absorb atmospheric vapors and reduce humidity, thus eliminating stale odors, especially when placed inside shoe cabinets. 鞋櫃因空間密閉、濕氣較高，而衛生紙本身有非常細的纖維，將之放入鞋櫃中，能夠有效的吸附濕氣，這樣一來就不會有難聞的氣味了。

VIII. Mga Pista at mga nirerekomenda na pook pasyalan *Taiwan Cultural Highlights and Recommended Scenic Spots* 臺灣民俗節慶與著名景點推薦

< *Mga Pista sa Taiwan Cultural Festivals* 民俗節慶介紹 >

Upang maka-adjust at ituring na ikalawang tahanan ang Taiwan, kailangang maintindihan ninyo ang tradisyon at kultura ng Taiwan. Ipinakilala kami ang limang pinakamalaking Pista sa Taiwan. *For you to be able to adapt your life and regard Taiwan as your second home, you need to understand our culture and traditions. These may best be introduced via the 5 major festivals in Taiwan.* 介紹臺灣最具代表的五大節慶，有助於您了解臺灣風俗民情，讓您早日適應在臺生活，將臺灣視為第二個家喔！

a. Ang Chinese New Year (Tuwing ika-1 hanggang 15 ng Enero ng Tsinong kalendaryo) *Lunar New Year Festival (Lunar Calendar January 1 to 15)* 春節（農曆一月一日到一月十五日）

Ang Chinese New Year ay isa sa mga pinakamalaking Pistang ipinagdidiwang sa Taiwan. *The Lunar New Year Festival is the most important festival in Taiwan. During this festival people in Taiwan post lucky verses in their homes. It is a time for family reunions and feasts. It is also a custom to give our red envelopes as gifts and say lucky greetings as a sign of good fortune for the coming New Year.* 春節是臺灣人最重視的節慶，家家戶戶貼春聯、一家人會在“除夕夜”團聚吃年夜飯，並且互贈紅包，說祝福的話，以象徵大吉大利、來年好運氣。

Mga pagkaing nagsisimbolo ng Pistang ito ay: labanos nagsisimbolo ng magandang umpisa, isda nagsisimbolo ng savings sa buong taon, mustasa nagsisimbolo ng mahabang buhay at tikoy nagsisimbolo ng progreso sa buhay. *Foods used to symbolize this festival: Radish represents a good beginning; fish represents yearly savings; Mustard represents long life; Glutinous rice cake means steady progress.* 代表食菜：菜頭—代表“好彩頭”、魚—代表年年有餘、芥菜（長年菜）—象徵長壽、

年糕—象徵步步高升。

b. Pista ng Parol (tuwing ika-15 ng Enero ng Tsinong kalendaryo) *Lantern Festival* (Lunar Calendar January 15) 元宵節 (農曆一月十五日)

Sa gabi ng Pista ng Parol, ang mga tao ay nagpaparada ng kanilang mga parol. Marami ding mga templo na nage-exhibit ng mga espesyal na Parol. *On the night of the Lantern Festival, people hold lanterns and go out to the streets. It is a very joyous time. Lantern activities are organized in every place including temples where special lanterns are exhibited.* 元宵節的夜晚，處處可見人人手提燈籠外出遊玩，廟宇會展視特別的花燈，各地也會舉辦熱鬧的“燈會”活動。

Pagkaing nagsisimbolo ng Pistang ito ay: Malagkit na bitso bitso *Food used to symbolize this festival Glutinous rice dumpling* 代表食菜：元宵 (湯圓)

c. Ang Pista ng Dragon Boat (tuwing ika-5 ng Mayo ng Tsinong kalendaryo) *Dragon Boat Festival* (Lunar Calendar May 5) 端午節 (農曆五月五日)

Pinagdidiwang ang Pistang ito sa

pamamagitan ng pagsabit ng mga residente sa kanilang pintuan ng mga halaman na clamus at moxa. Dito rin isinasaganap ang paligsahan ng Dragon boat. *To observe this festival, residents hang clamus and moxa plants on their doors, and people hang fragrant amulets on their body for peace and safety. At exactly 12 noon there is a tradition of making an egg stand vertically. It is also during this day that most places launch Dragon Boat Race Competitions. It is a very pleasurable occasion.* 住家門口會掛上菖蒲和艾草，並配帶香包，據說可保平安。中午十二點整有“立蛋”的習俗，而各地也會舉辦“划龍舟”競賽活動，熱鬧非凡。

Pagkaing nagsisimbolo ng Pistang ito ay: Ma-chang, mani, maalat na itlog atbp. *Food used to symbolize this festival: Glutinous rice wrapped in leaves with pork, peanut, salted eggs, etc. (Ba-Chang)* 代表食菜：粽子

d. Pista ng Kaluluwa (tuwing ika-15 ng Hulyo ng Tsinong kalendaryo) Chung Yuan Festival (Ghost Ritual Day) (Lunar Calendar July 15) 中元節（農曆七月十五日）

Ito ang araw kung saan ang mga tao ay nag-aalay ng pagkain at alak sa mga ispirito patay. *This is the day the living worship the dead in*

every temple, and people offer plenty of food and liquor, while praying for peace to the spirits of the dead. 各地廟宇都會舉辦許多傳統盛大的祭典法會。家家戶戶皆準備極為豐盛的酒肉祭品，祭拜鬼神，祈求平安。

e. Kapistahan ng Buwan (tuwing ika-15 ng Agosto ng Tsinong kalendaryo) *Mid-Autumn (Moon) Festival (Lunar Calendar August 15)* 中秋節 (農曆八月十五日)

Sa gabing ito, ang mga pamilya ay nagsasalu-salo at pinagmamasdan ang buwan habang kumakain ng suha at mooncake. Ang pagkain ng mooncake ay nagsisimbolo ng pagkakaisa at pagiging kontento; ang pagkain naman ng suha ay nagsisimbolo ng pagtanggap ng mga tao ng biyayang galing sa buwan. *On this night, families unite and enjoy the moonlight while eating moon cake and pomelo. Eating a moon cake connotes togetherness and contentment; eating a pomelo means that people are receiving protection and blessings from the moon.* 當天晚上全家人要齊聚一起賞月、吃月餅及柚子，“吃月餅”意味著團圓美滿；“吃柚子”是代表受到月亮保佑的意思。

Pagkaing nagsisimbolo ng Pistang ito ay: Mooncake at Suha. *Food used to symbolize this festival: Moon cake and pomelo* 代表食菜：月餅、柚

子

<Mga sikat na pook libangan *Popular Scenic Spots* 著名景點推薦>

Ang Taiwan ay isang magandang isla. Tinatawag din itong na Formosa. Nirekomenda po namin sa inyo ang mga sumusunod na Pook pasyalan, sigurado kami na mag-eeenjoy kayo: *Taiwan is a very beautiful island. It is also beautifully called Formosa. We suggest that you visit the following famous places for enjoyment and relaxation:* 臺灣是一座非常美麗的寶島，有“福爾摩沙”之美稱，推薦最具代表性的名勝景點，提供您休閒旅遊時的最佳選擇。

iii. Danshui, Taipei 臺北淡水

Ang Danshui ay kilala sa kanyang mga lumang kalsada, masasarap na pagkain at magandang paglubog ng araw. Huwag kalimutang bisitahin ang Fishermen's Wharf para panoorin ang paglubog ng araw t at huwag ring kalimutan pumunta sa Fort Domingo para pagmasdan ang mga lumang European architecture. *Danshui is famous for its old street, good food and beautiful sunset. Do not miss visiting Fishermen's Wharf to watch the sunset, and Fort*

Domingo to appreciate old European architecture.
談到“淡水”最著名的莫過於古樸老街、美食和夕陽景致，“漁人碼頭”是觀賞夕陽的最佳場所，而“紅毛城”有別致的歐式洋樓，都是您不可錯過的地方。

Espesyal na pagkain Special delicacies: Fish balls, Ake, Plum Juice, Fish chips, Apo (Grandma) Iron egg. 特色美食：魚丸、阿給、酸梅湯、魚酥、阿婆鐵蛋。

Transportasyon Transportation: Sumakay ng MRT na papuntang Danshui at bumaba sa Danshui Station. Take the MRT line to Danshui and get off at Danshui station 交通運輸：搭乘捷運淡水線至淡水站。

b. Yangmingshan National Park, Taipei 臺北陽明山

Sa Bundok ng Yangming, buong taon makakakita kayo ng magagandang tanawin. Marami ring mga popular na lugar dito tulad ng national park, Tatun mountain, Chingtian Kang, Bamboo Lake, atbp. Ang mga turista ay nabibighani sa mga bulaklak tuwing tagsibol at natutuwa din sila sa mga hot springs pag tag-lamig. *Yangming Mountain boasts beautiful scenery all year round. There are also famous places*

within the areas including national park, Tatun Mountain, Chingtian-Kang (Sky-Support Ridge), Judz (Bamboo) Lake, etc. Tourists are especially attracted to the blooming flowers in springtime and hot springs in wintertime. 陽明山一年四季都有值得一遊的美景，有陽明山國家公園、大屯山、擎天崗、竹子湖等著名景點，其中以春天的“花季”和冬天的“溫泉”最受遊客青睞。

Espesyal na pagkain *Special delicacies*: edible wild vegetables, native chickens, mountain produce.
特色美食：野菜、土雞、山產。

Transportasyon *Transportation*: 交通運輸：

1. Sumakay sa Bus No. 260 sa Taipei Railway Station. *Take bus no. 260 from the Taipei Railway Station* 臺北車站搭乘 260 公車。

2. Sumakay sa Bus No. Red-5 sa Jiantan MRT Station. *Take bus no. Red-5 from the Jiantan MRT Station* 劍潭捷運站搭乘紅五公車。

c. Alishan (Ali Mountain), Chiayi 嘉義阿里山

Sikat ang Alishan sa kanyang magandang pagsikat ng araw at mga ulap. Nakakapigil hininga ang mga tanawin lalo na tuwing panahon ng mga bulaklak sa kalagitnaan ng Marso

hanggang kalagitnaan ng Abril. Ito ang panahon na dumadagsa ang mga turista sa Alishan. *Alishan is most famous for its panoramic sunrise and sea of clouds. The view is especially breathtaking during the flower season which is every mid-March to mid-April. It is this time of the year that tourists flock to Alishan.* 阿里山最著名的就是日出與雲海美景，每年三月中旬至四月中旬的阿里山花季，滿山遍野的花海美景、落英繽紛，每年的此時都會吸引大批的觀光人潮。

Espesyal na pagkain *Special delicacies:* bamboo shoot, Aiyu jelly fruit, High Mountain tea, Kongpo Biscuits, Hocho Biscuits 特色美食：竹筍、愛玉子、高山茶、公婆餅、火車餅。

Transportasyon *Transportation:* 交通運輸：

1. Sumakay ng Chiayi County Bus sa Chiayi Bus Station *Take Chiayi County bus from the Chiayi Bus Station* 嘉義車站搭乘嘉義縣公車。

2. Sumakay ng Ali Mountain Tram sa Chiayi Northgate Bus Station *Take Ali Mountain Tram from the Chiayi Northgate Bus Station* 嘉義北門車站搭乘阿里山小火車。

d. Tainan 臺南府城

Ang Tainan ang pinakamatandang siyudad sa Taiwan. Sa siyudad na ito matatagpuan ang maraming mga yamang bayan gaya ng Confucian Temple, Anping Fort Zeelandia na itinayo ng mga Dutch noong 17th century, Yidsai Golden Castle, Chikan Tower, atbp. Bukod sa mga ito, sikat din ang Tainan sa mga masasarap na pagkain na katakam-takam. *Tainan is the most ancient city in Taiwan. It is in this city that you can find a number of well-known national treasure, including a Confucian Temple, Anping Fort Zeelandia built by the Dutch in the 17th century, Yidsai Golden Castle, Chikan Tower, etc. Beside its rich heritage, Tainan is famous for its special delicacies that are worth a taste.* 臺南府城是臺灣的古都，擁有許多國家級古蹟，其中以孔廟、安平古堡、億載金城、赤崁樓等最享盛名，除了古蹟以外，台南的小吃也是另一項特色，值得品嚐！

Espesyal na pagkain *Special delicacies*: Tantzemien (noodles), Yimien (noodles), Shrimp balls, Wake (rice cake), Kuantzaypan (pork innard in bread), Taho (sweetened bean curd), Tingpienchou (rice roll soup) 特色美食：擔仔麵、意麵、蝦卷、碗粿、棺材板、豆花、鼎邊銼。

Transportasyon *Transportation*: Sumakay ng bus papunta sa inyong destinasyon sa Tainan

Railway Station *Take the bus to your destination from the Tainan Railway Station* 交通運輸: 台南火車站搭乘至各地公車

e. Kenting National Park and Oulanpi Park, Pingtung 屏東墾丁

Ang Kenting ay kakaibang lugar na matatagpuan sa dulong timog ng isla. Dito pinakamagandang magsagawa ng libangang pantubig. Maraming pumupuntang turista dito tuwing tag-init. Inaanyayahan namin kayong pumunta dito kasama ang inyong mga kaibigan para magpalamig tuwing tag-init. *Kenting is a very exotic place located at the southern end of the island. It is the best place for water activities. It attracts a lot of foreign tourists in the summer. We equally welcome you to come with your friends and have fun in the water to ease the hot temperature of summer.* 墾丁充滿著熱情的南島風情，是從事水上活動的最佳去處，每到夏季，吸引了很多外界觀光客到此一遊，在炎炎夏日裏，歡迎您廣邀朋友一起來戲水消暑喔！

Espesyal na pagkain *Special delicacies: Luchiaochay (vegetable), Yulaiku (mushroom), Kangkocha (tea), Taro cake, Vermicelli noodles with duck meat.* 特色美食：鹿角菜、雨來菇、港口茶、芋頭粿、鴨肉冬粉。

Transportasyon *Transportation*: Sumakay ng Pingtung bus sa Pingtung Railway Station *Take Pingtung bus from the Pingtung Railway Station* 交通運輸：屏東車站搭乘屏東客運。

f. Chihpen, Taitung 台東知本

Ang Chihpen ay matatagpuan sa Silangang bahagi ng Taiwan. Meron itong tanyag na hot spring. Maliban sa pagpapamper ng inyong sarili sa hot spring, matutuwa rin kayo sa mga magagandang bundok, bangin, talon, atbp. *Chihpen is located in the eastern part of Taiwan. It has famous world-class hot spring. Aside from pampering yourself in the springs, you can also take pleasure in looking at the natural mountain scenery, gorges, waterfalls, etc.* 知本位於臺灣東部，以世界級溫泉勝地著名，在這裏除了可以享受泡湯之樂，同時還有山巒、峽谷、瀑布等原始自然風貌。

Espesyal na pagkain: *Special delicacies*: Chinchin flower, sugar-apple, Loshenkuei, chrysanthemum tea 特色美食：金針花、釋迦、洛神葵、菊花茶。

Transportation: 交通運輸：

1. Sumakay ng tren papuntang timog sa Chipen station. *Take the southbound railway to Chipen Station* 搭乘南迴鐵路至知本站。

2. Galing Taitung City, sumakay ng Tingtung bus (Mountain Line) papuntang Chipen. *From Taitung City, take Tingtung Bus (Mountain Line) to Chipen* 台東市搭乘鼎東客運(山線)往知本。

g. Taroko National Park, Hualien 花蓮太魯閣

Ang Taroko ay kilala sa kanyang nakakapigil hiningang natural na tanawin. Ang mga pinakamagandang tanawin ay makikita sa kahabaan ng Central Cross-Island Highway, ganoon din ang Yandzkuo (Swallow opening), Jiuqi Dong (kuweba), Tienhsiang, Chinshui Cliff, Changchuntsu (Evergreen Shrine), Paiyangputao (Trails), atbp. Hindi dapat palampasin na makita ang lugar na ito. *Taroko is known for its breathtaking natural scenery. The most beautiful views are seen along the Central Cross-Island Highway, including Yandzkuo (Swallow opening), Jiuqi Dong (cave), Tienhsiang, Chinshui Cliff, Changchuntsu (Evergreen Shrine), Paiyangputao (Trails), etc. You cannot afford not to see this place.* 太魯閣以令人讚嘆的自然奇景最負盛名，位於中橫公路的沿路風景秀麗，有燕子口、九曲洞、天祥、清水斷崖、長春祠、白楊步道等遊覽名勝，是個不遊可惜的旅遊景點，強力推薦給您。

Espesyal na pagkain. *Special delicacies:* Edible wild vegetable, Mochi (Ground glutinous rice), mountain produce, Sansu Tea, Potato with taro. 特色美食：野菜、麻糬、山產、山蘇茶、芋心甘薯。

Transportasyon. *Transportation:* Sumakay sa Hualien bus papuntang Tiansiang galing Hualien Railway station. *Take Hualien bus to Tiansiang from Hualien Railway Station* 交通運輸：花蓮火車站搭乘花蓮客運至天祥。

IX. Pag-aaral ng Simpleng Chinese para sa Magaan na Pamumuhay *Learning Simple Chinese for Easy Living* 中文簡易生活用語教學

你好 Kumusta ka? *How are you? : Hello!*
(中文語) Ni Hao! : 向人打招呼、問候的話 (to greet)。

謝謝 Salamat! *Thanks!*
(中文語) Xie Xie! : 表達感謝、感激的意思 (to thank)。

對不起 Patawad! *Sorry!*
(中文語) Dui Bu chi : 對人表示抱歉的意思 (to apologize)。

我愛你 Mahal kita. *I love you.*
(中文語) Wo Ai Ni : 向人表達愛意、喜歡的意思 (to love)。

再見 Paalam! *Goodbye!*

(中文語) Zai Jian : 道別時, 希望以後再相見所用的話 (to bid farewell and see you again)。

多少錢 Magkano? *How much?*

(中文語) Duo Shao Chian? : 詢問東西的價值時所用的話 (to ask the value of goods)。

X. Apendise *Appendix* 附表

1. List of Foreign Workers Consultation Centers (FWCSC) 附表一: 各地外籍勞工諮詢服務中心一覽表

名稱 Name	地址 Address	專線電話 Tel. No.
台北市外勞諮詢服務中心 Taipei City Foreign Workers Counsultation Service Center	台北市新生北路 101 巷 2 號 2 樓 2F, No. 2 Lane 101 Hsinsheng North Road, Taipei	Tel: 02-25642546 02-25643157 Fax : 02-25639774
台北縣外勞諮詢服務中心 Taipei County Foreign Workers Counsultation Service	台北縣板橋市中正路六號二樓 2F, No. 6 Chung Cheng Rd., Panchiao City, Taipei County	Tel: 02-89651014 02-89651044 Fax : 02-89651058

Center		
基隆市外勞諮詢服務中心 Keelung City Foreign Workers Counseling Service Center	基隆市義一路 一號 1, Yi 1st Rd., Keelung City	Tel : 02-24258624 Fax : 02-24226215
桃園縣外勞諮詢服務中心 Taoyuan County Foreign Workers Counseling Service Center	桃園市縣府路 1 號 8 樓 8F, No. 1 Hsien Fu Rd., Taoyuan City	Tel: 03-3344087 03-3341728 Fax :03-3341689
新竹市外勞諮詢服務中心 Hsinchu City Foreign Workers Counseling Service Center	新竹市國華街 69 號 5F, No. 69 Kuo Hwa St., Hsinchu City	Tel: 03-5319978 Fax :03-5319975
新竹縣外勞諮詢服務中心 Hsinchu County	新竹縣竹北市 光明六路 10 號 3 樓 3F, No. 10	Tel: 03-5520648 Fax :03-5520771

Foreign Workers Councultation Service Center	Kuang Ming 6th Road, Hsinchu City, Hsinchu County	
苗栗縣外勞諮詢服務中心 Miaoli County Foreign Workers Councultation Service Center	苗栗市建功里中正路 191 號 191, Chung Chen Rd., Chien Kung Village, Miaoli City	Tel : 037-363260 Fax :037-363261 037-355733
台中市外勞諮詢服務中心 Taichung City Foreign Workers Councultation Service Center	台中市港路二段 122-19 號 6 樓之 2 6-2F, No. 122-19 Chunggang Rd., Section 2, Taichung City	Tel: 04-22580561 04-22580765 Fax : 04-27060567
台中縣外勞諮詢服務中心 Taichung County Foreign Workers Councultation Service Center	台中縣豐原市陽明街 36 號 No. 36 Yang Ming St., Fengyuan City, Taichung County	Tel: 04-25240131 Fax : 04-25240438
彰化縣外勞諮詢服務中心	彰化市中興路	Tel: 04-7297228

詢服務中心 Changhwa County Foreign Workers Counselation Service Center	100 號 8 樓 8F, No. 100 Chung Hsing Rd., Changhwa City	04-7297229 Fax :04-7297230
南投縣外勞諮 詢服務中心 Nantou County Foreign Workers Counselation Service Center	南投縣南投市 南崗 3 路 21 號 2 樓 2F, No. 21 Nankan 3rd Rd., Nantou City, Nantou County	Tel:049-2261896 Fax : 049-2256027
雲林縣外勞諮 詢服務中心 Yunlin County Foreign Workers Counselation Service Center	雲林縣斗六市 雲林路二段 515 號 No. 515 Yunlin Rd., Section 2, Touliu City, Yunlin County	Tel: 05-5338087 05-5338086 Fax :05-5331080
嘉義市外勞諮 詢服務中心 Chiayi City Foreign Workers Counselation	嘉義市中山路 160 號 1 樓 1F, No. 160 Chung Shan Rd., Chiayi City	Tel: 05-2162633 Fax :05-2162635

Service Center		
嘉義縣外勞諮詢服務中心 Chiayi County Foreign Workers Counsultation Service Center	嘉義市民權路 278 號 6 樓 6F, No. 278 Minchuan Rd., Chiayi City	Tel: 05-2771114 05-2784551 Fax :05-2788236
台南市外勞諮詢服務中心 Tainan City Foreign Workers Counsultation Service Center	台南市永華路 二段 6 號 8 樓 8F, No. 6 Yung Hwa Rd., Section 2, Tainan City	Tel: 06-2951052 06-3901230 Fax :06-2951053
台南縣外勞諮詢服務中心 Tainan County Foreign Workers Counsultation Service Center	台南縣新營市 民治路 36 號 No. 36 Minchih Rd., Hsinying City, Tainan County	Tel: 06-6326546 Fax :06-6373465
高雄市外勞諮詢服務中心 Kaohsiung City Foreign Workers Counsultation	高雄市前鎮區 鎮中路 6 號 4 樓 4F, No. 6 Chen Chung Rd., Chien Chen District,	Tel: 07-8117543 Fax :07-8117548

Service Center	Kaohsiung City	
高雄縣外勞諮詢服務中心 Kaohsiung County Foreign Workers Counsultation Service Center	高雄縣鳥松鄉大埤路 117 號 3 樓 3F, No. 117 Tapi Rd., Wusung Town, Kaohsiung County	Tel: 07-7338842 Fax : 07-7331153
宜蘭縣外勞諮詢服務中心 Ilan County Foreign Workers Counsultation Service Center	宜蘭縣宜蘭市和平路 451 號 No. 451 Hoping Rd., Ilan City, Ilan County	Tel: 03-9324400 Fax : 03-9367742
花蓮縣外勞諮詢服務中心 Hualien County Foreign Workers Counsultation Service Center	花蓮縣花蓮市國聯五路 131 號 1 樓 1F, No. 131 Kuolien 5th Rd., Hualien City, Hualien County	Tel: 03-8342584 Fax : 03-8349341
台東縣外勞諮詢服務中心 Taitong County	台東市中山路 276 號 1 樓 1F, 276, Chung Shan Rd., Tai	Tel : 089-359740 Fax : 089-341296

Foreign Workers Consultation Service Center	Tong City	
屏東縣外勞諮詢服務中心 Pingtung County Foreign Workers Consultation Service Center	屏東市自由路 527 號 No. 527 Tzu You Rd., Pingtung City	Tel: 08-7341634 Fax: 08-7341644
澎湖縣外勞諮詢服務中心 Penghu County Foreign Workers Consultation Service Center	澎湖縣馬公市 治平路 32 號 Makung City, Pingtung County	Tel: 06-9270907 Fax: 06-9268391
金門縣外勞查察暨諮詢服務中心	金門縣金城鎮 民生路 60 號	Tel: 082-373291 Fax: 082-371514

2. List of BEVT, CLA 0800 toll-free hotlines 附表二：本局 0800 名勞申訴專線一覽表

Languages 語言	Service Center 申訴專線電話
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English 英語 (The Philippines 菲律賓)	0800-885885
Thai 泰語	0800-885995
Indonesian 印尼語	0800-885958
Vietnamese 越南語	0800-017858

3. List of Foreign Representative Office

附表三：外勞輸出國家駐華機構

名稱 Name	地址 Address	電話 Tel. No.
馬尼拉經濟文化辦事處 Manila Economic and Cultural Office	台北市忠孝東路四段 107 號 4 樓 4F, 107 Chung Hsiao East Road, Section 4, Taipei City	(02)2778-7951
泰國貿易經濟辦事處 Thailand Trade And Economic Office	台北市基隆路一段 163 號 8 樓之 3 8F-3 No. 163 Keelung Road, Section 1, Taipei City	(02)2761-4417
駐台北印尼經濟	台北市南京東	(02)8712-457

貿易代表處 Indonesian Economic and Trade Office	路三段 337 號 12 樓 12F, No. 337 Nanking East Road, Section 3, Taipei City	0
馬來西亞友誼及 貿易中心 Malaysian Friendship and Trade Centre	台北市敦化北 路 102 號 8 樓 8F, No. 102 Tunhua North Road, Taipei City	(02)2713-262 6
駐台北越南經濟 文化辦事處 Vietnam Economic and Cultural Office	台北市松江路 90 巷 5 號 No. 5, Lane 90 Sungkiang Road, Taipei City	(02)2523-777 0
駐台北烏蘭巴托 貿易經濟代表處	臺北市基隆路 一段 333 號國貿 大樓 11 樓 1112 室	02-27229740

4. District Tax Offices 附表四：各區國稅局

名稱 Name	地址 Address	電話 Tel. No.
台北市國稅局 National Tax Administration of Taipei	台北市中華路一段二號 No. 2 Chung Hua Rd., Section 1, Taipei	(02) 2311-37 11 轉 1116、

		1118
台灣省北區國稅局 Taiwan Northern District Tax Administration	桃園市復興路 186 號 No. 186 Fuhsing Rd., Taoyuan City	(03) 3396789 轉 435
台灣省中區國稅局 Taiwan Central District Tax Administration	台中市西公益路 155 巷 9 號 No. 9 Lane 155 Si Gung Yi Rd., Taichung City	(04) 2305111 1 轉 1329
台灣省南區國稅局 Taiwan Southern District Tax Administration	台南市富北街 7 號 4 之 13 號 No. 4-13F, No. 7 Fubei St., Tainan City	(06) 2223111 轉 8331
高雄市國稅局 National Tax Administration of Kaohsiung	高雄市苓雅區廣州一街 148 號 No. 148 Kuang Chou 1st St., Lingya District, Kaohsiung City	(07) 7256600 轉 8102