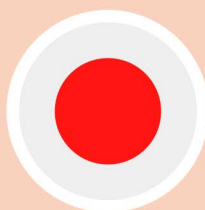




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A Guide to OFWs in **JAPAN**





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Table of Contents

Country Profile	1
Fast facts	1
National Holidays	1
Essential Phrases	3
Traditional Japanese Cuisine	27
The Philippine Embassy and Consulate	29
Filipino Organization	31
Emergency Numbers/Hotlines	32
Ria Money Transfer in Japan	33
10 Dos & Don'ts to Avoid Illegal Recruitment	34
Processing Procedure for Direct-hire	37
Airport Procedure and Travel Tips	38
Upon Arrival in Host Country	41
Post-Arrival Orientation Seminar (PAOS)	41
Responsibilities of the Agency and Employer	42
Responsibilities of the OFW	43
Contract Termination	43
Balik Manggagawa (BM)	45



Country Profile



Fast facts:

Official Name: Republic of Japan

Form of Government: Unitary Parliamentary Constitutional Monarchy

Key Components

1. **Constitutional Monarchy:** The Emperor serves as the ceremonial head of state, with limited powers.
2. **Parliamentary System:** The government is headed by a Prime Minister, who is the head of government and is responsible for appointing ministers.
3. **Unitary System:** Japan has a centralized government, with power concentrated in the national government.

Capital: Tokyo

Population: 126 Million

Official Language: Japanese

Major Religion: Shintoism, Buddhism

Currency: Japanese Yen

Land Area: 145,937 square miles (377,975 square kilometers)

National Holidays

Japan has 16 public holidays throughout the year. Here are the public holidays in Japan for 2025:

1. January

- **New Year's Day: January 1**, a significant cultural holiday where families gather, visit temples, and exchange gifts.
- **Coming of Age Day: January 13** (second Monday of January), celebrates young people who turn 18.

2. February

- **National Foundation Day: February 11**, commemorates the founding of Japan.
- **The Emperor's Birthday: February 23**, celebrates the current Emperor's birthday.





Country Profile



National Holidays

3. March

- **Vernal Equinox Day: March 20**, celebrates nature and the arrival of spring.

4. April

- **Showa Day: April 29**, honors the birthday of Emperor Showa (Hirohito) and kicks off Golden Week.

5. May

- **Constitution Memorial Day: May 3**, commemorates the enactment of Japan's post-war constitution
- **Greenery Day: May 4**, appreciates nature and the environment.
- **Children's Day: May 5**, celebrates the healthy growth of children.

6. July

- **Marine Day: Third Monday of July**, gives thanks for Japan's maritime bounty.

7. August

- **Mountain Day: August 11** - encourages appreciation for Japan's mountains

8. September

- **Respect for the Aged Day: Third Monday of September**, honors elderly people.
- **Autumnal Equinox Day: September 23**, honors ancestors and celebrates the autumnal equinox.

9. October

- **Sports Day: Second Monday of October**, promotes sports and physical activity.

10. November

- **Culture Day: November 3**, celebrates Japan's culture and arts.
- **Labor Thanksgiving Day: November 23**, honors labor and productivity.

Additionally, Japan has a significant holiday period known as Golden Week, which includes Showa Day, Constitution Memorial Day, Greenery Day, and Children's Day, making it a busy time for travel and tourism





Essential Phrases You'll Need in Japan:

Self-introduction key phrases

1. Hajimemashite (はじめまして): Nice to meet you.

A standard phrase for meeting someone for the first time. Usually, you'll say phrases #2 and #3 after saying **Hajimemashite** (はじめまして).

2. **Watashi no namae wa** (name) **to iimasu** (私の名前は (name) といいます):

My name is ...

If you are a woman, a girl, or a mature person, **watashi** (私) will sound natural. If you are a boy, **boku** (僕) sounds better.

3. (Name) **to mōshimasu** ((Name) と申します): I am (name).

A humble and polite way to introduce yourself.

4. **Dōzo yoroshiku** (どうぞよろしく): Pleased to meet you.

The nuance of this phrase is closer to "Please take care of me." This is because you are "asking for their favor" (to become friends, for their help, etc.) in the future.

dōzo yoroshiku (どうぞよろしく) is casual; **dōzo yoroshiku onegai shimasu** (どうぞよろしくお願いします) is more polite and formal. **yoroshiku** (よろしく) is a very commonly used word that means "please" or "please treat me favorably." A polite version of this, **yoroshiku onegai shimasu** (よろしくお願いします) is often said when you ask someone for help, work together with someone, or meeting someone for the first time.

5. (Place) **kara kimashita** ((Place) から来ました): I'm from (place).

You can use this to say which country you're from, your company name, or even an area you previously lived in.

6. (Hometown/school) **shusshin desu**. ((Hometown/School) 出身です): I'm from (hometown/school)

shusshin (出身) describes your place of origin. This can be the country, city, or town you're from, or it can be a school you graduated from.



Essential Phrases You'll Need in Japan:

Self-introduction key phrases

7. Oai dekite kōei desu (お会いできて光栄です): I'm honored to meet you.

This phrase is formal and usually used in business situations. Children would never use this phrase. When adults use it, it does sound formal, but elegant.

8. Kongo tomo dōzo yoroshiku (今後ともどうぞよろしく): I look forward to working with you/getting to know you.

At the end of a conversation, Japanese people often say **Kongo tomo dōzo yoroshiku** (今後ともどうぞよろしく) or the more formal **Kongo tomo dōzo yoroshiku onegai shimasu** (今後ともどうぞよろしくお願いします) in business settings (to business partners or customers).

Common Ways to Get Someone's Attention

Here are some words you can use to gain someone's attention or to gently break into a conversation with someone.

9. Ano... (あの...): Excuse me...

When you want to get someone's attention, you may start with **ano** (あの). It has a nuance of saying "hello" before asking someone for something (as in, "Hello. I was wondering if you could tell me how to get to the station.")

10. Chotto (ちょっと): Excuse me/Hey.

Chotto (ちょっと) is also a very common term to start a conversation. However, unlike **ano** (あの) described above, **Chotto** (ちょっと) is better used when you already have someone's attention.

Using **Chotto** (ちょっと) can also be seen as strong or even rude. Sometimes Japanese people say this word twice: **chotto chotto** (ちょっとちょっと). This can be a frank and slightly suspicious way of saying, "Excuse me?" Or it can be said when you're frustrated with someone and want to say, "Give me a break already."



Essential Phrases You'll Need in Japan:

Common Ways to Get Someone's Attention

11. Chotto ii desu ka? (ちょっといいですか?): Can you help me?

This phrase is often used when you want to ask someone for help. **chotto** (ちょっと) "little" or "just a bit." So the nuance is similar to "Could I have a second of your time?"

12. Sumimasen (すみません): Excuse me/I'm Sorry/Thank You.

You may have heard **sumimasen** (すみません) means "I apologize." However, this term is also used to get someone's attention (Excuse me.). It can even mean "Thank you" in certain situations."

13. Mōshi wake arimasen ga... (申し訳ありませんが): I'm sorry, but...

If you have a question or request that will take up someone's time or effort (i.e., bother or cause trouble to someone) **mōshi wake arimasen ga...** (申し訳ありませんが...) is a polite way to ease into your request.

Common Ways to Apologize

If you happen to make a mistake or want to express that you are sorry, these phrases will help you out.

14. Gomennasai. (ごめんなさい): I'm sorry.

Along with **sumimasen** (すみません) listed above, **gomennasai** (ごめんなさい) is a very common way to apologize to someone. You can use it in most situations ranging from accidentally bumping into someone while walking or making a mistake at work. A more casual version is **gomen** (ごめん), which also means "I'm sorry" but should only be used in casual situations.

15. Mōshi wake arimasen. (申し訳ありません) : I am sorry.

Along with **sumimasen** (すみません) and **gomennasai** (ごめんなさい), **mōshi wake arimasen** (申し訳ありません) also means "I'm sorry." However, **mōshi wake arimasen** 申し訳ありません is much more formal and apologetic. It has a nuance of "I'm very sorry. It's inexcusable." You can use phrases #15 and #16 below after saying **mōshi wake arimasen** 申し訳ありません to express more sincerity



Essential Phrases You'll Need in Japan:

Common Ways to Apologize

If you happen to make a mistake or want to express that you are sorry, these phrases will help you out.

16. Watashi no sei desu. (私のせいです): It's my fault.

Boys can use **boku**(僕) instead of **watashi** (私). This phrase is used to take responsibility for something that you did. It is often said after saying an apology (*sumimasen*, *gomennasai*, or *mōshi wake arimasen* listed above). After saying this phrase, you could also follow it up with **hansei shitemasu** (反省してます), which means "I regret (realize) my mistake."

If you make a mistake in Japan, you should do **hansei** (反省). **hansei suru** (反省する) means to contemplate or reflect on what you did wrong so that you won't make that mistake again.

Common Phrases for Shopping

Japan has so many cool, delicious, and interesting things to buy, so be sure to remember all of these phrases for your next shopping spree!

17. Kore o kudasai (これをください): Please give it to me.

Kore o kudasai これをください is the full, grammatical phrase, but it is very common to drop the article "o" (を) and just say **kore kudasai** (これください). When you're at a store, you can point to an item you want and say **kore kudasai** (これください) to buy it.

18. Kochira de yoroshii desu ka? (こちらでよろしいですか?): Is this item okay?

The sales clerk may ask you this question when paying for an item. This is to confirm that the item you're buying is the right one or to check if this item is okay with you.

19. Oikura desu ka? (おいくらですか?): How much is this?

The casual form of this phrase is **Ikura desu ka?** (いくらですか?). Adding the "o" in front of **ikura** (いくら) makes it more polite. We recommend using the polite version, as it sounds much nicer when speaking to people you don't know well.



Essential Phrases You'll Need in Japan:

Common Phrases for Shopping

20. Kurejitto kādo wa tsukaemasu ka? (クレジットカードは使えますか?): Can I use my credit card?

If the store only accepts cash, there may be signs that say, **genkin nomi** (現金のみ), meaning “cash only.” Just to be sure, you can use this phrase to check if they take credit cards.

If you want to ask the sales clerk about using a credit card from a specific country, you can put use this phrase:

{Country name} no kurejitto kādo wa tsukaemasu ka?

{Country name} のクレジットカードは使えますか？

Example:

Amerika no kurejitto kādo wa tsukaemasu ka?

(アメリカのクレジットカードは使えますか?)

Can I use an American credit card?

21. Reshīto kudasai. (レシートください): Please give me a receipt.

In Japan, there are two types of receipts you might come across. The first, and by far the most common, is a receipt that a cash register or credit card machine prints out as proof of your payment. You'll get this type of receipt when you buy things from the store, go to restaurants, or stay at modern hotels.

The second type of receipt in Japan is called **ryōsyūsho** (領収書をください). This is also proof of payment, but it is much more formal and is often written by hand. It also has your name or organization on it and is commonly used for claiming expenses.

If you are casually shopping, eating at restaurants, or paying for services in Japan, you most likely will need a simple **reshīto** (レシート) and not a **ryōsyūsho** (領収書).



Essential Phrases You'll Need in Japan:

Common Phrases for Shopping

Master these phrases so you can use them to try amazing foods in Japan!

22. Aitemasu ka? (空いてますか?): Is (this seat) available?

If you're at a food court or somewhere else with public seating, you can use the phrase, **aitemasu ka?** (空いてますか?) to ask someone if the seat next to them is available.

Even though the word "seat" (**seki** - 席) is not in this phrase, its meaning is implied.

Note: If you want to ask if a restaurant (or store) is open for business, you can use the same phrase (same words and pronunciation). However, the kanji used for this meaning will change to **aitemasu ka?** (開いてますか?) = "Are you open?"

23. Nanmei sama desu ka? (何名様ですか?): How many people in your party?

A standard question that you will be asked when you enter a restaurant. If you are unsure how to answer this question, you can use your fingers to show how many people are in your party.

24. Shōshou omachi kudasai. (少々お待ちください): Please wait a second.

This is a common phrase in any customer service-related business. You may have already heard the expression, **chotto matte** ("ちょっと待って"), which means "hold on a second." **Shōshou omachi kudasai** (少々お待ちください) is a much politer way to ask someone to wait. You'll hear it all the time in stores and restaurants.

25. Okimari desu ka? (お決まりですか?): Have you decided (on your order)?

A waiter or waitress may use this phrase to ask you if you are ready to order. If you need more time to decide, you can say, **mada desu** (まだです), which means "not yet."

26. Kashikomarimashita. (かしこまりました): Understood.

When you give your order to the server, they often say this. This is a polite way to say, "Understood/Got it."



Essential Phrases You'll Need in Japan:

Common Phrases for Shopping

27. Omatase shimashita (お待たせしました): Thank you for waiting.

Omatase shimashita (お待たせしました) literally means, "I've kept you waiting." However, it is said using polite language, so the nuance comes off as "sorry to have kept you waiting" or "thank you for waiting."

28. Itadakimasu (いただきます): I'll humbly receive this meal.

Itadakimasu いただきます is the humble verb that means "to receive." This word is said before starting every meal to show appreciation for all the work and ingredients that went into making it.

29. Gochisō sama deshita (ご馳走様でした): Thank you very much (for the food).

When you finish eating, you should say, **gochisō sama deshita** (ご馳走様でした) to show your appreciation to the person who cooked and even to the nature that provided the food for you. This is also used when someone buys or gives you food.

Note: If someone brings you lunch or food, you can also use this phrase in the present tense to show you appreciation: **gochisō sama desu** (ご馳走様です).

30. Oishikatta desu (おいしかったです): It was delicious

Using the **copula desu** (です) shows your politeness. Children or close friends often just say, **oishikatta** (おいしかった). It's a very common word to say at the end of a meal

31. Okawari shitai desu (おかわりしたいです): I would love seconds/another helping.

okawari (おかわり) means "refill" or "another helping." A casual way to say this phrase would be to say, **okawari!** (おかわり!): I want more!



Essential Phrases You'll Need in Japan:

Common Phrases for Restaurants

32. ~wa taberaremasen (~は食べられません): I cannot eat ~

If you have any food, you don't like or can't eat, you can use this phrase. If you have any food allergies, you can say **Arerugī ga aru node** (アレルギーがあるので) before this phrase:

Arerugī ga aru node ~ wa taberaremasen. (アレルギーがあるので~は食べられません)
I have allergies, so I can't eat ~.

33. ~ wa daikōbutsu desu (~は大好きです): ~ is my favorite food.

The most common way to use **daikōbutsu** (大好き) is with food, but this term is also used to describe your favorite things.

34. ~ wa nigate desu (~は苦手です): I'm not good at ~

When talking about food, ~ **wa nigate desu** (~は苦手です) is an indirect way to say, **suki ja arimasen** (好きじゃありません), I don't like it.

35. Okaikei onegai shimasu. (お会計お願いします): Check, please.

When you're done with your meal, you say this phrase when you want the check. In most casual restaurants in Japan, the wait staff will leave your check on your table, which you take to the register near the entrance of the restaurant. Some restaurants will not leave the check on the table unless you ask for it.



Essential Phrases You'll Need in Japan:

Common Phrases When Visiting Someone at Their Home

These phrases can generally be used in most situations where you enter someone's private space. This could include places like someone's apartment, room, or office.

36. **Ojama shimasu** (お邪魔します): Pardon my intrusion.

You'll say this phrase before entering someone's house, office, or room. It is even used when you need to interrupt someone's conversation.

Saying **Ojama shimasu** (お邪魔します) is considered polite and something you should say before entering into someone's personal space.

37. **Suteki na ~ desu ne** (素敵な~ですね): ~ {thing} looks so nice.

Japanese people often compliment something when entering someone's house or room.

38. **Tsumaranai mono desu ga** (つまらないものですが): This is not much, but...

When Japanese people visit someone's house, they often bring a gift called **omiyage** (お土産). When they hand their gift to someone, they often say this phrase. **Tsumaranai** (つまらない) means "boring" or "insignificant" while **mono** (もの) means "thing." So, this phrase has a nuance of, "This is an insignificant thing, but I hope you'll like it."

This is one of the traditional humble ways to show your appreciation in Japan.

39. **Tanoshikatta desu** (楽しかったです): It was fun

This is a very common phrase used at the end of your visit or event (like a date). Just like in English-speaking countries, people sometimes say it even if they were bored, just to be polite.

40. **Dewa shitsurei shimasu** (では、失礼します): I'll be on my way.

This is a polite, business-style way to say goodbye. Note: In a business situation, people use **shitsurei shimasu** (失礼します) to enter the room. In this case, it means "Sorry for the intrusion/ interrupting/bothering/disturbing you."



Essential Phrases You'll Need in Japan:

These are simple phrases to use when you're exploring Japan and might need some help with directions

41. Osaki ni dōzo (お先にどうぞ): Please go ahead.

When you want someone to go ahead of you (when you are waiting in line, boarding the train, etc.), this is the phrase you'll want to say.

42. ~ wa doko desu ka? (~はどこですか?): Where is ~?

This phrase can be used when you want to ask someone where a particular building, store, or train station is (or anything really).

If you're asking a random stranger on the street, going up to them and asking, "where is the station?" might be too straightforward. To be more polite, you can use this phrase:

Sumimasen. ~ wa doko ni aru ka gozonji deshō ka?

(すみません。~はどこにあるかご存知でしょうか?)

Excuse me. Would you happen to know where ~ is?

43. ~ e no ikikata o oshiete kudasai (~への行き方を教えてください):

Please tell me how to get to ~.

A useful phrase that you can use to ask train station/information booth employees when you're lost. For example:

USJ e no ikikata o oshiete kudasai.

(USJへの行き方を教えてください)

Please tell me how to get to USJ (Universal Studios Japan).



Essential Phrases You'll Need in Japan:

Common Japanese Phrases for the Workplace

44. **Kyō wa batabata shite imasu** (今日はバタバタしてます):

I have many things to do today.

When someone is very busy, Japanese people use the word **Bata bata** (バタバタ), which is an onomatopoeia for a flapping (like a bird's wings) sound. When people are extremely busy, it's like they are flapping their wings wildly like birds.

45. **Itte kimasu** (行ってきます): I'm heading out now (and I'll be back).

When people leave their office, home, or anywhere, they say **Itte kimasu** (行ってきます). This literally means "I'm going and coming back." It's like saying "see you later" in English. In response to this, you can say **Itterasshai** (行ってらっしゃい), which means "see you" or "have a good day."

46. **Tadaima modorimashita** (ただいま戻りました): I'm back now.

This is a polite way to say, "I'm back." The more casual (and common) way is to say **Tadaima** (ただいま), which means "I'm back."

47. **Zangyō shimasu** (残業します): I'll work overtime.

Zangyō (残業), or working overtime, is very common in Japan. If you are working off the clock and not being paid, people call this unpaid overtime **Sābisu zangyō** (サービス残業).

48. **Osaki ni shitsurei shimasu.** (お先に失礼します):

I'm going home (excuse me for leaving early).

When you're leaving your workplace to go home, you say this phrase to the other people who are still working. This phrase means, "I'm leaving now, so pardon me for leaving before you."



Essential Phrases You'll Need in Japan:

Common Japanese Phrases for the Workplace

49. Otsukare sama deshita (お疲れ様でした): Thank you for your (hard) work.

You say this phrase at work when someone leaves. You can say this in response to **Osaki ni shitsurei shimasu** (お先に失礼します). This phrase is supposed to be used by someone of higher status (aka your boss) to people of lower status. However, it is usually said by everyone in the workplace, regardless of status. Just keep in mind that some people care about social status/rules more than others. You could also say, **Mata ashita** (また明日), see you tomorrow.

Common Phrases for Visiting Someone Who Is Not Feeling Well

If someone you know gets sick or has an injury, you may want to visit them at the hospital or at their home. These are common phrases used in this situation.

50. Okagen ikaga desu ka? (お加減いかがですか?): How are you feeling?

This phrase is typically used to start a conversation with someone who hasn't been feeling well.

51. Okage sama de nantoka (お陰様でなんとか): I'm feeling alright, thanks

One of the common answers to the question above: **Okagen ikaga desu ka?** (お加減いかがですか?). The nuance of this phrase is similar to "I'm getting by, thanks."

52. Itai (痛い): It hurts.

Said when you feel physical pain.

53. Kurushii (苦しい): It's tough.

kurushii (苦しい) can mean that your situation is difficult or that something is physically painful or mentally straining/tough.



Essential Phrases You'll Need in Japan:

Common Phrases for Visiting Someone Who Is Not Feeling Well

54. Kibun ga yoku narimashita (気分がよくなりました): I feel much better.

This phrase describes how you feel emotionally (mood) more than your physical condition. However, when you recover from an illness, you feel great, making this a common expression to use when you're feeling better.

55. Sukkari naorimashita (すっかり治りました): I made a complete recovery.

When talking about your physical body being cured or healing, the kanji above is used **naoru** (治る): to be cured, to recover. However, the same word is also used to describe fixing things or repairing inanimate objects (like a TV, computer, etc.). To talk about an inanimate object being fixed or repaired, a different kanji is used – **naoru** (直る): to be repaired, to be fixed.

56. Hayaku yoku naru to ii desu ne (早く良くなるといいですね):

I hope you feel better soon.

A standard phrase to say to someone who doesn't feel well. Another super common expression is **Odaiji ni** (お大事に), which means “take care of yourself.”

57. Muri shinai de kudasai (無理しないでください): Don't push yourself too hard.

This is also a common phrase to tell someone to “take it easy.” It is commonly used when people are not feeling well or are working too hard.



Essential Phrases You'll Need in Japan:

Useful Words to Agree/Disagree

These are some of the simplest words in Japanese but the most useful. You will hear and use these words multiple times a day, especially if you work or go to school in Japan.

58. Hai (はい): Yes.

The standard and formal way to say “yes.”

59. Sou desu (そうです): That's right.

A super common phrase to give confirmation to someone. This phrase literally means “It/That is so.” In conversation, it means “That's right” or “That's correct.”

60. Ee (ええ): Yes.

This is another way to say “yes” in Japanese. **Ee** (ええ) is neither formal nor extremely casual (but more casual than **hai** (はい) listed above). **Ee** (ええ) is often used in business circumstances or between people who don't know each other well.

61. Wakarimashita (わかりました): I understand.

This is a must-know word used everywhere: at the workplace, in stores, with strangers, etc. It is said when you want to confirm that you understand a situation or information that someone told you.

62. Ryōkai shimashita (了解しました): I got it. / Roger

This is more businesslike than **wakarimashita** (わかりました) listed above.

63. Ii desu ne (いいですね): Sounds good. / It looks good.

This phrase is typically said when agreeing with someone. For example, if someone comes up with a good idea that you like, you can say **Ii desu ne** (いいですね) - Hey, that sounds good!



Essential Phrases You'll Need in Japan:

Useful Words to Agree/Disagree

64. **lie** (いいえ): No.

This is the textbook word for “no” in Japanese. You usually learn this word the first day you start studying Japanese. However, due to its formal and direct nature, saying **lie** (いいえ) is pretty rare. Using **lie** (いいえ) to disagree with someone, or even just to answer a simple yes/no question, sounds too strong. It can even come off as a little rude. **lie** (いいえ) is mainly reserved for very formal settings.

65. **Chigaimasu** (違います): That's not right/incorrect.

Chigaimasu (違います) is a much more natural way to tell someone “no” or that something isn't correct. For example, if you are sitting on the train and someone approaches you to ask, “Excuse me, are you *John's* brother?”

Since you are not John's brother, you can simply say **Chigaimasu** (違います) to mean, “No, I'm not.”

66. **Iya** (いや): Oh well. / No.

When people point out that something is wrong or disagree with things, they often start the sentence with **Iya** (いや), such as **Iya, chigaimasu** (いや、違います). This reinforces the meaning of “no, that is not correct” without sounding too harsh.

However, **Iya** いや can also mean “disagreement.” Little kids often say **Iya-iya!** (いやいや!) when they are throwing a temper tantrum. As an adult, you can say **Iya** (いや) when you want to say that you don't like something directly.

67. **Iya desu** (嫌です): I don't want to do it. / I don't like it.

Saying **Iya desu** (嫌です) directly tells someone that you don't like (or hate) something. For example, if your friend wants you to go out on a date with someone you really can't stand, you can tell them, **Iya dayo!** (いやだよ)! to mean, “No way! I don't want to!”



Essential Phrases You'll Need in Japan:

Useful Words to Agree/Disagree

68. Yarimasu (やります): I'll do it.

This word can be used when you want to say that you'll do something. For example, imagine you are at work. Your boss asks for volunteers to help with a new project. If you want to step up and help, you can tell your boss, **Yarimasu** (やります). The negative form of this word is **Yarimasen** (やりません), which means "I won't do."

69. Dekimasu (できます): I can do it.

It is used when you want to say that you are able to do something.

For example:

Boss: "Can you finish this report by 5 pm today?"

You: **Hai, dekimasu** (はい、できます) Yes, I can.

The negative form of this word is **Dekimasen** (できません), which means "I can't do it."

70. Daijōbu (大丈夫): (It's) okay.

This is another must-know word in Japanese. You can use it to say that you are okay or a situation is under control. If you trip and fall, people might ask you if you are okay. You can tell them **Daijōbu** (大丈夫) to let them know you are okay.

It can also be used to decline things. For example, if you're at the supermarket and the cashier asks you if you need a bag, you can say **Iya daijōbu desu** (いや大丈夫です) to say that you don't need one. **Daijōbu** (大丈夫) is used to describe both a situation or your physical condition.

71. Heiki desu (平気です): I'm okay. / It's all good.

This usually describes your mental condition or feeling. For example, if you're at a theme park and someone asks how you feel about roller coasters, you can say **Heiki desu** (平気です) if you have no problem riding them. Or, if you're calm in a stressful situation (like evacuating a building that's on fire), you can tell someone **Heiki desu** (平気です) to say that you are cool as a cucumber.



Essential Phrases You'll Need in Japan:

Useful Words to Agree/Disagree

72. Muri desu (無理です): That's impossible/unreasonable

When someone asks you for something that you don't want or can't do, you can tell them **Muri desu** (無理です).

For example, if a guy goes up to a girl to ask her for her number, she can say “無理です” to reject him. This phrase is not rude if said in a normal, “matter-of-fact” way. Instead, it lets someone know that you cannot accept their request. It would be similar to saying “I can't” in English.

Of course, if you said it forcefully, as in **Muri desu!** (無理です！) this changes the nuance to something like “no way!” in English.

73. Mondai arimasen (問題ありません): No problem.

If someone asks you something that you don't have any problems with, you can tell them **Mondai arimasen** (問題ありません). This phrase is also used when talking about the status of things. For example, if your boss asks you if you can complete the project by next week, you can tell them **Mondai arimasen** (問題ありません) to say that it's no problem at all.

Requests

Here are some polite phrases when you need to ask someone to do something.

74. Onegai shimasu. (お願いします): Please.

Whenever you ask someone to do something, saying **Onegai shimasu** (お願いします) is polite and natural. You'll also hear this phrase being said between people who will start to work with each other. In this case, **Onegai shimasu** (お願いします) is a shortened version of **yoroshiku onegai shimasu** (よろしくお願いします) – #4 on this list).



Essential Phrases You'll Need in Japan:

Requests

75. Onegai dekimasu ka? (お願いできますか?): Could you do this for me?

This is a gentle and polite way to ask a favor from someone. A more friendly/casual way to ask this is, “**yatte kureru?** (やってくれる?).”

76. Tanomimasu (頼みます): I'll ask you to do it.

Tanomimasu (頼みます) means “to request” or “to rely on.” When you tell someone **Tanomimasu** (頼みます), you are relying on them to do something for you. It's like saying “I'll count on you (to do it)” in English.

77. Isoide kudasai (急いでください): Please hurry up.

This is a polite way to ask someone to hurry up and do something more quickly.

78. Yamete kudasai (やめてください): Please stop it.

This phrase is useful in many situations. If someone is bothering you, or doing something that you want them to stop, you can say **Yamete kudasai** (やめてください). **Yamete** (やめて) comes from the verb **yameru** (やめる), which can mean “to stop, to quit, to cancel, or to be sick.” There are different kanji characters for each meaning of **yameru** (やめる) as show below:

- 止める: To stop, to cancel
- 辞める: To quit, to resign
- 病める: Sick, to be ill

You'll hear this phrase often in movies, anime, and in conversations with native speakers.



Essential Phrases You'll Need in Japan:

Commonly Used Adjectives

Here are some useful adjectives for describing things and situations you may encounter.

79. **Urusai** (うるさい): Noisy, loud

Urusai (うるさい) describes something that is annoyingly loud or noisy. If you say it forcefully or angrily, it can also mean “shut up!”

80. **Shikata nai** (仕方ない): There is no way. / Can't be helped..

If something happens that you don't have control over, you can say this phrase. It has a nuance of, “well, nothing can be done about it, so there's no sense in crying over spilled milk.”

81. **Mottainai** (もったいない): Wasteful.

This phrase is similar to the English expression, “what a waste.” It can describe wasting material things like food or money but can also describe abstract things like talent.

82. **Taisetsu** (大切): Precious

Taisetsu (大切) describes something precious and valuable or something that you cherish. It can be used to describe people or things you love.

83. **Muda** (無駄): Meaningless

Muda (無駄) is used when you feel that something is pointless, meaningless, or just a waste of your time.

A common expression using this adjective is **jikan no muda** (時間の無駄). This translates to “a waste of time” and is used when you spend your time without being productive or taking more time than you should have to do a specific task.



Essential Phrases You'll Need in Japan:

Commonly Used Adjectives

84. Omedetō (おめでとう): Congratulations

This is a casual way to say congratulations to someone. If you want to be more formal/polite, you can say **omedetō gozaimasu** (おめでとうございます) instead.

85. Yokatta ne (よかったね): I'm happy for you.

The formal form of **Yokatta ne** (よかったね) is **Yokatta desu ne** (かったですね). These phrases are commonly used when someone tells you good news.

For example, if someone looks happy and says, "I got accepted to Harvard!" you can tell them, **yokatta ne** (よかったね). The nuance of this phrase is like saying, "That's great!" or "I'm happy for you!" in English.

86. Ureshii (嬉しい): (I'm) happy

Ureshii (嬉しい) usually means that you are happy/delighted that something good happened. For example, if someone brings doughnuts for everyone in your office, you can say **Ureshii!** (うれしい!) to show how happy you are about it. Since you are talking about emotions, **Ureshii** (うれしい) is only used to describe human feelings. Another word for happy in Japanese is **shiawase** (幸せ). This word usually describes the state of being happy (happiness). For example, you finally save up enough money to take a vacation in Hawaii. When you're on the beach sipping a Mai Tai, you can say "幸せ" to describe how the situation you are in is the definition of happiness.

Shiawase (幸せ) can also be used to describe inanimate things as well. For example, **Shiawase na raifusutairu** (幸せなライフスタイル): A happy lifestyle (i.e., a lifestyle that makes you happy)..



Essential Phrases You'll Need in Japan:

Commonly Used Adjectives

87. Tanoshii (楽しい): Fun/enjoyable.

When you're having fun, you can say **Tanoshii (楽しい)** to let other people know you are enjoying yourself! It can also be used to describe fun things, like **Tanoshii gēmu (楽しいゲーム)**: fun games.

88. Daisuki (大好き): I love (it).

You may have learned that **Suki (好き)** means "like" and that **Dai (大)** means "large." Put these two words together, and you have "a large like," or in other words, "love."

You can use **Daisuki (大好き)** to talk about both things or people that you love.

Basic Japanese Greetings

Last, but not least, here are basic Japanese greetings that you'll use over and over in Japan.

89. Ohayō (おはよう): Good morning.

Ohayō (おはよう) is the casual way to say good morning in Japanese. If you want to be more formal (like greeting people in a business environment or talking to someone with a higher social status than you), saying **Ohayō gozaimasu (おはようございます)** is more appropriate.

90. Konnichiwa (こんにちは): Good afternoon.

Konnichiwa (こんにちは) is used to say "hello" to people from the late morning until the early evening. This word is "socially friendly," meaning that you can use it with anyone. It doesn't matter if someone has a lower or higher social status than you.



Essential Phrases You'll Need in Japan:

Basic Japanese Greetings

91. Konbanwa (こんばんは): Good evening

Konbanwa (こんばんは) is used as a greeting during the nighttime. This word can also be used with anyone in any social situation (although it is a bit formal to say it to close friends).

If you want to say “good night,” as in, “I’m going to bed,” you use the word **oyasuminasai** (おやすみなさい) or the more casual **oyasumi** (おやすみ).

92. Genki? (元気?): How are you?

This is the casual version of asking someone how they are doing. This is commonly used with people you are close to or those with an equal or lower social status than you.

The more polite phrase, **ogenki desu ka?** (お元気ですか?) should be used when speaking to people with a higher social status than you.

93. Ohisashiburi desu (お久しぶりです): Long time no see.

Between close friends, you can omit “o” (お) and say, **hisashiburi** (久しぶり). It is a set phrase that everyone uses when they meet someone they have seen in a long time.

94. Okawari arimasen ka? (お変わりありませんか?): How have you been?

While **Okawari arimasen ka?** (お変わりありませんか) translates to “Have there been any changes (with you),” the nuance when using this phrase is “How have you been. I hope you are still doing well.”

95. Gobusata shite imasu (ご無沙汰してます): It's been a long time

This phrase is used when you haven't been in contact with someone for a long time. It usually refers to a lack of contact by letter, email, or phone.



Essential Phrases You'll Need in Japan:

Basic Japanese Greetings

96. Genki de ne (元気でね): Take care.

Genki de ne (元気でね) is mainly used when people say goodbye to friends or family who they will not see again for a while. So the meaning of “take care” in this case means “take care until we (if) meet again.”

Another phrase, **Ki o tsukete** (気を付けて), can also be translated to “take care.”

However, the nuance of this phrase means to “be careful” and take care of yourself.

Ki o tsukete 気を付けて is often used when someone is going on a trip or telling kids to be careful when walking home from school.

97. Mata ne (またね): See you later.

This is a very casual way to say goodbye to someone. A similar expression in English would be, “see ya.” Because this phrase is so casual, you would never say it to someone of higher social status (your boss, business partners, etc.)

98. Jā ne (じゃあね.): See ya.

This is another very casual way to say bye to some. It shares the same nuance as

Mata ne (またね) explained above. You would not use this in formal situations or with people who have a higher social status than you.

99. Bai bai (バイバイ): Bye-bye.

This is yet another very casual way to say bye in Japanese. Just like with **Mata ne**

(またね) and **Jā ne** (じゃあね) explained above, you would not use this in formal

situations or with people of high social status. **Bai bai** (バイバイ) does have a cute ring to it, which makes it more popular among young people.



Essential Phrases You'll Need in Japan:

Basic Japanese Greetings

100. **Sayōnara.** (さようなら): Good bye.

Sayōnara (さようなら) is the textbook word for “goodbye” in Japanese. **Sayōnara** can work in many situations, but it can be too formal or strong in casual situations.

Source : <https://thetruejapan.com/essential-japanese-phrases/>



Traditional Japanese Cuisine:

Popular Dishes

1. Sushi

Vinegared rice combined with raw or cooked seafood, vegetables, or egg

2. Sashimi

Thinly sliced raw fish or seafood served without rice

3. Ramen

Hearty noodle soup with various broths and toppings like pork, boiled eggs, and green onions

4. Tempura

Lightly battered and deep-fried seafood or vegetables

5. Yakitori

Grilled chicken skewers, often seasoned with salt or tare sauce

Noodle Dishes

1. Udon

Thick wheat noodles served hot or cold, often with broth or dipping sauce

2. Soba

Thin buckwheat noodles served hot or cold, often with dipping sauce

Other Favorites

1. Tonkatsu

Breaded and deep-fried pork cutlet served with shredded cabbage and tonkatsu sauce

2. Gyoza

Pan-fried dumplings filled with meat, vegetables, or seafood





Traditional Japanese Cuisine:

Other Favorites

3. Onigiri

Triangular-shaped rice balls, often filled with pickled plum, salmon, or tuna

4. Miso Soup

Traditional soybean paste soup with tofu and seaweed

5. Unagi

Grilled eel glazed with sweet soy sauce, often served over rice

6. Takoyaki

Crispy fried octopus balls topped with takoyaki sauce and bonito flakes

7. Okonomiyaki

Savory pancake with various fillings, such as cabbage, pork, and seafood

8. Kaiseki

Multi-course meal highlighting seasonal ingredients and elegant presentation

9. Oden

Stew made with fish cakes, tofu, and vegetables in a savory broth

10. Chawanmushi

Steamed egg custard dish flavored with dashi and soy sauce





The Philippine embassy in Japan (as of August 2025)

Geographic Office: Office of Asia and the Pacific

Diplomatic Relations: The Republic of the Philippines formally established diplomatic relations with Japan 23 July 1956

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Filipino Organizations

Professional and Business Organizations

- **Japan Philippines Alliance (JPA):** A partnership between Japanese and Filipino businesses, promoting friendly relations, cultural exchange, and economic cooperation between the two countries. President Akira Hagiwara of Philippine Transmarine Carriers (PTC) Japan serves as a permanent director.
- **Philippine Assistance Group (PAG):** A non-profit organization providing assistance to distressed Filipinos in Japan, including repatriation and medical support. PAG also organizes events like the Philippine Festival to promote Filipino culture.

Alumni Associations

Philippine Federation of Japan Alumni, Inc. (PHILFEJA): An umbrella organization for Filipino scholars who studied in Japan, promoting academic and cultural exchange between the two countries. PHILFEJA has five affiliate organizations:

- **APPAJU:** Association of Philippine Private Alumni of Japanese Universities
- **JAAP:** JICA Alumni Association of the Philippines
- **PHILAJAMES:** Philippine Association of the Japanese Government Scholars, Inc
- **PHILCULTAROS:** Philippine Cultural and Technical Association of Returned Overseas Scholars
- **SAPILNIP:** Samahan ng mga Pilipinong Nag-aral at Nanirahan sa Nippon, Inc.

Cultural and Community Organizations

- **Nihongo Center Foundation:** Promotes Japanese language and culture among Filipinos, with programs for professional advancement and lifelong learning.
- **The Philippines-Japan Friendship Foundation, Inc. (PJFF):** Fosters friendship and cooperation between the Philippines and Japan through various activities and programs





Emergency Hotline Numbers

Department/Service	Hotline / Number
Police - for crimes, accidents, or suspicious activities.	110
Fire and Ambulance	119
Maritime Emergencies	118
Disaster Emergency Message Dial	171
Child Abuse Consultation Hotline	189
Tokyo Fire Department Emergency Medical Advice	03-3212-2323
Japan Poison Information Center -	072-727-2499
JNTO Tourist Information Center (General)	03-3201-3331
JNTO Tourist Information Center (Emergency)	050-3816-2787
Japan Helpline (24/7, toll-free in Japan)	0120-46-1997
Tokyo English Lifeline	03-5774-0992 (daily, 9 am-4 pm, 7 pm-11 pm)
Philippine Embassy	(0081) 80-4928-7979



RIA Money Transfer in Japan

Disclaimer: Please note that Kyodai is part of the Ria Money Transfer brand. You will be advised to download the Kyodai app once you arrive in Japan to send money to your loved ones back home and more!

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Dos and Don'ts to avoid illegal recruitment



Dos

- **Verify Agency Legitimacy:**
Only apply to agencies licensed by the Philippine Overseas Employment Agency (POEA) and ensure they have valid job orders.
- **Check for Red Flags:**
Be wary of job ads on social media, those requiring you to reply to a P.O. Box, or those promising easy employment without proper documentation.
- **Avoid Hasty Decisions:**
Take your time, research, and don't rush into accepting offers without proper verification.
- **Secure a Valid Employment Contract and Receipt:**
Never pay placement fees without a valid employment contract and official receipt.
- **Ensure Fair Fees:**
Do not pay more than the allowed placement fee, which should be equivalent to one month's salary, excluding processing and documentation costs.
- **Look for Official Offices:**
Transact business within the registered address of the agency or, if recruitment is in a province, verify if the agency has a provincial authority.
- **Avoid Tourist Visas:**
Never accept employment under a tourist or visit visa.



Dos and Don'ts to avoid illegal recruitment



Don'ts

- **Avoid Unlicensed Agencies:**

Do not apply to agencies not licensed by POEA.

- **Don't Deal with Unauthorized Representatives:**

Only deal with authorized representatives of licensed agencies.

- **Don't Transact Outside Registered Office:**

Refrain from transacting business outside the agency's registered address.

- **Don't Pay Excessive Fees:**

Avoid paying more than the allowed placement fee or any fees before a valid contract and receipt are obtained.

- **Don't Rush Decisions:**

Don't be swayed by promises or pressure to make quick decisions without proper verification.

- **Don't Trust Unsolicited Job Offers:**

Be cautious of job offers that come without a proper job order or verification.

- **Don't Accept Tourist Visas:**

Working abroad on a tourist visa is illegal and can lead to serious consequences.

- **Don't Engage with Fixers:**

Avoid any individuals claiming to have connections or offering help outside of legitimate channels.



10 Tips on How to Avoid Illegal Recruiters

NOTE: Remember this as the "10 DO NOTs"

Eating 10 donuts is bad for your health! 🍩
And these "10 DO NOTs" are bad for working abroad! 🚫

THE 10 DO NOTs

1



Do not apply at recruitment agencies not licensed by POEA.

2



Do not deal with licensed agencies without job orders.

3



Do not deal with any person who is not an authorized representative of a licensed agency.

4



Do not transact business outside the registered address of the agency.

5



Do not pay more than the allowed placement fee. It should be equivalent to one month's salary. And exclusive of documentation and processing costs shouldered by employers.

6



Do not pay any placement fee unless you have a valid employment contract and an official receipt.

7



Do not be enticed by ads or brochures requiring you to reply to a Post Office (P.O.) Box, and to enclose payment for processing of papers.

8



Do not deal with training centers and travel agencies, which promise overseas employment.

9



Do not accept a tourist visa.

10



Do not deal with fixers.

POEA-Q35-LB-022019-R

UNIVERSAL STAFFING SERVICES
INCORPORATED

Philippine
Overseas
Employment
Administration

Source: Universal Staffing Services, Inc. & Philippine Overseas Employment Administration (POEA)



Processing procedure for direct-hire

1. Employer Clearance:

- The employer (or their representative) needs to obtain a clearance from the DMW, specifically the Philippine Overseas Employment Administration (POEA) and/or the Overseas Workers Welfare Administration (OWWA).
- This clearance is typically granted for employers who are exempt from the ban on direct-hiring, according to the DMW.
- The POEA may also endorse the request to the Secretary of Labor and Employment for approval.

2. OFW Registration and Documentation:

- The OFW, upon being offered direct-hire, needs to register with the DMW (POEA).
- They must submit the following documents, which may vary slightly depending on the host country and specific job requirements:
 - Passport with a validity of at least one year.
 - NBI/Police Clearance.
 - NSO authenticated birth certificate.
 - Transcript of Records and diploma, certified by CHED and authenticated by DFA.
 - Professional license (if applicable), authenticated by DFA.
 - Certificate of competency (if applicable), issued by TESDA.
 - Valid Medical Certificate from DOH-accredited clinic.
 - Employment Contract or Offer of Employment.
 - Valid Work Visa or Entry/Work Permit.
 - Pre-Employment Orientation Seminar (PEOS) Certificate.
 - Membership with PhilHealth, Pag-IBIG Fund, and Social Security System.
 - Other country-specific requirements.





Processing procedure for direct-hire

3. Document Evaluation and Payment

- The DMW will evaluate the submitted documents for accuracy and compliance.
- Once approved, the OFW will be assessed for processing fees, OWWA membership, and other applicable contributions.
- Payment must be made to the designated cashier, and an e-receipt will be issued, serving as the POEA travel exit clearance.

4. Release of OEC

- Upon successful completion of the processing steps, the OFW will receive their Overseas Exit Clearance (OEC).



Airport procedure and travel tips

1. Arrive Early

- Aim to arrive at the airport at least 3 hours before your flight, especially if you're new to flying.

2. Check-in

- Check in at the airline counter or use a kiosk to get your boarding pass and luggage.

3. Immigration

- Proceed through immigration and present your passport, visa (if required), and other necessary documents.

4. Security

- Go through airport security checks.

5. Boarding

- Locate your boarding gate and board your flight.



Airport procedure and travel tips

6. Arrival

- Upon arrival at your destination, you'll go through immigration and customs, submitting the necessary forms and paying any applicable duties or taxes.

7. Customs

- If your baggage is tagged for examination, you may need to undergo a 100% physical inspection.

8. Travel Tax

- You may need to pay travel tax depending on your travel class and destination.

9. Travel Insurance

- It's recommended to have travel insurance which will protect you from unforeseen events like medical emergencies.

10. Vaccination Certificate

- Depending on the destination and your travel status (e.g., fully vaccinated), you may need to present a vaccination certificate.





Important Notes

- Always ensure your passport has at least six months of validity remaining.
- Have a roundtrip ticket to prove your intent to return to the Philippines.
- Check the specific requirements of your destination country, including visa requirements and any travel advisories.
- Be aware of any travel restrictions or guidelines in place.
- If you are an OFW, you may be eligible for travel tax exemptions or reduced rates.
- Always pack your essentials, including any necessary medications, in your carry-on baggage.
- Be mindful of the weight limits and dimensions of your baggage when packing.
- Always carry a copy of your travel documents, such as your passport, visa, and flight tickets, in your carry-on baggage.
- If you have any questions or concerns about your travel arrangements, contact your airline or travel agency.



Upon arrival in the host country

Q: What are some tips upon arrival in the host country?

- Present yourself to the country's Immigration Counter with your complete documents.
- Claim your luggage at the designated baggage claim area.
- In case no one meets you at the airport, ask assistance from airport security or call the Philippine Embassy/POLO hotline.
- Purchase a prepaid SIM card or apply for a mobile phone line. Remember, some countries would need a copy of your passport or valid ID for purchasing a SIM card.
- Get in touch with your family and agency in the Philippines and update them with your contact details such as your address and mobile number.
- Always bring identification documents or ID card recognized by the host country.
- Familiarize yourself with the different modes of transportation (which is a must in PDOS).
- Coordinate with the Philippine Overseas Labor Office (POLO) and schedule your Post-Arrival Orientation Seminar (PAOS).

What is PAOS?

The Post-Arrival Orientation Seminar (PAOS) is a supplementary program to the Pre-Departure Orientation Seminar (PDOS). Which aims to facilitate social integration of OFWs to a country of destination. New OFWs are advised to report to the Philippine Overseas Labor Office (POLO) or Philippine Embassy/Consulate nearest their workplace within a month after arrival in the host country for their PAOS schedule.

Q: What are some of the information that an OFW will gain from attending PAOS?

- Customs, culture and tradition of the host country
- Labor and immigration laws of the host country
- Duties and responsibilities of the parties in the employment contract (employer, employee and agency)
- The Philippine government's programs and services for OFWs
- Emergency services- hotline numbers of the Philippine embassy and POLO, host country police, medical, and disaster assistance





Q: What are some of the information that an OFW will gain from attending PAOS? (Continuation)

- Health and safety awareness, such as health care/hospitalization and information on HIV/AIDS, MERS-COV. Ebola, COVID-19 and occupational safety, and personal hygiene
- Training programs for OFWS
- Counselling and welfare services
- Tips on how to deal with the social cost of overseas employment such as absentee parenting, maintaining constant communication with the family, and maximizing use of social media like FB and viber
- Filipino Community (FilCom) organizations, initiatives and activities for OFWs

Safekeeping of Travel Documents

such as

- Passport
- Employment Contract
- Overseas employment certificate (OEC)



Responsibilities of the agency and employer

Q: What are some of the responsibilities of a recruitment agency?

- To negotiate for the best terms and conditions of employment for the OFW.
- To provide pre-departure orientation to OFWs.
- To obtain compulsory insurance coverage at no cost to OFW.
- To provide the OFW a copy of POLO/POEA approved employment contract and OEC, at least 2 days prior to departure to allow the worker to read the documents.
- To guarantee compliance with labor and social legislation of the Philippines and the OFW's country of employment.
- To monitor the status or condition of deployed OFWs and submit corresponding reports to the POEA.
- To repatriate the OFW of his/her remains, and transport his/her personal effects.





Q: What is the primary responsibility of a Foreign Employer/Principal?

A: A foreign employer or principal is primarily responsible for the compliance with terms and conditions of the employment contract, ensure safety of the worker and promote the well-being of the worker.

Q: In case the foreign employer/principal violated the terms and conditions of the employment contract, can the OFW go after the recruitment agency?

A: Yes, the recruitment agency is jointly and severely liable with the foreign employer/principal for any and all claims arising out of the implementation of the employment contract.

Responsibilities of the OFW

1. The OFW must abide with the terms and conditions of the employment contract.
2. Follow host country laws, customs and traditions.
3. Abide with the OFW Code of Discipline, such as:
 - Provide financial and moral support to. And communicate regularly with his/her family.
 - Assist, support, cooperate with fellow workers and refrain from committing any harm against them.
 - Obey the laws of the Philippines and be an ambassador of goodwill.
 - Submit true and correct information in connection with work application.

Source: Philippine Overseas Employment Administration (POEA) OFW handbook

Contract Termination

Q: What are the just causes for contract termination by the employer?

A: Any of the following;

1. Serious misconduct
2. Willful disobedience
3. Gross and habitual neglect of duty
4. Fraud or breach of trust.
5. Commission of a crime or offense against the employer, his family or representative
6. Other similar causes



Contract Termination

Q: Who bears the expenses if the worker is terminated for just cause?

A: The worker shall bear the expenses for his return.

Q: What are the just causes for contract termination by the worker?

A: Any of the following;

1. Serious insult by the employer or his representative
2. Inhumane and unbearable treatment accorded the employee by the employer or his representative
3. Commission of a crime/offense by the employer or his representative
4. Other similar causes

Q: Who bears the expenses if the worker is terminated without just cause?

A: The employer shall shoulder the expenses

Q: Can an employee terminate the contract without just cause?

A: Yes, an employee may terminate the contract without just cause thru resignation, by serving one (1) month advance written notice to the employer.

Q: Can either party terminate the contract employment?

A: Yes, either party may terminate the contract on the ground of illness, disease or injury suffered by the employee or when displacement or the threat to life and safety emerge out of war, political conflict or climate change disturbance





Balik Manggagawa (BM)

Q: Who is a Balik-Manggagawa (Returning Worker)?

A: Refers to an OFW who has served or is serving his/her employment contract and is:

- A.** Returning to the same employer and the same jobsite
- B.** Returning to the same employer in a new jobsite

It shall also include an OFW who has started employment with a new employer and is returning to the said employer.

Q: What is meant by “has a record” in POEA database?

A: These are OFWs who were legally documented and have been issued an OEC.

Q: Who are the Balik-Manggagawa excepted from securing OEC?

A: Workers who are returning to the same employer and same jobsite. Make sure you check with BM Online System, if you are registered and exempted.

Q: How to get OEC BM online?

A: Quick and Easy Steps for Online OEC Processing;

1. Login to your POPS-BaM account, dashboard.
2. Click on “Balik Manggagawa,” provide necessary data and enter your flight schedule, then click **NEXT**.
3. Review your contract details, answer the confirmation questions, and view your OEC.
4. You will now see your OEC.

Q: Are OEC and Balik Manggagawa the same?

A: No, they are not the same. An OEC (Overseas Employment Certificate) is a document, while Balik Manggagawa is a category of Overseas Filipino Worker (OFW). Specifically, Balik Manggagawa refers to returning OFWs who are going back to the same employer or work abroad after a vacation or temporary stay in the Philippines. The OEC serves as proof of registration with the Department of Migrant Workers (DMW) and is a mandatory document for all OFWs, including Balik Manggagawa, when exiting the Philippines for work.





Balik Manggagawa (BM)

Q: How to get exemption OEC online?

A: To get an OEC exemption online, returning overseas Filipino workers (OFWs) or Balik Manggagawa (BM) can do so through the DMW | Department of Migrant Workers Online Services Portal (POPS-BAM). First, register for an account on POPS-BAM and verify your email address. Then, log in to your account, input your previously issued OEC number, and other required information. The system will display your previous records and ask if you are returning to the same employer or job site. If you are returning to the same employer and job site, your OEC exemption certificate will be automatically generated for printing.

Here's a more detailed breakdown:

1. Register or Log In:

If you are a new user, register for a DMW | Department of Migrant Workers e-registration account on POPS-BAM. If you already have an account, log in.

2. Update Profile:

Ensure your profile information, including personal details, contract particulars, and beneficiaries, is updated and saved.

3. Initiate OEC/Exemption Assessment:

Click on "Acquire OEC or Exemption" to start the online assessment process.

4. Provide Flight Date and Details:

Input your flight date and confirm if you are returning to the same employer and job site.

5. OEC Exemption Confirmation:

If the system determines you are eligible for an exemption (returning to the same employer and job site), a confirmation message will be displayed, indicating that you are exempted from securing the OEC.

6. Print Exemption:

You can then print your OEC exemption certificate for use.





Balik Manggagawa (BM)

Q: How do I update my BM online account and get OEC exemption?

A: Here are the steps on how to get an OEC exemption online;

Step 1: Register for a BM Online Account. Go to the BM Online System (1). ...

Step 2: Log in to the BM Online System. ...

Step 3: Update Your Profile Page. ...

Step 4: Click Acquire OEC or Exemption.

Q: How many days will OEC be released?

A: The Overseas Employment Certificate (OEC) typically takes 2-3 working days to be released after the application is lodged with complete documents. However, this is an estimate, and the actual processing time can vary. Factors like the completeness of documents, verification processes, and the workload of the issuing office (DMW, formerly POEA) can affect how long it takes.

Here's a more detailed breakdown:

- **Estimated time:** 2-3 working days.
- **Factors affecting processing time:**
 - **Completeness of documents:** Missing or incorrect documents will delay the process.
 - **Verification process:** The DMW (formerly POEA) needs to verify the documents and application.
 - **Workload:** The number of applications being processed at the DMW can also affect how quickly your OEC is released.
- **Where to check:** You can check the status of your OEC application through the DMW online portal or by contacting the DMW directly

Q: Can I go abroad without OEC?

A: Issuance of Overseas Employment Certificate (OEC)

All departing OFWs, whether new hires or Balik Manggagawa are required to secure an Overseas Employment Certificate (OEC) which shall serve as exit clearance and as exemption from payment of travel tax and airport terminal fee.



Balik Manggagawa (BM)

Q: Can I use my OEC twice?

A: The OEC is valid for one exit from the Philippines. Once used, it cannot be reused for a subsequent departure, even if the 60-day period has not expired.

Q: How do I register my OEC online for BM?

A: Step-by-Step Guide to Getting Your OEC Online;

Step 1: Register for a BM Online Account. Visit the POEA BM Online Processing System: Head to www.bmonline.poea.gov.ph. ...

Step 2: Complete Your Profile. Log In: Access your account by entering your email and password. ...

Step 3: Schedule an Appointment. ...

Step 4. Pay the Processing Fee. ...

Step 5. Print Your OEC.



Q: How do I check the BM Online System?

A: Here's a breakdown of how to access and use the BM Online system:

1. Access the System:

- Go to the DMW Online Services portal: onlineservices.dmw.gov.ph
- For registered users, log in with your email and password.
- If you are a new user, you may need to create an e-Registration account first.

2. Check your BM Record (if applicable):

- If you have previously used the BM Online system, your records may be transferred to the new system.
- You may need to create an e-Registration account first to transfer your old records.
- You can check if your records have been transferred correctly after creating your account.





Balik Manggagawa (BM)

Q: How do I check the BM Online System? (Continuation)

A: Here's a breakdown of how to access and use the BM Online system:

3. Process OEC or OEC Exemption:

- The BM Online system is primarily used for processing OECs for returning OFWs or for OEC exemptions for those returning to the same employer
- If you are exempt, you will receive a reference number which is valid for 60 days (one time use).
- For those needing an OEC, you can apply for it online and schedule an appointment if necessary.
- Follow the prompts and provide the required information to complete the process.

4. Tracking your application:

- The system may allow you to track the status of your OEC or OEC exemption application.
- Look for options like "My Transactions" or "Inquire/Update on Ticket" to track your progress.
- You may also be able to reply to messages or upload documents related to your application through the system.

Source: Philippine Overseas Employment Administration (POEA) OFW handbook and AI online search

