

For Successful Language Training

# ELSA Guidebook



**ELSA INTERACTIVE LEARNING SCHOOL**  
460 ESTACA COMPOSTELA CEBU PHILIPPINES  
TEL +63-32)253-8188    [www.elsaschoolcebu.com](http://www.elsaschoolcebu.com)



# INDEX



## 01

---

### About the Philippines

- Basic Philippine Information
- Philippine Currency
- Philippines Currency Exchange
- Philippine Credit Card
- Philippine Customs Regulations
- Philippines Visa
- Philippine News Agency
- Philippine Transportation
- Philippine Public Holidays

## 03

---

### Filling Out Various Forms

- Immigration form
- Customs Declaration Form
- One Health Pass

## 02

---

### Training Preparation

- Online Level Test
- Precautions for Purchase of Flight Tickets
- Pre-Departure Preparations
- 연수 준비 시 TIP
- Kindergarten, Junior Essentials
- Precautions Before Boarding
- Precautions after arrival in the Philippines
- Pickup Service
- Arrival at ELSA

## 04

---

### ELSA Information

- ELSA Basic Information
- ELSA Overview
- School Introduction
- ESL School Introduction
- University-affiliated ESL Center
- Introduction to CTU
- Bachelor Management System
- Instructor Management System
- Facilities Information

## 05

---

### Program Guide

- Program Outline
- Elementary School
- Junior High School
- Senior High School
- Adult ESL
- Kinder ESL
- Junior ESL
- Guardian Program

## 07

---

### Various Expenses

- Local Cost
- Textbook fee
- Visa Extension Fee
- Classes and other additional fees

## 06

---

### Everyday Life

- First Official Schedule
- Meal
- Dormitory
- 학사
- Laundry Service
- Cleaning Service
- Vehicle Service
- Facility Repair Request
- Massage Service
- Other Services
- Night Out

## 08

---

### ELSA Administrative Regulations

- COVID-19 Related
- PCR Test Before Entering Korea
- ELSA Management Regulations







# 01

---

## 필리핀 정보

- Basic Philippine Information
- Philippine Currency
- Philippine Currency Exchange
- Philippine Credit Card
- Philippine Customs Regulations
- Philippine Visa
- Philippine News Agency
- Philippine Transportation
- Philippine Public Holidays



# Basic Philippine Information

## Basic Information



## Overview of the Philippines

The official name of the Philippines is **The Republic of the Philippines**. The time difference between the Philippines and Korea is 1 hour, and the Philippines is 1 hour behind Korea.

- Capital: Manila (City of Manila)
- Languages: Filipino (Tagalog), English (common), and local indigenous languages
- Land area: 300,179 square kilometers (about three times larger than that of Korea)
- Number of islands: 7,641 (as of 2021)
- Currency: Peso (PESO, written in PHP)
- Time difference: GMT +8
- Ethnicity: Most of the Malays are of mixed Chinese, Spanish, and American ancestry.
- Population: 109,035,343 (Philippine National Statistical Office/2020 Census)
- Population ranking by country: 13th

# Philippine Weather

Climate of the Philippines



## Monthly Weather

December to February

- It is the best time to visit the Philippines because of the weather in early summer in Korea. The average temperature is 24-30 degrees. The temperature is relatively low and it rarely rains, it's best for various activities.

March to May

- It is the hottest summer season. Rainfall is rare, but the high daytime temperatures make it a good idea to plan a trip that focuses on indoor activities.

June to November

- In June, the sky gradually becomes cloudy and the rainy season begins. It is rather hot and humid, but it is rare that it rains for a long time like the rainy season in Korea. It rains for 1-2 hours at least once a day.

구분	12~2월	3~5월	6~8월	9~11월
강우량	건기		우기	
온도	저온	고온		
계절	저온건조	고온건조	우기	

# Philippine Currency

## Monetary Unit



## Philippine Currency

The Philippine currency unit is the Peso (PESO), expressed in ₱ or PHP.

- Banknotes: 1,000 pesos, 500 pesos, 200 pesos, 100 pesos, 50 pesos, 20 pesos
- Coin: 20 pesos, 10 pesos, 5 pesos, 1 peso, 25 centavos, 10 centavos, 5 centavos, 1 centavo



## Exchange rate (as of April 22)

1 peso	10 pesos	100 pesos	500 pesos	1,000 pesos
23 won	235 won	2,359 won	11,795 won	23,590 won



# Philippines Currency Exchange

## Currency Exchange



CURRENCY	WE BUY	CURRENCY	WE BUY
U.S. Dollar	49.20	Kuwaiti Dinar	157.00
Japanese Yen	4130	Bahraini Dinar	126.00
Australian Dollar	35.00	Hongkong dollar	6.00
Canadian Dollar	36.00	Taiwan New Dollar	1.30
British Pound	60.20	Saudi Riyal	11.90
Malaysian Ringgit	10.20	Emirati Dirham	12.00
Swiss Franc	47.20	Qatari riyal	12.00
Thai Baht	1.27	Chinese Yuan RMB	6.60
Singapore dollar	33.60	Euro	50.20
Bruneian dollar	33.60	South Korean Won	.0350

## How to exchange money

In the Philippines, you don't need to go to a bank, but you can easily find money changers from airports to hotels, shopping malls, and even all over the streets.

The best way to exchange money is to exchange US Dollars (USD) in Korea and then convert US Dollars back to Philippine Pesos in the Philippines.

You can bring in up to \$10,000, and you can exchange dollars for pesos at almost any exchange office. Among them, the 100-dollar bill has the most favorable exchange rate.

Old dollars (especially 1996 dollars) and crumpled or damaged dollars may be denied exchange, so please exchange your long-held dollars at a domestic bank in advance.

There is a schedule to exchange money at the shopping mall on the first day after arriving at the school.

# Philippine Credit Card

## Credit Card



## Cash Withdrawal

---

Credit and debit cards bearing the VISA, Master, Maestro, PLUS, and Cirrus logos can be withdrawn at local ATMs in the Philippines.

However, please be sure to check with the relevant bank before departure whether overseas credit card use and cash withdrawal are approved according to your personal settings.

It varies depending on the local bank in the Philippines, but the daily withdrawal limit is 10,000 pesos (about 236,000 won, as of April 22).

The withdrawal fee is 200 pesos per time (about 4,700 won, as of April 22), which is not cheap.

## Credit Card Payment

---

Credit cards are accepted at large shopping malls and restaurants.

However, it is recommended to always carry cash with you as payment may be difficult depending on whether the card company is affiliated or not.

# Philippine Customs Regulations

## Bringing Currency into the Philippines



## Foreign Currency Import Regulations

---

The Philippine government has strict control over the peso currency. Therefore, all travelers are not allowed to bring in or take out more than 50,000 pesos.

The Philippine foreign currency import rule is 50,000 pesos, but you can bring in up to 10,000 dollars.

## Tourist Tax Exemption Coverage

---

The duty-free range for travelers is 10,000 pesos (about 200 U.S. dollars). Even if the price of cigarettes, alcohol, and perfumes is less than 10,000 pesos, the amount of duty-free imports is limited as follows.

In addition, even if it is a purchased item in duty-free, it is recommended to remove the duty-free plastic and wrapping paper before entering.

- Cigarettes: 1 carton (200 cigarettes)
- Wine/Liquor: 2 bottles (1.5 liters or less)
- Perfume: Permitted within the scope of personal use



# Philippine Visa

## Visa Information



As of April 22, 2022, the Philippine government allows a 30-day non-visa stay only to vaccinated persons if they wish to enter the country for tourism if they hold a valid passport and a round-trip ticket.

## Payment Method

---

Visa extensions for those who have been studying for more than 30 days can apply for individual or studying with family after arriving in the country. The school will handle it for you according to the schedule.

## ACR I-CARD

---

It is mandatory for all foreigners who have been staying for more than 59 days with an alien registration card to be issued.

## ECC

---

It is called the Emigration Clearance Certificate. Foreigners staying for more than 6 months must obtain a compulsory issuance.

# Philippine News Agency

Telecommunications company in the Philippines



---

In the Philippines, Smart Communications and Globe Telecom are the most popular mobile companies. The overall quality and recognition are similar, but there are differences in the quality of carriers in different regions. **As of 2022, Globe telecommunication is commonly used around ELSA school area due to its good internet connection.**

## Payment System/Rate Plan

---

There are postpaid plans and prepaid plans in the form of load charging. The deferred payment plan has a complicated process, such as going to a telecommunication company and filling out an application.

It's best to purchase a SIM Card (USIM) and use a prepaid plan that you can use right away. Most students and administrators use prepaid plans.

## How to use

---

In the Philippines, the mobile phone bill is called a load, and you can charge it as much as you need, such as 100 pesos, 300 pesos, or 500 pesos. You can easily purchase it at convenience stores, on the street, or in shopping malls..

# Philippine Transportation

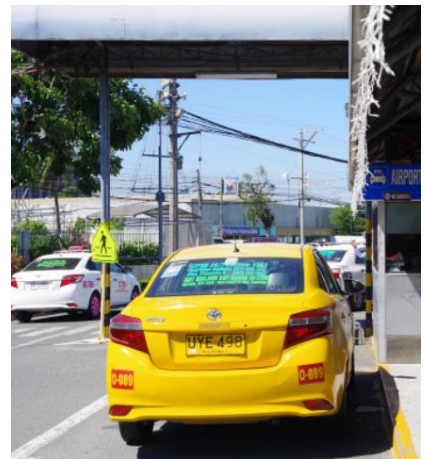
## Transportation

In addition to taxis and buses, there are many other forms of public transportation in the Philippines, including jeepneys, tricycles, pedicabs, FX vans, PNR trains, Habalhabal, and Kalesa.

We will only explain the taxis and jeepneys that you will most likely use locally in Cebu.

### Taxi

In the Philippines, the increasing number of taxis offering GRAB services has freed us from excessive rip-off charges that you may not know. After installing the GRAB app on your phone, enter your origin and destination to check the fee. You can see the driver's personal details and the estimated time of arrival to your destination, so you can use it relatively safely than before.



### Jeepney



It is the most popular means of transportation in the Philippines. The JEEPNEY is a modified vehicle from a military jeep used by the U.S. military by increasing the seats at the back. It may vary by region or distance, but the fare is around 11 pesos. There are jeepneys that can get on and off according to the needs of passengers without fixed stops, and reserved jeepneys



# Philippine Public Holidays

## Holiday

■ As a public holiday in the Philippines in 2022, holidays that affect weekday classes are marked in red.

Please refer to the schedule.

Date	Day	Holiday		Classification
January 1	Sat.	새해 첫 날	New Year's Day	Regular holidays
February 2	Wed.	설날	Chinese New Year	Special non-working days
February 25	Fri.	EDSA 혁명 기념일	EDSA People Power Revolution anniversary	Special non-working days
April 9	Sat.	용사의 날	Araw ng Kagitigan	Regular holidays
April 14	Thu.	성목요일	Maundy Thursday	Regular holidays
April 15	Fri.	성금요일	Good Friday	Regular holidays
April 16	Sat.	부활절	Black Saturday	Special non-working days
May 1	Sun.	근로자의 날	Labor Day	Regular holidays
June 12	Tue.	독립기념일	Independence Day	Regular holidays
August 21	Sun.	니노이 아키노 데이	Ninoy Aquino Day	Special non-working days
August 29	Mon.	영웅의 날	National Heroes Day	Regular holidays
November 1	Tue.	만성절	All Saints' Day	Special non-working days
November 2	Wed.	위령의 날	All Souls' Day	Special working days
November 30	Wed.	보니파시오 데이	Bonifacio Day	Regular holidays
December 8	Thu.	성모마리아 축일	Feast of the Immaculate Conception	Special non-working days
December 24	Sat.	크리스마스 이브	Christmas Eve	Special working days
December 25	Sun.	크리스마스	Christmas Day	Regular holidays
December 30	Fri.	리잘 데이	Rizal Day	Regular holidays
December 31	Sat.	연말	Last day of the year	Special working days



# 02

---

## 연수 준비

- Online Level Test
- Things to note when purchasing a ticket
- Pre-Departure Preparations
- 연수 준비 시 TIP
- Kindergarten, Junior Essentials
- Precautions before boarding
- Precautions after arrival in the Philippines
- Pickup service
- Arrival at ELSA

# Online Level Test

## Online Level Test



### Test schedule and method

---

In principle, the level test should be conducted 4 weeks prior to the arrival of the student in ELSA. **Under the guidance of the school manager, consult with the local school manager through Kakao Talk to schedule a test.** The test is run 1 time for 25 to 50 minutes.

### Selection of Books

---

According to the test result, the final textbook to be studied during the academic period is selected in consultation with the learner or guardian.

### Textbook Change

---

It is possible to change the textbook during the first week of classes.

# Flight Tickets Precautions

## Airline Ticket



## Departure

---

Please double check that the English spelling of the ticket and passport is the same. **If any of the English spellings are incorrect, you will be denied boarding, and it will take a lot of time and money to reissue the ticket.**

**Tickets must be purchased according to the dormitory check-in time.** Check-in time is from Sunday to Monday morning, and if you want to check-in before the check-in time, an additional fee will be charged. However, it may not be possible depending on the dormitory schedule..

Sometimes some people come early with the idea that they will come and adapt in advance. With no formal schedule and limited outings, it's a tedious or uncomfortable time than you might think. **It is best to come with a flight arriving on a Sunday.**



## Arrival

---

The Philippines is open to visa-free tourist entry for up to 30 days, and does not allow all foreigners to enter the country one way. You must purchase a round-trip ticket or a ticket to a third country via the Philippines.

If you are a long-term trainee for more than 30 days, you can purchase a ticket that can be changed on a coming day with a fixed date of 30 days, and then change the ticket to meet your schedule during the training.

The check-out time is until 11 a.m. on Saturday. If you want to check out after this, there will be an additional charge, and it may not be possible depending on the dormitory schedule.

You can leave your luggage at school after the check-out time, so you can go out for a while or wait in the lounge and go to the airport any time you want.

If you are planning to travel after your studies, you may be required to pay for visa extension costs by 1 or 2 days, so please purchase or change your ticket.

### dormitory extra charge

---

Per person: 1,500 Peso/day (including meals and utility bills)



# Pre-Departure Preparations

Be sure to check and be prepared!



## 1. Passport

---

Be sure to check if your passport expires at least 6 months before the arrival date. If the validity period of the passport is short, entry may be refused due to insufficient validity period of the passport.

## 2. Copy of passport

---

Print out a copy of your passport and keep it. Passports are kept by the school during the academic period to prevent loss and to extend the visa.

You can use a photocopy of your passport as your ID.

## 3. Round-trip ticket (E-TICKET)

---

One copy each for personal use and submission to school. Print a total of 2 copies.

The Philippines does not allow one-way entry for all foreigners. Departing within 30 days of arrival

It must be purchased as a round-trip ticket. Please refer to the 'Notes on ticket purchase' page to purchase.

**Hanwha Non-Life Insurance**  
 43, Taejeong-ro, Jung-gu, Seoul 100-792, Korea  
 Tel : +82 2 6346 7000 / Fax : +82 2 755 8006 / www.hwgenerals.com

**CERTIFICATE OF INSURANCE**

This is to certify that the insurer (HANWHA NON-LIFE INSURANCE CO.,LTD) has issued of insurance as indicated belows.

1. The Insured : 226-1\*\*\*\*\*  
 2. Policy No. : FA20147000-1-0000  
 3. Type of Insurance : TRAVEL ABROAD  
 4. Policy Period : From 2015-01-27 00:00 To 2015-02-21 23:00  
 : (Standard Time at Korea)  
 5. Covered risk/Insured Amount

		(Unit : KRW)	
		Coverage	Insured Amount/limit
Accident	Death or Permanent Handicap		200,000,000
	Overseas student's Medical Expenses	Inpatient Hospital Expense	5,000,000
		Outpatient Hospital Expense	250,000
		Prescription Charge	50,000
Sickness	Death		10,000,000
	Overseas student's Medical Expenses	Inpatient Hospital Expense	5,000,000
		Outpatient Hospital Expense	250,000
		Prescription Charge	50,000
LIABILITY		5,000,000	
BAGGAGE		300,000	
EVACUATION/REPATRIATION		5,000,000	
SIC JACKETING		1,400,000	

This certificate is issued as a matter of information only and confer no rights upon the certificate. This certificate does not amend, extend or alter the coverage afforded by the Policy above.

Issued on 2015-01-21

HANWHA NON-LIFE INSURANCE CO., LTD.  
*C.S. Kwon*  
 Authorized Representative

Document Number: 1570-0446-0107-0002 (Application No. 1570-0446-0107-0002)

**Household Register (Resident Register)** This certifies that this household register fully reflects the information in the original resident register.  
 Person in Charge : 2020-01-13 07:05:330-7361

Head of ginhae-si, Gyeongsangnam-do, Korea

Householder	Household Composition Reason and Date	Registration of Household
Address: 100, Y...-ro, G...-si, G...-do, Korea		
		Date of Event/Date of Report Reason for Change
No. Relationship with Householder	Name Korean ID No.	Date of Event/Date of Report Registration Status Reason for Change
1 Self	...	... Move-in
2 Spouse	...	... Move-in
3 Child	...	... Move-in
4 Child	...	Registration of Birth
5 Child	...	Birth

Head of ginhae-si, Gyeongsangnam-do, Korea

\*The certificate was issued on the Internet, e-application (Minwon2@minwon.go.kr) confirmed the document's issuing a confirmation number, or page through the menu bar at the bottom of the page content above, please check whether the regulation. However, the confirmation page with a confirmation number is available 90 days from the date of issuance.

## 4. Traveler's Insurance Certificate

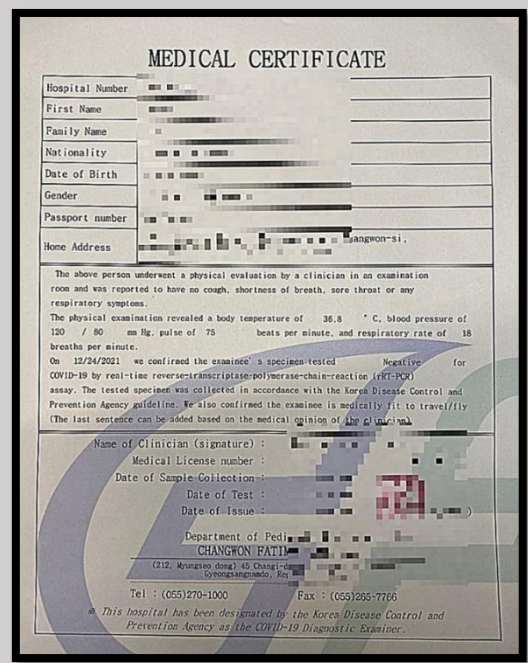
After you purchase travel insurance, print out your insurance policy in English and keep it.

As of April 22, the Philippine government is recommending travel insurance for foreigners that covers at least US\$35,000 in treatment for corona during their stay in the Philippines.

If you do not have travel insurance, you will not be able to enroll due to the school's regulations.

## 5. Certified copy of resident registration (in English, when accompanied by children under the age of 15)

If you come with a child under the age of 15, you will be required to submit an English resident registration copy during the immigration, so please get it issued on the Internet or at the community center in advance.



## 6. Certificate of COVID-19 Vaccination

Please prepare an English vaccination certificate.

It can be issued at the 'Vaccination Helper of the Korea Centers for Disease Control and Prevention' <https://nip.kdca.go.kr>.

※ Minors under the age of 12 are exempted if accompanied by their parents.

## 7. COVID-19 Negative Confirmation

Based on departure time, RT-PCR negative confirmation test within 48 hours or negative confirmation certificate received through antigen test within 24 hours (48 hours, not issued within 24 hours.) It can be issued at the hospital where the test was performed, and it is exempted in the following cases.

※ Exemption

1. Those who are 18 years of age or older and have completed the 3rd dose (2nd dose in the case of Janssen)
2. Those aged 12-17 years of age who have completed the second vaccination (in the case of Janssen, those who received the first vaccination)
3. Under 12 years of age (if the accompanying guardian is the third vaccinated person)





WATCH INSTRUCTIONAL VIDEOS HERE



My Profile



Register



WTTC GS 2022



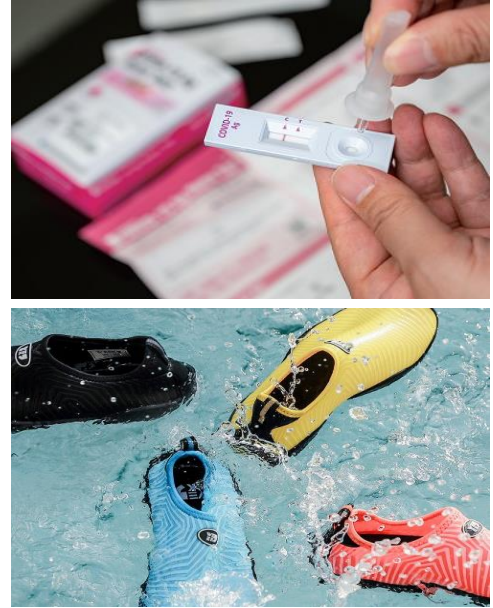
e-HDC



## 8. One Health Pass Registration

---

- This is COVID-19 Philippine electronic quarantine report
- Children under the age of 12 who do not require a certificate of corona vaccination may also have a One Health Pass. Registration is mandatory.
- You cannot register in advance, and you can register up to 3 days before the departure date.
- There is a procedure to attach the vaccination certificate and PCR negative confirmation when registering, so you must register after receiving the certificate.
- After registration, you can capture the generated QR code and keep it.
- The registration method is covered in the 'Fill out various forms' section below.



## 10. Mask (General & Transparent)

---

Please spare a regular mask for everyday use. It can also be purchased locally in the Philippines, but the price ratio is not good.

Also, please bring a transparent mask for your class.

It is essential to wear a transparent mask to improve learning ability in class.

There are also studies showing that the presence or absence of exposure to the shape of the mouth has a significant difference in language learning ability and emotional and intellectual development.

## 11. Self-Diagnostic Kit

---

Self-examination is compulsory according to school regulations when you suspect corona symptoms.

Please prepare 3 or more per person. Buying locally is quite expensive.

## 12. Aqua Shoes

---

Children are often injured when using the school swimming pool and outdoor beach barefoot.

Be sure to bring aqua shoes and be prepared to avoid injury.

# Preparing for school tip

Good to know!



## Clothing

---

It is a hot region, so it is recommended to bring plenty of underwear and towels. It's not always hot in the Philippines. Besides, the air conditioner is always on during class, so it can be cold depending on the individual, so you should bring long clothes, tops and bottoms, and thin jumpers or cardigans.

## Umbrella

---

Whether it's dry or rainy season, an umbrella is essential for scorching rain. Umbrellas sold locally are of poor quality, so please bring a sturdy umbrella from Korea.

## Emergency medicine

---

Please bring mosquito repellent, insect bite remedy, cold medicine, painkiller, fever reducer, headache medicine, digestive medicine, laxative medicine, wound medicine, bandage, motion sickness medicine, etc.

## Adapter

---

The electrical voltage in the Philippines is 220V, the same as that of Korea, but there are some places that use a figure 11 type plug, so it is convenient to bring a travel multi-adapter.

# 유치원, 관리형 주니어 필수품

Kinder & Junior



## Kindergarten essentials

---

- Water bottle – Please bring your own water bottle for use in kindergarten.
- Socks – Make sure to wear socks in kindergarten. Please prepare enough.

## 관리형 주니어 필수 준비물

---

- Wrist Watch– to prevent excessive cell phone use. When you do not have a cell phone, make sure to bring your watch so that there is no disruption during class and keep track of time.

• 이어폰 – 타인의 휴식 및 학습에 방해되는 요인을 없애고자 **기숙사 내에서는**

**반드시 이어폰을 사용**하도록 규정되어 있습니다.



# Precautions Before Boarding a Plane

Before boarding the plane



## Airport Arrival Time

---

It is recommended that you arrive 3 hours before departure for a safe airport departure process.

## Check required documents

---

Upon arrival in the Philippines, you must re-check the required documents required for immigration screening (such as your upcoming flight ticket, travel insurance policy, a certified copy of your resident registration, vaccination certificate, PCR negative confirmation, etc. and be sure to take it on board.

## Boarding pass and baggage tag

---

Please keep your boarding pass and baggage claim tag with your flight ticket in case of an accident after you arrive at the local airport in the Philippines and receive all your luggage.

## Flight schedule changes, delays, etc.

---

In the event of a sudden change in flight schedule, delay in flight departure, or failure to board the flight, please contact the agent or school immediately.

# Precautions upon arrival at Philippine Airport

Arriving at Philippine Airport



## Before you get off the plane

---

Make sure you don't have anything left on board. After passing through the immigration control, it is quite difficult to find the items that you have left.

## Immigration Checkpoint

---

Just submit your passport, immigration form, E-TICKET, etc. to the immigration officer.

If the immigration officer asks you for the purpose of your entry, be sure to say 'Tour'.

If you come here with a 59-day entry visa

- If the officer fails to obtain a 59-day visa and stamps the visa-free entry permit, the 59-day visa will be invalid, so if you enter the country on a 59-day visa, you must open the 59-day visa field and show it to the officer.

# Pick-up Service

## Pick-up Service



### 픽업 담당자 찾기

---

- After passing through the last customs, step outside and find the signboard in the photo above.
- They always stand on the right side waiting for you, so go out to the right and find them.
- When you meet with the pick-up agent, please show a copy of your passport to verify your identity.
- Board your pre-assigned vehicle and proceed to school. Travel time is approximately 30 minutes.

### Pickup emergency contact

---

- Manage Seo Seongyoon KakaoTalk ID : tjtjddb45
- Director Martin KakaoID : elsa\_martin

# Arrival at ELSA



## Things to do after arriving at ELSA

---

- In the school lobby, you will be directed to the dormitory by the manager and staff.
- Please take enough rest to adjust to the jet lag and prepare for the official schedule.
- You need to read the ELSA Guidebook, which contains all the details of school life, so that you can have a comfortable school life.
- Take a walk around the school and check out the school's facilities.
- Make a note of what to buy at the shopping mall on the first day of the official schedule.
- Please choose an English name for yourself and your family and let us know on the first day of the official schedule.
- On the weekend of arrival, credit is available at the school cafeteria. Please feel free to use it.

## Mobile Phone Internet

---

- WIFI internet is available in the school lobby and canteen.
- The telecommunication seller is happy to help you purchase and set your SIM on the first day of the official schedule, and Globe Telecommunication is commonly used.





# 03

---

## Filling out various forms

- Immigration form
- Customs Declaration
- OneHealth Pass

# Philippines Immigration Form



PASSPORT / TRAVEL DOCUMENT NUMBER / 護照號 / パスポート番号 / 여권 번호

01 여권번호

LAST NAME / 姓 / 苗字 / 성

02 성

FIRST NAME / 名字 / ファーストネーム / 이름

03 이름

MIDDLE NAME / 中間名字 / ミドルネーム / 중간 이름

04

DATE OF BIRTH (MM-DD-YYYY) / 出生日期 / お誕生日 / 생일

05 생년월일

NATIONALITY / 國籍 / 国籍 / 국적

06 국적

GENDER / 性別 / 性別 / 성별

07  MALE 男 / 男性 / 남성  FEMALE 女 / 女性 / 여자

ADDRESS ABROAD / HOTEL (NO., STREET, TOWN / CITY STATE / COUNTRY, ZIP CODE) / 國外地址 / 住所日本 / 해외 주소

08 한국 주소

ADDRESS IN THE PHILIPPINES (NO., STREET, TOWN / CITY, PROVINCE) / 地點在菲律賓 / フィリピン住所 / 필리핀 주소

09 필리핀 내 체류 주소 **ELSA RESORT, 460 ESTACA, COMPOSTELA**

CONTACT NUMBER AND / OR EMAIL ADDRESS / 電話 / 連絡先番号 / 연락 전화 번호 電子郵件 / Eメール / 이메일

10 전화번호 또는 이메일주소

OCCUPATION / 佔用 / 職業 / 직업

11 직업

PERSONAL I.D. NUMBER / 鑑定號 / 個人ID番号 / 개인 ID 번호

12

FLIGHT / VOYAGE NUMBER / 航班 / フライト / 비행

13 항공편명

PORT OF EXIT / 出離處 / 出口 / 승구의 항구

14

ACR I-CARD NUMBER / 居民卡號 / ACRICARD番号 / ACRICARD 번호

15

PRIMARY PURPOSE OF TRAVEL / 旅遊目的 / 旅行の目的 / 여행 목적

16  PLEASURE/VACATION / 休閒 / バケーション / 휴가  
 CONVENTION/CONFERENCE / 會議 / 會議 / 회의  
 EDUCATION/TRAINING 教學/訓練 / 教育 / 트레이닝 / 교육 / 훈련  
 OFFICIAL MISSION / 官方使命 / 公式ミッション / 공식 미션  
 HEALTH/MEDICAL / 醫 / 医療 / 의료  
 BUSINESS/PROFESSIONAL / 職業 / ビジネス / 사업  
 RETURNING RESIDENT/BALIKBAYAN 回國居民 / 歸國者 / 귀국객 주민  
 WORK EMPLOYMENT/僱用 / 雇用 / 고용  
 OVERSEAS FILIPINO WORKER (OFW)  
 RELIGION/PILGRIMAGE / 宗教 / 宗教 / 종교  
 OTHERS / 其它 / その他 / 다른 사람

SIGNATURE / 簽名 / 署名 / 서명

17 서명

DATE OF ARRIVAL / 日期到達 / 到着日 / 도착일

18 필리핀 도착일

# 필리핀 세관신고서

1

Welcome to the Philippines!



THE REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

CUSTOMS BAGGAGE  
DECLARATION FORM  
BOC Form No. 117



Each arriving Traveler and Crew must fill-out a Customs Baggage Declaration Form. Only one (1) declaration is required per family. The term "family" refers to members of a family who are related by blood, marriage or adoption arriving on the same flight. Kindly declare all goods purchased or acquired abroad as prescribed by laws and regulations.

Personal Information

Surname **성** Gender **성별**

First Name **이름** Birthdate **생년월일**

Middle Name \_\_\_\_\_ Citizenship **국적**

Address in the Philippines **필리핀 체류 주소** **ELSA RESORT, 460 ESTACA COMPOSTELA**

Travel Doc. No. (Passport No.) **여권번호** Place Issued **여권 발행국** Date Issued **여권 발행일**

Date of Last Departure from the Philippines **최근 필리핀 출국일**

Country of Origin **출발지** Date of Arrival **도착일**

Flight No. **항공편명** Vessel Name/ Voyage No. \_\_\_\_\_

No. of Accompanying Members of the Family **동반자 수** Contact No. **전화번호**

No. of Baggage: Checked-in \_\_\_\_\_ pcs. Hand-carried \_\_\_\_\_ pcs.  
**위탁수하물 개수** **기내수하물 개수**

..... **여행자 유형** ..... Type of Traveler .....

Filipino:  OFW  Resident  Non-resident

On-Board Courier  Non-Filipino  Diplomat  Crew

..... **여행목적** ..... Purpose of Travel .....

Business  Vacation  Study Others: \_\_\_\_\_

I HEREBY CERTIFY UNDER PAIN OF FALSIFICATION THAT THIS DECLARATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

**서명**

SIGNATURE OVER PRINTED NAME

DATE ACCOMPLISHED: **날짜 (월/일/년)**  
M M D D Y Y Y Y



..... General Declaration .....

Total amount of goods purchased and/or acquired abroad?

Philippine Peso **해외(면세점)에서 구입/취득한 물품의 총액**

**!** 해당되는 물품을 가지고 있을 때만 Yes에 체크하세요!  
(Please tick appropriate box)

- |                                                                                                                                                                                                                                                                                             | YES                      | NO                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| 1. 50,000페소 이상의 필리핀 페소 Monetary Instrument in excess of 10,000.00 or its equivalent, (i.e. Check, Bank Draft, etc.); (If YES, please submit the original copy of prior authorization from the Bangko Sentral ng Pilipinas at the Bureau of Customs Arrival Area)                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. 10,000달러 이상이 미국 달러 Monetary Instrument in excess of 10,000.00 or its equivalent, (i.e. Check, Bank Draft, etc.); (If YES, please fill-up the Foreign Currency and Other Foreign Exchange-Denominated Bearer Monetary Instruments Declaration Form at the Bureau of Customs Arrival Area) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. 알코올 또는 담배 제품;                                                                                                                                                                                                                                                                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Weapons such as explosives, firearms, ammunitions, WMDs; (If YES, please submit the necessary clearance from Firearms and Explosives Office, Philippine National Police)                                                                                                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. 도박용품 paraphernalia;                                                                                                                                                                                                                                                                      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. 마리화나, 코카인, 헤로인 등 마약류;                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. 필리핀 정부에 반하는 반역, 반란 등을 지지하는 물품;                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. 낙태용품 paraphernalia;                                                                                                                                                                                                                                                                      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Any goods manufactured in whole or in part of gold, silver or other precious metals, the fineness or purity mark does not indicate the actual fineness of quality of the metals or alloys;                                                                                               | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. 반입이 금지된 농축산물 live animal(s) and their by-product(s) (i.e. meat, eggs, etc), marine and aquatic product(s), plant(s) and/or their by-product(s); (If YES, please submit the import permit, clearance and/or phytosanitary certificate)                                                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. 불법약품, 불량식품 food or drugs;                                                                                                                                                                                                                                                               | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12. 위조품(가방, 신발 등) shoes, etc);                                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 13. 위에 언급되지 않은 금지 물품;                                                                                                                                                                                                                                                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14. 상업적 수량의 물품 quantity (If YES, please accomplish the Customs Declaration Form)                                                                                                                                                                                                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**WARNING: Offenses that may result to the forfeiture of the goods and/or imposition of penalties and/or criminal prosecution of the offender:**

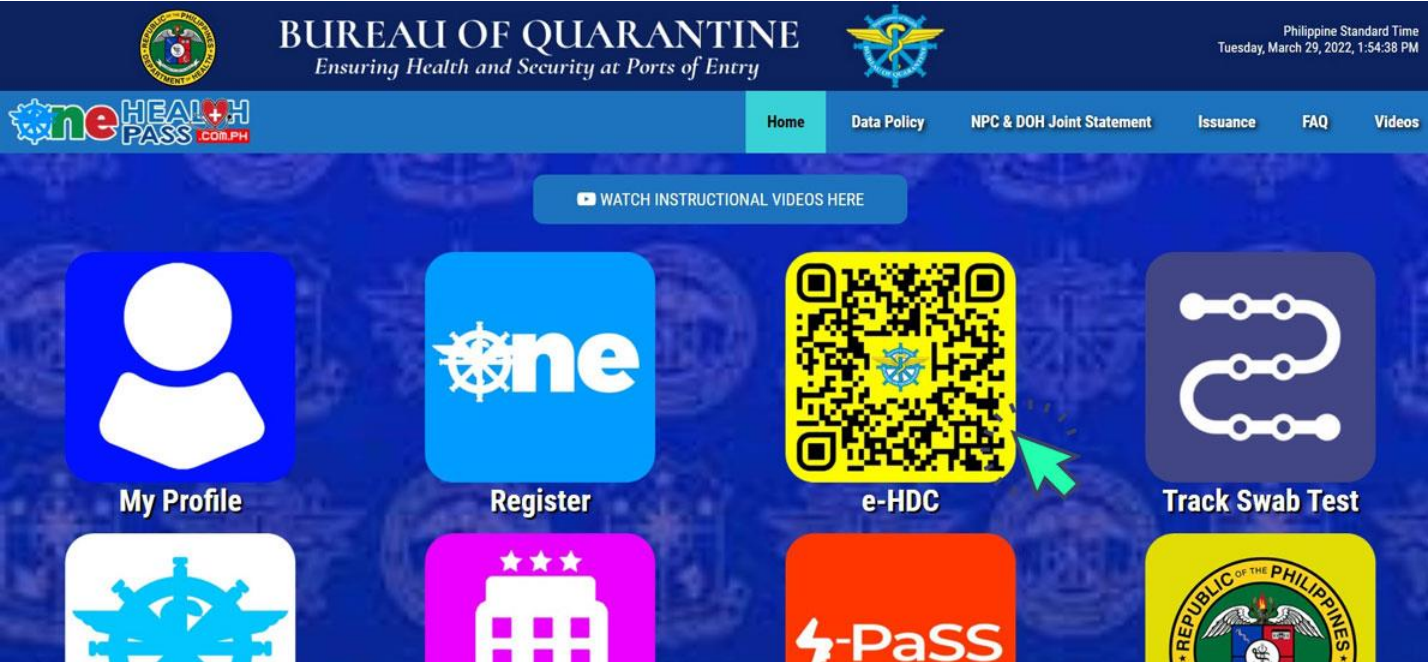
1. Bringing in of PROHIBITED or RESTRICTED GOODS under Section 118 and 119 of the CMTA;
2. Bringing in of REGULATED GOODS in excess of the allowable limits without the necessary import permit under Section 117 of the CMTA;
3. Resistance and disobedience to a Customs Officer under Article 151 of the Revised Penal Code of the Philippines; and
4. Making any false or misleading statements to a Customs Officer.

I HEREBY CERTIFY UNDER PAIN OF FALSIFICATION THAT THIS DECLARATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

**서명**  
SIGNATURE OVER PRINTED NAME  
DATE ACCOMPLISHED: **작성일**  
M M D D Y Y Y Y



# One Health Pass



## What is One Health Pass?

One Health Pass is an electronic Health Declaration Card (e-HDC) that must be filled out before entering the Philippines. This is to fill out the paper health status check online in advance, which was given to you by the flight attendant after boarding the plane.

Category	Time to register	Remarks
After registering for One Health Pass barcode generation	Registration is possible within 48 hours of departure time	Vaccination certificate and negative confirmation image upload required barcodes are automatically issued immediately after registration

◆ All immigrants, including minors under the age of 12, must fill out a one-health pass.

- ◆ The One Health Pass barcode is still required after you arrive in the Philippines, but you can also find it at the airline's counter at the airport. Be prepared before you go to the check-in counter.
- ◆ If you have completed Step 2 (Health Declaration Checklist Registration), you can board the aircraft with just a barcode.

## How to create a one-health pass

- e-HDC stand for Electronic Health Declaration Card
- You will need to register an image of your vaccination certificate and voice confirmation as an attachment. After you have received your voice confirmation, please register your One Health Pass.
- All entries in the One Health Pass must be written in English, and the areas marked with an asterisk (\*) in red must be entered in order to be able to register.

### STEP 1. Access the OneHealthPass site

<https://onehealthpass.com.ph/>

### STEP 2. Click the Register button

The screenshot displays the website header for the Bureau of Quarantine, featuring the organization's logo and tagline "Ensuring Health and Security at Ports of Entry". A navigation bar includes links for Home, Data Policy, NPC & DOH Joint Statement, Issuance, FAQ, and Videos. The main content area has a blue background with a pattern of circular icons. A red dashed circle highlights the "Register" button, which is a blue square with the "one" logo. Other visible buttons include "My Profile" (a white person icon on a blue background), "WTTC GS 2022" (a dark blue square with white text), and "e-HDC" (a yellow square with a QR code). A banner above the buttons says "WATCH INSTRUCTIONAL VIDEOS HERE".

## STEP 3. Watch the instructional video

- Along with the announcement, be sure to watch a video of the One Health Pass creation guide.
- When the video is finished playing, press the SKIP & NEXT button.

## STEP 4. TRAVEL DETAILS input

When are you departure going to the Philippines?  
(Please indicate the date of your departure) \*

05/06/2022

필리핀 출발일

When are you arriving in the Philippines?  
(Please indicate the date of your arrival in the Philippines) \*

05/06/2022

필리핀 도착일

Select type of port of entry (POE) in the Philippines  
(Piliin kung saan kayo darating sa Pilipinas) \*

- AIRPORT (Paliparan)  
 SEAPORT (Pantalan)

Airport/Seaport of Arrival \*

CEBU

도착 공항(터미널)

Arriving as passenger or crew? \*

- AIRCRAFT PASSENGER  
 FLIGHT CREW

Passport Type \*

- NON-PHILIPPINE PASSPORT HOLDER  
 PHILIPPINE PASSPORT HOLDER

Classification \*

- FOREIGN NATIONAL  
 FORMER PHILIPPINE NATIONAL

Have you been vaccinated for COVID-19?

- YES  
 NO

백신접종 여부

Vaccination Card \*

- WHO ICV  
 NATIONAL VACCINE CARD  
 PHILIPPINE VAXCERTPH

한국에서 백신 접종을 한 경우

백신접종증명서의 종류

Country where vaccinated \*

SOUTH KOREA

백신접종 장소(국가)

NEXT

# STEP 5. REGISTRATION PLATFORM 입력

## PERSONAL PROFILE

Last Name * <b>성</b>	First Name * <b>이름</b>	Middle Name ENTER MIDDLE NAME	Suffix SELECT SUFFIX
Birthdate * <b>생년월일</b>	Age	Sex * <b>남자/여자</b>	Civil Status * <b>혼인상태</b>
Philhealth No. ENTER PHILHEALTH NUMBER	Passport Number * <b>여권번호</b>	Contact No. * <b>전화번호</b>	Nationality * <b>국적</b>
Occupation * <b>직업</b>			Email * <b>이메일</b>

## RESIDENCE DETAILS (This address will be used for your BOQ Certificate)

Reminder: This address must be your address where you will go home and continue your quarantine period.  
Paalala: Ang address na ito ay dapat na iyong address kung saan uuwi ka upang ipagpatuloy ang iyong quarantine period.

Destination upon arrival in the Philippines? \*

RESIDENCE  HOTEL/RESORT/TOURIST DESTINATION

Name of Hotel \*  
**호텔명** **ELSA RESORT**

Province \*  
**CEBU**

Municipality/City \*  
**COMPOSTELSA**

Barangay  
**ESTACA**

## TRAVEL DETAILS

### TRAVEL ITINERARY

Country/Territory of Port of Exit \*  
**SOUTH KOREA**

Airline Name \*  
**항공사**  
PHILIPPINE AIRLINES

Flight Number \*  
**항공편명**

Others (Specify) Flight No.  
ENTER FLIGHT NO

Date of Departure \*  
**출발일**

Date of Arrival in the Philippines \*  
**도착일**

Seat/Bed No.  
ENTER NO.

### TYPE OF TRAVELER

For FOREIGN NATIONAL \* **여행자 타입 선택**  
**HOLIDAY/PLEASURE/VACATION**

Others (Please specify.)  
OTHERS

Purpose of Travel \* **필리핀 입국 목적**  
**VACATION**

Address Abroad \* **한국 주소**  
50, SEOSOMUN-RO 11-GIL, JUNG-GU, SEOUL, REPUBLIC OF KOREA

## VACCINE INFORMATION

Have you been vaccinated for COVID-19? \*  
 YES  NO

FIRST DOSE  
 YES  NO

Date of 1st Dose \*  
**1차 백신접종일**

Name of Vaccine \*  
SELECT VACCINE NAME  
SELECT VACCINE NAME  
BIONTECH, PFIZER **화이자-바이오엔텍**  
CONVIDECIA (CANSINO BIOLOGICS)  
COVAXIN (BHARAT BIOTECH) **비라트 바이오테크 코백신**  
EPIVACCORONA (VECTOR INSTITUTE)  
JANSSEN COVID-19 VACCINE (JOHNSON & JOHNSON) **존슨앤존슨 안센**  
MODERNA COVID-19 VACCINE (SPIKEVAX) **모더나**  
NOVAVAX **노바백스**  
OTHER TYPE OF VACCINE  
OXFORD-ASTRAZENECA COVID-19 VACCINE (VAXZEVRIA, COVISHIELD)  
PFIZER-BIONTECH COVID-19 VACCINE (COMIRNATY) **아스트라제네카**  
SINOPHARM (BBIBP-CORV / WIBP-CORV) **시노팜(베이징주)**  
SINOVAC (CORONAVAC) **시노백 코로나백**  
SPUTNIK LIGHT  
SPUTNIK V COVID-19 VACCINE

SECOND DOSE  
 YES  NO

Date of 2nd Dose \*  
**2차 백신접종일**

Upload Vaccine Card/Certificate \*  
파일 선택 **백신접종증명서.JPG**  
(PDF/JPEG/JPG/PNG)



NOTE: Only verifiable vaccination card from countries listed below are accepted as per IATF Resolutions.

• Albania • Argentina • Armenia • Australia • Austria • Azerbaijan • Bahrain • Bangladesh • Belgium • Brazil • British Virgin Island • Brunei Darussalam • Bulgaria • Cambodia • Canada • Chile • Colombia • Croatia • Cyprus • Czech Republic • Denmark • Ecuador • Egypt • Estonia • France • Georgia • Germany • Greece • Hong Kong SAR • India • Indonesia • Iraq • Ireland • Iran • Israel • Italy • Japan • Kazakhstan • Kuwait • Macau SAR • Malaysia • Maldives • Malta • Mexico • Monaco • Myanmar • Nepal • New Zealand • Oman • Palau • Panama • Papua New Guinea • Peru • Portugal • Qatar • Republic of Korea • Romania • Samoa • Singapore • Slovakia • Slovenia • Spain • Sri Lanka • Switzerland • Syria • Taiwan • Thailand • The Netherlands • Timor Leste • Tunisia • Turkey • United Arab Emirates • United Kingdom • United States of America • Uruguay • Vietnam

## COVID-19 RT-PCR/ANTIGEN TEST RESULT

Do you have negative RT-PCR Test Result taken within 48 hours or Antigen Test taken within 24 hours before your scheduled departure? \*  
YES  NO

RT-PCR/Antigen Test Result \*

Date of Swab \* **검사일**

파일 선택 음성확인서.PNG

05/04/2022

(PDF/JPEG/JPG/PNG)

## TESTING PROTOCOL (IN CASE COVID-19 TESTING IS REQUIRED)

Testing Laboratory (In Alphabetical Order) \* **코로나19 검사가 필요한 경우 이용할 검사소 (임의로 선택)**

PHILIPPINE AIRPORT DIAGNOSTIC LABORATORY

## COUNTRIES TRAVELED

Country(ies) worked, visited and transited in the last 30 days: **최근 30일 동안 방문했던 국가가 있는 경우에만 선택**

Country 1

Country 2

Country 3

Country 4

SELECT COUNTRY

SELECT COUNTRY

SELECT COUNTRY

SELECT COUNTRY

## DATA PRIVACY AND AFFIDAVIT OF UNDERTAKING

I, under oath, depose and say; THAT: (Ako ay nanunumpa at nagsasabi: NA.)

1. The information given in this form is true, complete, and accurate. I am fully aware that I can be held criminally liable for any misdeclaration, or intentional omission made herein, pursuant to Republic Act No. 11332 or the "Mandatory Reporting of Notifiable Diseases and Health Events of Public Concern Act" and other applicable laws and regulations.

(Nauunawaan ko na kailangan kong magbigay ng tama at totoong impormasyon batay sa aking nalalaman. Alam kong maaari akong makasuhang kriminal sa pagbigay ng mali o hindi tamang impormasyon, ayon sa Republic Act No. 11332 o ang "Mandatory Reporting of Notifiable Diseases and Health Events of Public Concern Act" at iba pang mga naayong batas at regulasyon.)

2. I authorize **Department of Health (DOH) / Bureau of Quarantine (BOQ)**, to collect and process the data indicated herein for the purpose of effecting control of the CoVID-19 infection and for advance information arrival purposes. I understand that my personal information is protected by R.A. 10173, Data Privacy Act of 2012, and that I am required by Republic Act No. 11332 or the Mandatory Reporting of Notifiable Diseases and Health Events of Public Concern Act, to provide truthful information. Before registering, please read the full text of our [Privacy Notice here](#).

(Sa kanilang pinahintulatan Department of Health (DOH) / Bureau of Quarantine (BOQ), na kolektahin at iproseso ang datos na ipinahiwatig dito para sa hangarin na mapanatili ang kontrol ng impeksyon sa CoVID-19. Naintindihan ko na ang aking personal na impormasyon ay protektado ng R.A. 10173, Data Privacy Act ng 2012, at obligado ako ng Republic Act No. 11332 o ang Mandatory Reporting of Notifiable Diseases and Health Events of Public Concern Act, upang magbigay totoong impormasyon.) Bago magparehistro, mangyaring basahin ang buong salaysay ng aming [Privacy Notice](#) dito.

3. If required, I will stay in the hotel I indicated which is an accredited quarantine facility by the Department of Tourism (DOT) and Bureau of Quarantine (BOQ). As consequence of the ongoing COVID-19 pandemic and the mandatory health and safety protocols of the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF-MEID), I hereby voluntarily submit myself to verification of my COVID-19 vaccination and negative RT-PCR test result. And when these cannot be independently verified or found to be unacceptable, I will voluntarily submit to undergo required five (5) days mandatory facility-based quarantine at my assigned quarantine hotel facility; and shall stay therein until I undergo mandatory RT-PCR Test on the 5th day of quarantine and when my Quarantine Certificate has been issued to me by the Bureau of Quarantine upon the release of my negative RT-PCR test result.

I am fully aware that I can be held criminally liable for any failure on my part to observe the mandatory quarantine and RT-PCR testing requirements, if required, pursuant to the provisions of Section 9 (b), (d), and (e) of the Republic Act No. 11332 or the "Mandatory Reporting of Notifiable Diseases and Health Events of Public Concern Act" and other applicable laws and regulations.

(Kung kailangan, Mananatili ako sa hotel na aprobado at accredited na quarantine na pasilidad ng Department of Tourism (DOT) at ng Bureau of Quarantine (BOQ). Bilang tugon sa kasalukuyang pandemya ng COVID-19 at mandatory proteksyon sa kalusugan at kaligtasan na pinatutupad ng Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF-MEID), kusang-loob kong isumite ang aking sarili para sa proseso ng pagpapatunay ng aking vaccination at negative RT-PCR test result. At kung sakaling ito ay hindi katanggap-tanggap, kusang-loob kong isumite ang aking sarili na sumailalim sa kinakailangang limang (5) araw kuwarentena sa aking nakatalagang quarantine hotel; at mananatili doon hanggang sa sumailalim ako ng RT-PCR sa ika-5 araw ng kuwarentena at kapag ang aking Quarantine Certificate ay inisyu sa akin ng Bureau of Quarantine sa paglabas ng aking negatibong resulta ng RT-PCR test.

Alam kong maaari akong makasuhang kriminal sa anumang pagkabigo sa aking bahagi na obserbahan ang ipinag-uutos na quarantine requirement at mga kinakailangan sa pagsusuri ng RT-PCR, kung kailangan, alinsunod sa mga probisyon ng Seksyon 9 (b), (d), at (e) ng Republic Act No. 11332 o ang "Mandatory Reporting of Notifiable Diseases and Health Events of Public Concern Act" at iba pang mga naaangkop na batas at regulasyon.)

I hereby attest that all the information stated in this application are true and correct based on my personal knowledge. I am fully aware that I can be subject to criminal liability for any misinterpretation of my part. I agree to the terms and conditions stated herein.

## CAPTCHA SECURITY



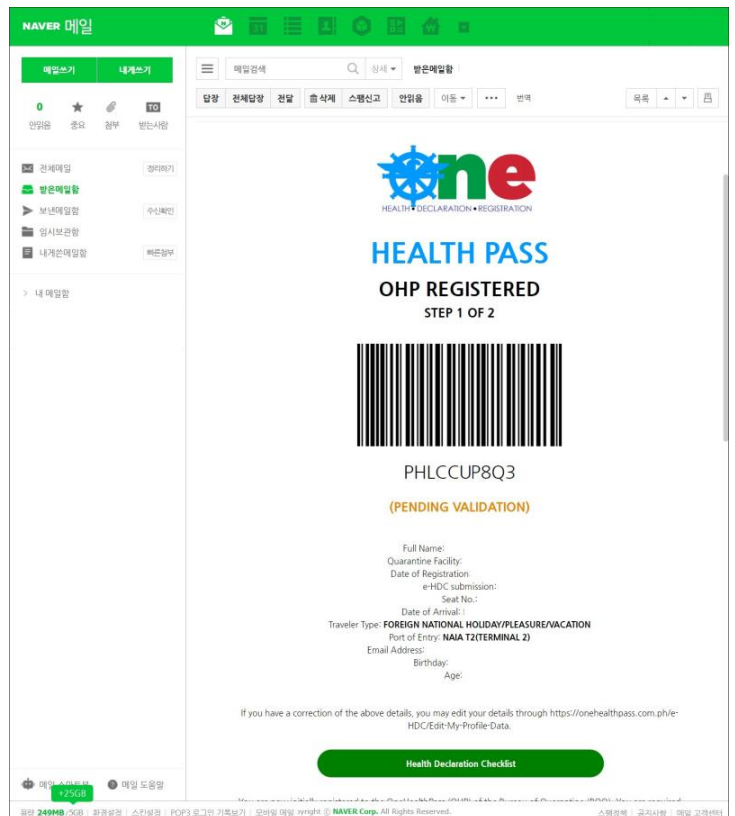
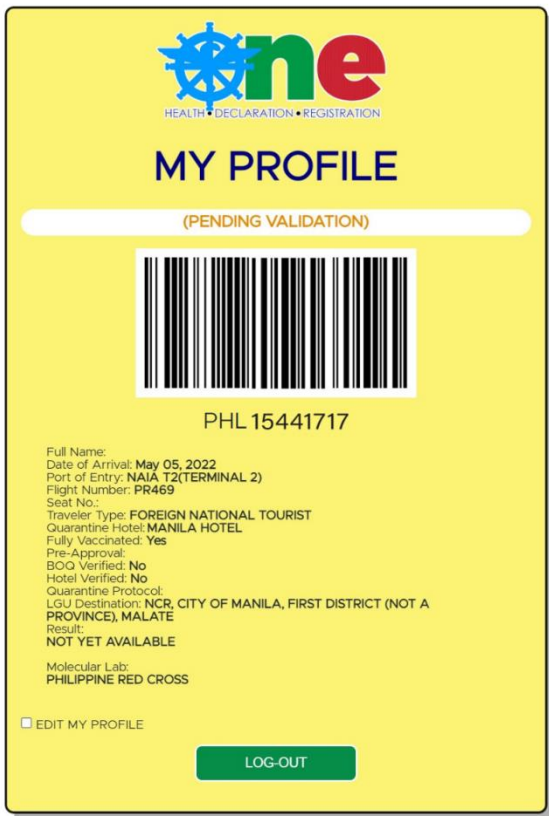
ENTER CAPTCHA \*

보안문자 입력

SUBMIT

## STEP 6. Confirm Barcode Creation

- The number (TRANSACTION NUMBER) shown under the barcode is important. Be sure to save the number that begins with PHL. You can log in to the OneHealthPass site with this number.
- If you look at the bottom of the barcode, there is a green button that says HEALTH DECLARATION CHECKLIST.



## STEP 7. HEALTH DECLARATION CHECKLIST

### HEALTH DECLARATION CHECKLIST PLATFORM

#### PERSONAL PROFILE

Last Name \*  First Name \*  Middle Name  Suffixd

#### EXPOSURE HISTORY

History of exposure to known probable and/or confirmed COVID-19 case 14 days before the onset of signs and symptoms?  
OR Asymptomatic, 14 days before swabbing or specimen collection? \*  
 YES  NO  UNKNOWN

#### CLINICAL INFORMATION

Have you been sick in the past 30 days? \*  
 YES  NO

#### COMORBIDITIES

<input type="checkbox"/> Cancer	암
<input type="checkbox"/> Diabetes	당뇨병
<input type="checkbox"/> Gastrointestinal	위장 소화기 계통의 질병
<input type="checkbox"/> Genito Urinary	비뇨생식기
<input type="checkbox"/> Heart Disease	심장병
<input type="checkbox"/> Hypertension	고혈압
<input type="checkbox"/> Lung Disease	폐질환
<input type="checkbox"/> Neurological Disease	신경질환

Others Comorbidities, specify:



◆ If you have completed this far, the entire process of One Health Pass is complete. Be sure to capture the generated barcode and keep it.





# 04

---

## ELSA Guide

- About ELSA
- About the Private School
- About the ESL School
- University-affiliated ESL Center
- 학사 관리 시스템 (Bachelor's Management System)
- 강사 관리 시스템 (Instructor Management System)
- Facilities



# About ELSA



Elsa currently operates a private school in the Philippines and an ESL Center affiliated with Cebu State University of Technology in Cebu, Philippines.



Currently, about 100 Filipino students have enrolled in the school, and the language school is producing students from all over the world, including Korea, Japan, Taiwan, Vietnam, and China.

It is a resort-type campus with an excellent environment in harmony with nature as it is facing various amenities, a large garden, and the beach on the Philippines' largest site of 15,000 square foot.

2004

Language

ESL Center  
English Learning  
Academy

2014

University Affiliated  
Language School

CTU ESL Center  
Cebu Technological  
University

2020

Private International  
School

ELSA School  
ELSA Interactive  
Learning School

## Overview

School Name	ELSA Interactive Learning School www.elsaschoolcebu.com		
School Name	ELSA International Language School & CTU ESL Center (Cebu State University of Technology Affiliated Language Institute) www.apielsa.com		
Location	460 Estaca Compostela Cebu Philippines 6003		
Permit	학교 면허 ID : 410326 (REGION VII – CENTRAL VISAYAS)		
	SSP 공인 인증 기관, 이민국 허가증 번호 AFFS 2009-206		
Facilities	Swimming pool, garden, beach, canteen, basketball court, badminton court, study room, etc.,		
Year of establishment	Language School 2004, School 2020		
최대정원	Language school 150 students, school 400 students		
Regular Employees	7 Korean managers 2 Japanese managers 2 Taiwanese managers 2 Vietnamese managers 100 Philippine employees	Student Nationality Ratio (As of January 2020)	50% of Koreans 25% of Japanese 15% of Taiwanese 5% of Chinese 5% in Vietnam
Classroom	80 one-on-one ESL classrooms, 12 ESL group classrooms, 2 kindergarten classrooms, 1 kindergarten indoor playground 6 elementary school classrooms, 4 middle school classrooms, 4 high school classrooms, 1 computer lab, 1 science lab		
Dormitory	44 in total (30 rooms for 2 to 3 people, 14 rooms for 4 to 5 people)		



# About the Private School



In 2020, preschool, elementary, junior, and senior high school were officially approved by the Philippine Office of Education, and all educational courses from kindergarten to 12th grade (elementary, middle, and high school) are being operated.

From the 11th year (second year of high school), special courses for university entrance exams are being operated. In particular, the monthly study report through the Shadow Teacher program, which is in charge of managing the academic performance of each grade level, helps parents to closely monitor their children's academic achievement.

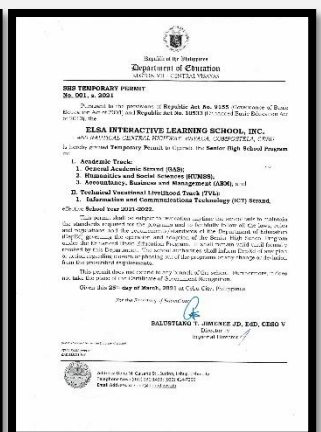
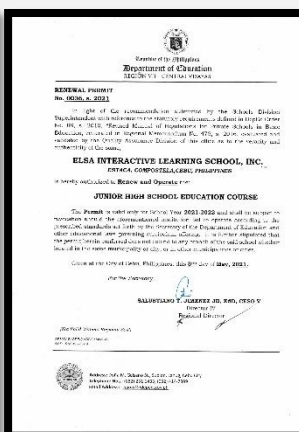
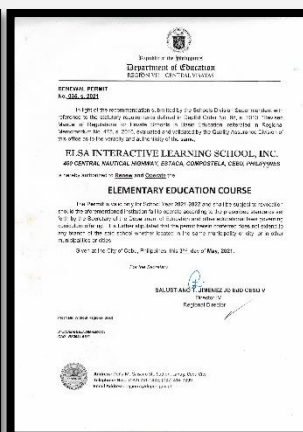
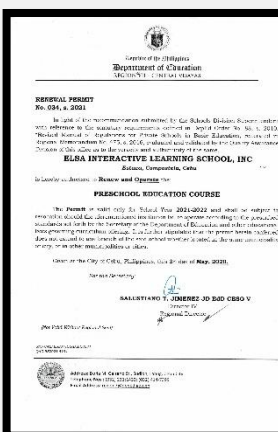
## Permit

Preschool

Elementary

Junior High

Senior High



# About ESL School



## ■ Long Tradition

Established in 2004, the Elsa Language Center (ESL Center) has the most efficient and structured customized curriculum to improve students' English language skills.

The curriculum has been steadily developed for more than 20 years and the various management systems for students and teachers are the pride of ELSA Language School, which no other language school can match.

## ■ First Family Oriented ESL School

It was the first in Cebu to open a family training program, including a kindergarten, and has long been recognized for its excellent curriculum.

## ■ An Environment Specialized for Children

The 15,000-square-foot site is a nature-friendly environment bordered by a large garden and beach, allowing children can run and enjoy nature.

## ■ Safe Living

There is a nurse in campus that provides first aid in case of emergency, as well as more than 6 Korean administrators on campus 24 hours a day, making it safer than anywhere else.



## ■ Best Instructor

Selected through a rigorous selection process, the instructors retain their highest qualities through a variety of seminars and regular weekly training and testing, and the Academic Improvement & Development Team (AIDT), the Instructor Management Training Department, is dedicated to develop the competencies of the instructors.

## ■ Different Nationalities

By interacting with students of various nationalities such as Japanese, Taiwanese, Chinese, and Vietnamese as well as Koreans, you can have an experience to understand each other's culture and to acquire a broad perspective and international sense.

## ■ A trusted formal educational institution

We are collaborating as an affiliated language institute of Cebu State University of Technology (CTU), a public university in the Philippines, and are a regular educational institution that has received official accreditation from the Philippine Immigration Service (SSP) as well as TESDA, the Technical Education and Skills Development Authority under the Philippine Ministry of Education, which is a necessary certificate for the institute.

SSP



TESDA



# University-Affiliated ESL Center



CEBU TECHNOLOGICAL UNIVERSITY

www.ctu.edu.ph

The Elsa Language School is an ESL Center affiliated to the prestigious CTU Cebu State Institute of Technology in the Philippines.

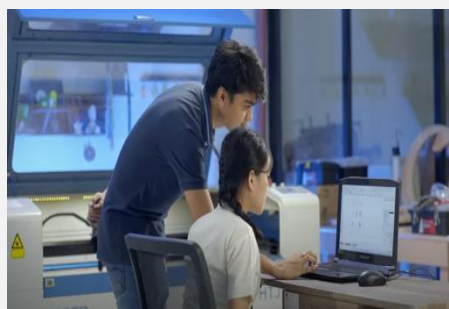
In recognition of its outstanding curriculum in 2014, ELSA was adopted as a university-affiliated language school by the Cebu Technological University (CTU), the Philippine National Public University, and maintains a working relationship.

As an ESL Center that has been officially accredited by the university, it is possible to issue a certificate of completion for the Cebu State University of Technology CTU ESL Center upon completion of course.

Language training for university organizations and civil servants is also being conducted..



# About Cebu State University of Technology



Cebu Technological University (CTU), formerly known as Cebu State college of Science and Technology (CSCST), was established in 1911 as the first vocational school in the Philippines. . It is a prestigious university that is always ranked at the top of the engineering colleges in the Philippines.

The main campus is located in Cebu City, and there are currently 23 campuses in Cebu.



# Bachelor's Management System



ELSA, which has been developing steadily for over 20 years, boasts the most efficient and systematic customized curriculum for students to improve their skills in a short period of time.

In addition, the R&D (Research and Development) team is developing various programs and applying advanced modules according to the program to provide an environment necessary for English learning in order to make good use of the one-on-one class, which is the biggest advantage of language training in the Philippines.

- 'Freshman Settlement Program' with week-long close management for new students
- 'Weekly Lesson Tracker' which records your weekly assignments
- [Shadow Teacher System \(Applicable to regular school students and managed juniors\)](#)
- [Weekend Activities \(for Regular School Students and Managed Juniors\)](#)

We are committed to uniting all our students from learning English to living in English so that they can have a well-informed and successful training.



## Freshman Settlement Program

---

If the approximate level was measured through the level test before studying, it is essential to complete the short-term successful learning to identify the actual level that is right for you within the shortest time of studying and to change the textbook to the one that suits you best. To that end, during the first week, all administrators are managing with special care, and one-on-one teachers focus on measuring students' actual and accurate levels during class and present opinions on changes to textbooks.

## Weekly Lesson Tracker

---

Every week, attendance, task completion, and evaluation of the week's learning are conducted on Friday. One-on-one teachers write class content, feedback, and teacher's opinions, and the student's Buddy Teacher, Team Leader Teacher, and Head Teacher systematically monitor the student's learning progress.

## Shadow Teacher System

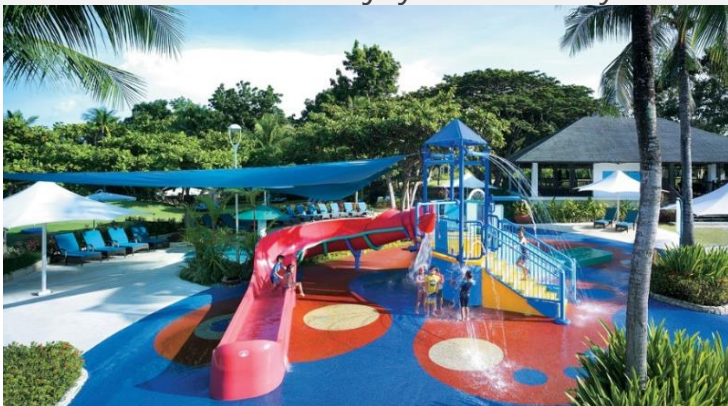
---

The shadow teacher literally follows the children's regular school classes like a shadow and monitors their academic performance. Shadow teachers are assigned one for each grade, and only regular school students are managed. Each week, we create a Lesson Tracker that shows the student's academic attitude and progress, and a Monthly Evaluation that shows the student's achievement and academic progress every month. Through continuous consultation with the homeroom teacher, teachers for each subject, and evening one-on-one teachers, we guide the direction of the student's class.

## Weekend Activities

---

Regular school students have outdoor activities every weekend. Sports activities, shopping malls, zoos, resort day trips, island hopping, etc. will be led by one or more Korean managers, making it a safe and enjoyable activity.



# Instructor Management System



## Strict selection process

---

In order to select the instructor, a total of 4 rigorous tests are conducted, including the 1st paper form, the 2nd written test, the 3rd interview, and the 4th practical test. The selected instructor will be hired as a full-time instructor after a 4-week training period and a 12-week internship period.

## Systematic management and training

---

AIDT (Academic Improvement & Development Team), an instructor-managed training department, puts full effort into developing instructors' competency through seminars, regular training, and tests to improve instructors' lectures every Friday afternoon.

## Welfare and incentives

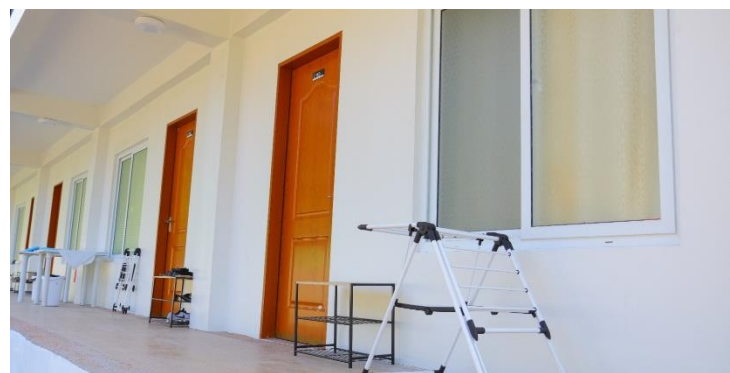
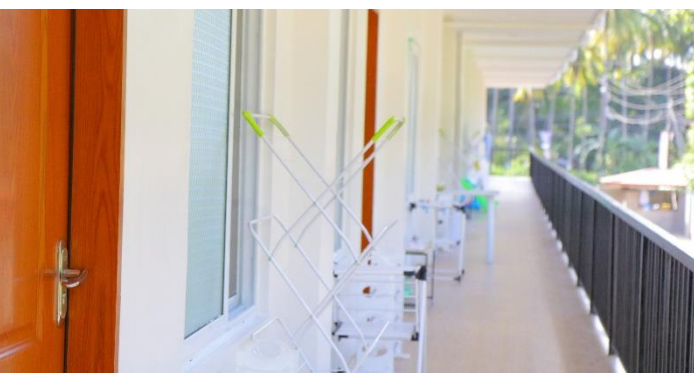
---

Instructors receive health care from the school's primary care physician 2 times a month. We also strive to provide instructors with various incentives based on their abilities and longevity training, thereby preventing the outflow of outstanding instructors and improving their skills through motivation.



# Facilities

## Dormitory Building C - Premium





# Dormitory Building A – House type



# Dormitory B - Pension type





## swimming pool



## Dining room



## Kindergarten





# Classroom





# Layout







# 05

---

## Program Guide

- Program Outline
- Elementary School
- Junior High School
- Senior High School
- Adult ESL
- Kinder ESL
- Junior ESL
- Guardian Program

# Program Outline



프로그램		개요	대상
Regular Course	Preschool	<input type="checkbox"/> accredited by the Philippine Department of Education regular school education <input type="checkbox"/> Kindergarten, elementary/middle/high school	Going to university abroad study abroad long-term English training
	Elementary School		
	Junior High School		
	Senior High School		
ESL	Kindergarten	<input type="checkbox"/> Kindergarten Course (K4)	4 to 6 years old
	Junior	<input type="checkbox"/> Junior Course (J5)	7 to 14 years old
	Adult	<input type="checkbox"/> Adult courses (SB, E4, E5, E6))	over 15 years old
Guardian		<input type="checkbox"/> Guardian Course (G0, G2, GG)	Guardians accompanying children

# Level system

Regular Course		ESL Junior	IELTS	ESL Adult	TOEFL		
Graduate School	-	-	9.0	C2	PROFICIENT	118-120	
			8.5			115-117	
			8.0			110-114	
College	-		7.5	C1		102-109	
			7.0			94-101	
			6.5			79-93	
Senior High School	G12	-	6.0	B2	INDEPENDENT	60-78	
	G11		5.5			46-59	
Junior High School	G10	-	5.0	B1		35-45	
	G9		4.5			32-34	
	G8		ESL-G8	4.0		-	BASIC
	G7		ESL-G7	3.5			
Elementary School	G6	ESL-G6	2.5-3.5	A2	0-31		
	G5	ESL-G5					
	G4	ESL-G4	2.0	A1			
	G3	ESL-G3					
	G2	ESL-G2	1.0-1.5				
	G1	ESL-G1					
Preschool	K1	ESL-K1	-				
	K2	ESL-K2					

■ ESL Junior programs are available from G1 to G8, each with a total of 5  
Divided into levels (A,B,C,D,E). (e.g. ESL-G3 C Level)

■ IELTS classes offered up to 6.0

■ ESL courses for ages 15 and up are offered as adult courses

■ CEFR is used to indicate ESL course level

# CEFR stands for Common European Framework of Reference for languages.

It is an international language evaluation standard used all over the world.



# ESL Subject Guide

SUBJECT	DESCRIPTION
SPEAKING	English pronunciation that can be used immediately in daily life, simple situation explanation, etc., while recording and listening to and correcting sentences every week, learning natural and luxurious expressions for the purpose of in-depth living English and status explanation Learn how to speak with the correct intonation and rhythm.
LISTENING	Help students practice their listening skills through dictation of words, phrases, and sentences. Students listen to audio or the teacher's voice practice taking notes to write
WRITING	Express your daily routine with your own thoughts and feelings with easy beginner English words or short sentences, and further study with the goal of writing your own expressions such as business emails, resumes, self-introductions, and thesis logically through advanced vocabulary do.
READING	This is a class to read units in each set chapter, check comprehension of each unit through comprehension and summary, read various units, and share your thoughts and opinions with the teacher.
VOCABULARY	By memorizing practical vocabulary, you can use the words to make various sentences and use them in other classes.
GRAMMAR	It is not a simple memorization or knowledge-building class, but rather practical grammar that can be used and utilized in practice.
CALLAN	It is a learning method to teach English to people who do not speak English as their first language, and it is a method to learn English quickly and efficiently. You will learn the sentences you use and get used to it.
ESP (Pattern)	It is a process of using and memorizing English necessary for real life as a pattern, enabling natural conversation using essential idioms and patterns.
Discussion	It is a process of using and memorizing words necessary for real life as patterns, enabling natural conversation using essential idioms and patterns.
Pronunciation	We help students learn how to pronounce correctly like a native speaker through continuous practice of vowels and consonants or the English alphabet.

# Elementary School



## SUBJECT

### CORE 핵심과목

- Mathematics
- Science
- English

### FOUNDATION 기초과목

- Civics
- HELE
- MAPEH

### ELECTIVES 선택과목

- Computer
- GMRC

- Civics: Social Science (History, World history, Society)
- HELE: Home Economics and Livelihood Education
- MAPEH: Music, Arts, Physical Education and Health
- GMRC: Good Manners and Right Conduct

Foreigners will replace their Filipino language class time with English language classes (ESL).

# SCHEDULE – Elementary School

TIME	MON - THU	TIME	FRI
08:00-08:30	Homeroom	08:00-08:10	Homeroom
08:30-09:30	Math	08:10-08:40	Math
09:30-10:00	Science	08:40-09:10	Science
10:00-11:00	Break Time	09:10-09:50	CIVICS
11:00-12:00	CIVICS	09:50-10:00	Break Time
12:00-13:00	Lunch Time	10:00-10:40	Math
13:00-14:00	Math	10:40-11:10	GMRC / Computer
14:00-14:50	GMRC / Computer	11:10-11:40	English ESL
14:50-15:50	English ESL	11:40-12:10	MAPEH / HELE
15:50-16:50	MAPEH / HELE	12:10-13:10	Lunch Time
17:00	Dismissal Time	13:10-16:50	Clubbing (Activity)
		17:00	Dismissal Time
18:00-18:45		1:1 MtM Review/ESL	
18:50-19:35		1:1 MtM Review/ESL	
19:40-20:25		1:1 MtM Review/ESL	





# Junior High School



Regular Course  
JUNIOR HIGH SCHOOL

## SUBJECT

### CORE

- Mathematics
- Science
- English

### FOUNDATION

- Social Studies
- TLE
- MAPEH

### ELECTIVES

- Computer
- Values Education

- Social Studies: Social Science ( History, World history, Society )
- TLE: Technology and Livelihood Education
- MAPEH: Music, Arts, Physical Education and Health
- Values Education: Good Manners and Right Conduct

Foreigners will replace their Filipino language class time with English language classes (ESL).

After dinner Grade 10 students, will prepare for the IELTS university entrance examination.

# SCHEDULE – Junior High School

TIME	MON - THU	TIME	FRI
08:00-08:30	Homeroom	08:00-08:10	Homeroom
08:30-09:30	Math	08:10-08:40	Math
09:30-10:00	English ESL	08:40-09:10	English ESL
10:00-11:00	Break Time	09:10-09:50	Social Studies
11:00-12:00	Social Studies	09:50-10:00	Break Time
12:00-13:00	Lunch Time	10:00-10:40	English
13:00-14:00	English	10:40-11:10	Values ED. / Computer
14:00-14:50	Values ED. / Computer	11:10-11:40	Science
14:50-15:50	Earth & Life Science	11:40-12:10	MAPEH
15:50-16:50	MAPEH / TLE	12:10-13:10	Lunch Time
17:00	Dismissal Time	13:10-16:50	Clubbing (Activity)
		17:00	Dismissal Time
18:00-18:45		1:1 MtM Review/ESL	
18:50-19:35		1:1 MtM Review/ESL	
19:40-20:25		1:1 MtM Review/ESL	





# Senior High School



- Foreigners replace their Filipino class time with English classes (ACT

Admission Test).

- After dinner, prepare for the IELTS University Admission Test.
- We make detailed preparations for the admissions process of the target





# SCHEDULE – Junior High School

TIME	MON, WED	TIME	TUE, THU	TIME	FRI
08:00-08:30	Homeroom	08:00-08:30	Homeroom	08:00-08:30	Homeroom
08:30-09:30	Project Making	08:30-10:00	Social Science	08:30-09:30	Project Making
09:30-10:00	Snack Time	10:00-10:30	Snack Time	09:30-10:00	Snack Time
10:00-11:00	English	10:30-12:00	English	10:00-11:00	English
11:00-12:00	Math	12:00-13:00	Lunch Time	11:00-12:00	Math
12:00-13:00	Lunch Time	13:00-14:30	Oral Communication	12:00-13:00	Lunch Time
13:00-14:30	Philosophy	14:30-15:30	Preparation for Act	13:00-14:30	Philosophy
14:30-16:00	Organization & Management	15:30-17:40	Preparation for Act	14:30-16:00	Preparation for Act
16:00-17:00	Earth & Life Science			16:00-17:00	Preparation for Act
18:00-18:45	1:1 MtM Review/ESL				
18:50-19:35	1:1 MtM Review/ESL				
19:40-20:25	1:1 MtM Review/ESL				



# Adult ESL



## What is the ESL Program?

The ESL program is a program that means 'English as a Second Language'. Through one-on-one and group classes, the goal is to comprehensively learn English through speaking, writing, reading, listening, grammar, and pattern and pronunciation training to improve communication skills that can be used in real life.

## Program Highlights

- Courses in which students choose the amount of one-on-one instruction they desire
- Provides systematic classes to improve basic conversation and practical English
- Intensive learning that allows you to become familiar with frequently used sentences and essential expressions in daily conversations
- Speak natural English through intensive speaking
- Useful and commonly used vocabulary and words for each situation can be used accurately
- Learn grammar and all communication skills

## Class Type

- Target: All adults over 15 years of age
- Course: There is a difference in the number of one-on-one and group lessons

class type	SB Super Basic	E4 General	E5 Intensive	E6 Super Intensive
one-on-one	5 times a day	4 times a day	5 times a day	6 times a day
group class	-	4 times a day	3 times a day	twice a day

## Class Subject

Class Subject	Subject
one-on-one lessons	Speaking, Listening, Writing, Reading, Vocabulary, Grammar
group class	Callan, ESP (Pattern), Discussion, Pronunciation

**ENGLISH**  
as a  
SECOND LANGUAGE





# SCHEDULE

1 <sup>st</sup> Class	2 <sup>nd</sup> Class	3 <sup>rd</sup> Class	4 <sup>th</sup> Class	5 <sup>th</sup> Class
08:00-08:45	08:50-09:35	09:40-10:25	10:30-11:15	11:20-12:05
1:1 MtM Speaking	1:1 MtM Vocabulary	1:1 MtM Grammar	Self Study	1:8 Group ESP
6 <sup>th</sup> Class	7 <sup>th</sup> Class	8 <sup>th</sup> Class	9 <sup>th</sup> Class	10 <sup>th</sup> Class
12:55-01:40	01:45-02:30	02:35-03:20	03:25-04:10	04:15-05:00
1:8 Group CALLAN	1:8 Group Discussion	1:8 Group Pronunciation	1:1 MtM Reading	Self Study
11 <sup>th</sup> Class	06:00-06:45	Special Class (Pronunciation or Business Speaking)		



# Kinder ESL



## ESL / Regular Course Kinder

### Class Type

---

- Target: 4 to 6 years old
- 4 one-to-one lessons per day, 4 group classes. 8 lessons in total
- The content of ESL and the regular kindergarten program is the same, and there is a difference in the presence or absence of a formal transcript.

### Program Highlights

---

- Class with local kindergarten students in regular class
- Providing a well-rounded curriculum that encourages children to actively participate in education
- Interact with teachers outside of kindergarten and continue to listen and speak English
- **Attend one-on-one classes with children every week**
  - 1 pre-application per week followed by observation with a headteacher
  - Consultation and observation outside the classroom door for a smooth class
- Guardians check what the children have learned through the daily progress report

■ Classes are divided into two groups, A and B by age level, and customized classes are held for each group.

■ The level test is based on speaking, writing, listening, and Mathematics, and it is conducted simply according to the condition of the children.

It's simple to match. Depending on the child's condition, it may be difficult to proceed.

■ 레벨테스트는 원활한 수업 운영을 위함으로, 테스트 결과지를 따로 제공하지 않습니다.

■ Lesson materials are available the Friday before class and the guardian will collect the course materials for the week before.

## SCHEDULE – Kinder

1 <sup>st</sup> Class	2 <sup>nd</sup> Class	3 <sup>rd</sup> Class	4 <sup>th</sup> Class	5 <sup>th</sup> Class
08:00-08:45	08:50-09:35	09:40-10:25	10:30-11:15	11:20-12:05
Personal, Social and Emotional Development	Group Expressive Arts and Design	Group Physical Development	Group Communication and Language	Group Understanding the World
6 <sup>th</sup> Class	7 <sup>th</sup> Class	8 <sup>th</sup> Class	9 <sup>th</sup> Class	10 <sup>th</sup> Class
12:55-01:40	01:45-02:30	02:35-03:20	03:25-04:10	04:15-05:00
Physical Development (Nap Time)	1:1 MtM Mathematics	1:1 MtM Literacy 1	1:1 MtM Communication and Language	1:1 MtM Literacy 2

## OSMO Learning



Through the coding program developed by OSMO, it is possible to acquire logical thinking and problem-solving skills, which are essential elements for the development of the child. Using the iPad with its computer programming principles using game methods such as puzzles and matching blocks. OSMO games are taught via iPad and consist of Words (word combinations and word comprehension), Coding (understanding coding algorithms), Puzzlets (creativity), anagram (problem-solving), and Numbers (the concept of numbers).



# Junior ESL



## ESL Program Junior

The goal is to immerse students in the classroom with a fun English learning experience. In addition to the use of traditional books, students are not pressured to study English but through fun activities in group classes. These activities will help students improve their communication skills with other students and teachers.

## Class Type

---

- Target: 7 to 14 years old
- 5 one-to-one lessons per day, 3 group classes. 8 lessons in total



# Program Highlights

- It is not a simple curriculum that use only conversational textbooks, but also based on American textbooks.
- Consists of a systematic level and a variety of teaching materials from English to Advanced English
- Focusing on the core subjects of American textbooks: English, Science, Society, and Textbooks, a variety of topics
- Class structure through reading comprehension and discussion
- Providing an environment where you can communicate in English with Filipino students



## SCHEDULE – Junior

1 <sup>st</sup> Class	2 <sup>nd</sup> Class	3 <sup>rd</sup> Class	4 <sup>th</sup> Class	5 <sup>th</sup> Class
08:00-08:45	08:50-09:35	09:40-10:25	10:30-11:15	11:20-12:05
1:1 MtM American Textbook English	1:1 MtM Integrated Subjects	1:1 MtM American Textbook Science	1:1 MtM American Textbook Social Science	Self Study
6 <sup>th</sup> Class	7 <sup>th</sup> Class	8 <sup>th</sup> Class	9 <sup>th</sup> Class	10 <sup>th</sup> Class
12:55-01:40	01:45-02:30	02:35-03:20	03:25-04:10	04:15-05:00
1:1 MtM Grammar	1:8 Group Diary	1:8 Group Speech	1:8 Group Activity	Self Study

# Guardian Program



## Program Highlights

---

- Optimized for child care with a relaxed class schedule
- Free consultation for early study abroad in the Philippines
- Parents are free to go out during the week
- Nanny services are available if you have young children

## Class Type

---

- Target: Guardians with children
- Course
  - Guardian ESL: 2 one-on-one class days and 3 group class days. 5 lessons per day
  - Guardian Relax : 3 lessons per group day
  - Guardian Golf : 3 lessons per group day, 36-hole round every week (2 18-holes)

# The golf course will be applied with changed classes and fees from the registrant on July 1, 2022.



# Guardian Golf Course



The program enjoys 36-hole (2 rounds of 18 holes) every week and offers 3 group lessons a day.

#Due to the nature of the group class, there may be no class on the day of the golf rounds.

Club Filipino, a 20-minute drive from Elsa, is a nearby golf course with excellent lawn care and a well-organized course. During the peak season, it is a golf course that is also popular with Koreans, and the long front and back tee time intervals allow you to enjoy a leisure round. Each round will be accompanied by at least 1 Korean manager, so it will be a safe round.

## ■ Included

- 36 hole round green fee per week
- 카트피
- Vehicle Support

## ■ NOT INCLUDED

- outside of inclusions
- 캐디팁 (300페소 / 1인 1캐디)
- 그늘집 (식사, 음료, 간식)



# 06

---

## Everyday Living

- First Official Schedule
- Meal
- Dormitory
- Academic
- Laundry Service
- Cleaning Service
- Vehicle Service
- Facility Repair Request
- Massage Service
- Other Services
- Night Out

# Cleaning Service



## How it works

1. Check the status of the cleaning schedule on the main building bulletin board.
2. Check the available days of the week for your dormitory.
3. Write down your room and name at the desired time according to your free time.
4. Go to the dormitory in advance on time and supervise the cleaning.

room	Available Dates of the Week
A401호 ~ A1002호	MON
A1101호 ~ A1202호	THU
B101 ~ B110호	THU
C101호 ~ C110호	TUE
C201호 ~ C210호	FRI

## Notes

- In order to prevent loss of items, its advisable to supervise the cleaning
- 지인 부탁 등 타인이 감독을 봐서는 절대 안됩니다.
- You can apply once a week.
- It's 500 pesos per additional service.
- Bed sheet change is available 2 times a month. For additional exchanges, it is 500 pesos per room.
- Cancellation of cleaning service must be notified to the office.



# Vehicle Service



## Urgent Pickup Service

■ If there are cases where you cannot use public transportation or there is an emergency, This is a service that you can receive from the academy.

Pickup location	Amount	기 타
Danao city, Liloan, Compostela, Gaisano mall, SM consolacion	2,000 pesos	Area near ELSA
Cebu city, Mandaue city, Mactan, Talanban	3,000 pesos	Area near Cebu City
Bogo, Oslob, Moal Boal etc	7,000 pesos	Outside Cebu City

## Hospital Service

■ This is a service you can get if you need to go to the hospital.

Pick-up location	Amount	기 타
Cebu City	2,000 pesos	one way
Consolacion	1,000 pesos	

# Facility Repair Request



## Request method

---

- If you have any difficulties due to problems with the dormitory or other facilities, you can always request repair of the facilities.
- You can fill out the facility repair request form in front of the office.  
(If you need to repair electricity, water, air conditioner, etc., please tell the manager directly.)

## Notes

---

- The local facility management staff visits the dormitory and repairs it. If there is no student, In that case, the repair is being carried out under the accompanying/supervising of the Korean manager.
- Depending on the situation, immediate action may not be possible, such as missing parts.

# Massage Service



## Instructions

---

■ **Massage services are available outside of the school's designation.**

■ **cost**

- The basic massage is 350 pesos per hour, and it depends on the type of service.

(Please refer to the information provided in the office.)

■ **How to use**

1. You can make a reservation by contacting us directly using the contact details in the information available,

Cancellations are not possible after booking, so please decide carefully.

2. Receive services within your dormitory.

3. You can pay for it directly to the massager after the service.



# Other Services



## Bank visit

구 분	amount	기 타
Hotel reservation transfer fee, etc.	500 pesos	-

## Post Office visit

구 분	금 액	기 타
Receiving mail by proxy, etc.	500 pesos	Mail tax not included

# Going out • Staying out



## Instructions

---

1. You can fill out your destination, etc. on the outing form at the front desk, submit the Gate Pass Card to the main gate guard, and leave.

## Outing Regulations

### ■ Main Gate

All students, including guardians, are not allowed to enter the academy between 12:00 a.m. and 6:00 a.m. It is a matter that must be strictly observed for safety, and in case of violation, a warning is given according to the regulations or expulsion.

■ Unaccompanied students are only available to go out on weekends, holidays and Friday evening.

■ Families and guardians are also allowed to go out on weekdays.

## Procedure for Staying Out

---

1. Fill out the gate pass form in front of the office and get approval from the Korean manager.
2. Submit the approved form and gate pass card to the main gate guard.

## Overnight Policy

---

- In principle, students without a guardian cannot stay overnight for safety purposes.
- In special circumstances, this is possible upon approval after meeting with the manager.
- Juniors can only stay overnight with parental consent.

Student IDs, Gate Pass Cards and keys for going out are provided free of charge. In case of loss, 300 pesos each will be charged as a re-payment fee..







# 07

---

## Other Expenses

- Local Cost
- Textbook fee
- Visa extension fee
- Classes and other additional fees

# Local Cost

## Local cost



Category		Amount	Remarks
Tax	SSP (ESL)	6,800 pesos per person	6 months of language training permit
	SSP (regular course)	10,000 pesos per person	1 year language permit
	VISA extension	Varies by period	'Please refer to the 'Visa Extension Fee' page
Facilities Fee	water bill	1,000 pesos per person per week	Separate air conditioning fee No additional cost Including ID card issuance fee
	Electricity bill		
	Maintenance		
	air conditioner fee	20 pesos per kW	Settlement upon check-out
기타	Textbook fee	Varies by course	Refer to the 'Textbook Fee' page
	Deposit	5,000 pesos per family Or \$100	Received upon check out
kindergarten	Textbook	Basic 4 weeks 5,000 pesos + additional 1,000 pesos per week	Kinder Kit :Bags, various stationery
	Kinder Kit		
	Snack		
others	airport pick-up fee	1,000 pesos per person	Airport pick-up service
	babysitter	12,000 pesos per 4 weeks	Nanny Service (08:00~17:00, Mon~Sat))
	Cost of stay	1,500 pesos per night	Cost per person for staying outside of the academic period

# Textbook fee



During the first few days of class, we often change to textbooks that are appropriate for our level.

Textbooks can be exchanged if there is no writings within a week.

Textbooks are non-refundable.

## Course Textbook Fee

# This is an approximate amount, and the cost may vary depending on the level and academic period.

Course		Amount
K4	Kinder	Included in kindergarten local expenses
J5	Junior	Average 2,000 pesos (4 weeks) Due to the change of the textbook manufacturer, the amount for each textbook will be updated on June 30th
SB	Super Basic	
G0	Guardian Relax	
G2	Guardian ESL	
GG	Guardian Golf	
E4	General ESL	
E5	Intensive ESL	
E6	Super Intensive ESL	



# Visa Extension Fee



Category	Amount	내 용	기 타
1 <sup>st</sup> VISA	4,140 pesos	-	29 days after arrival
2 <sup>nd</sup> VISA	8,810 pesos	VISA 5,410 pesos +ACR I-Card 3,400 pesos	ACR I-Card: Alien Registrati on Card
3 <sup>rd</sup> VISA	3,440 pesos	-	-
4 <sup>th</sup> VISA	3,440 pesos	-	-
5 <sup>th</sup> VISA	4,850 pesos	VISA 3,440 pesos +CRTV 1,410 pesos	CRTV: Foreigners' long-ter m stay
6 <sup>th</sup> VISA	4,940 pesos	VISA 3,440 pesos +ECC & ARP 1,410 pesos	ECC & ARP : Emigration Clearance Certificate 고유번호등록비

# Tuition and other additional fees



## Extra charge for 1 one-on-one class

Category	Amount	기 타
1주	1,800 pesos	Applications must be made at least one week prior to the start date, and only weekly applications are possible.
2주	3,500 pesos	
3주	5,200 pesos	
4주	6,500 pesos	

## Golf extra cost

Category	Amount	기 타
1 round (18 holes)	100 dollars	Included: Green fee, cart fee, vehicle assistance Excluded: Caddy tip (300 pesos), shade house
1 day golf club rental	500 pesos	-

## Dormitory Room Replacement Cost

Category	Amount	기 타
1 time	3,000 pesos	<ul style="list-style-type: none"> <li>■ If you upgrade, you will have to pay an additional fee. In case of downgrade, the difference is non-refundable.</li> <li>■ It may not be possible depending on the dormitory situation.</li> </ul>



# 08

---

## ELSA Management Regulations

- Related to COVID-19
- PCR test before entering  
Korea
- ELSA Management  
Regulations



# Related to COVID-19



## Hygiene and quarantine guidelines

---

1. Disinfecting with hand sanitizer and alcohol should become a habit.
2. Masks must be worn in all places except dormitories and dining halls.
3. During class, instructors wear transparent masks that show the shape of their mouths. Students are also encouraged to wear a transparent mask during class to improve their language learning ability.

## General Management Policy

---

1. After arrival, classes can be started without quarantine, and monitoring such as fever checks will be conducted for only 7 days.
2. If you have symptoms of COVID-19, such as fever, you should notify the manager immediately. Failure to notify may result in expulsion.
3. If the body temperature is above 38 degrees Celsius, the class will not be able to proceed. For classes that fail to progress due to this, we will replace them with reinforcement classes.

## Actions in case of corona confirmed

---

1. If coronavirus is confirmed, please be aware that there will be a disruption to your studies.
2. Trainees who are confirmed with Corona will be moved to the isolation room in the school and quarantined for 7 days. After that, if there are no symptoms and the test is negative after the rapid antigen test, it is possible to return to class.
3. Due to quarantine, it is not possible to extend the class period, and online classes can be conducted during the quarantine period.
4. Close contacts can attend normal classes if they test negative after the rapid antigen test, so we recommend that you have enough screening kits.

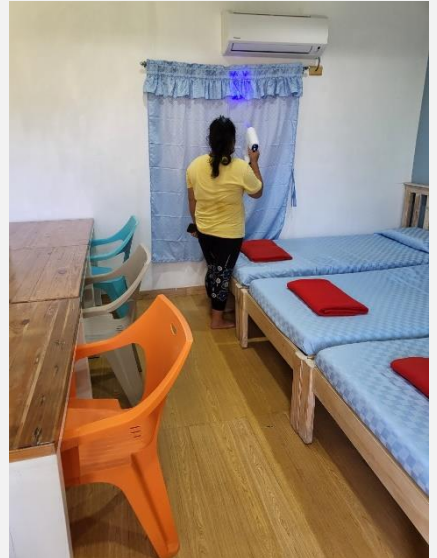




## Quarantine

---

Elsa uses a disinfection machine to disinfect all places including dormitories, classrooms, offices, and dining area before entering. In addition, when using the cleaning service, the disinfection is also carried out.





# Rapid antigen test before entering Korea

## Information on submission of PCR negative confirmation for overseas arrivals

---

1. All domestic and foreign nationals entering the Republic of Korea must submit a negative COVID-19 certificate in English issued by a testing agency in the Philippines upon entry. In addition to the PCR negative confirmation, it also accepts the effectiveness of professional antigen testing (RAT, AG, Antigen).
2. PCR within 48 hours or RAT within 24 hours

## How to inspect before entering Korea

---

1. At Elsa, you can use the on-site antigen test at AO Yang Oriental Hospital in Banilad, Cebu, which is a hospital approved for COVID-19 testing by the Ministry of Health of the Philippines and is run by Koreans.
2. How to apply: Apply for a reservation at least two days in advance according to the student's arrival flight schedule.
3. Inspection fee: 1,000 pesos per person (including the cost of issuing the certificate)
  - ※ If there are less than 5 inspectors, a travel fee of 1,000 pesos will be added. The travel expenses incurred at this time must be shared by the inspectors.
4. Inspection results: Certificates can be issued within approximately 1 hour after inspection.

■ As of July 10, 2022, the inspection method and cost are subject to change.

# Rapid antigen testing outside of onsite testing

## Detailed material rapid antigen testing available hospital guide

Students who do not receive on-site testing at Elsa can receive rapid antigen testing at the following hospitals.

Hospital Name	Location	Medical hours	Inspection Costs	Result
AO양한방병원	Banilad	10AM ~ 6PM Mon-Sat	700 pesos	in 1 hour
<b>EL SPA</b> (AO양한방병원 출장소)	<b>near the airport</b>	<b>9AM ~ 9PM</b>	<b>700 pesos</b>	in 1 hour
UCMED	Mandaue City	8AM ~ 8PM	660 pesos	In 6 hours
Cheonghwa Hospital	Mandaue City	24시간	660 pesos	In 3 hours
프라임케어 세부	Near SM Mall	7AM ~ 5PM Mon-Sat	660 pesos	In 3 hours
ARC Hospital	Near Mactan J-Park	24시간 Mon-Sat	960 pesos 1,300pesos	In 4 hours in 1 hour
Prime care Alpha	Mactan Airport	7AM ~ 3PM Mon-Sat	660 pesos	In 3 hours

■ As of July 28, 22, the inspection method and cost are subject to change.

# ELSA Management Policy.

## Registration Rules

1. The registration fee (or reservation fee) is non-refundable after registration is confirmed.
2. Travel insurance and international student insurance are mandatory, and students who do not have insurance cannot register.
3. Fees must be paid in full 4 weeks prior to the start of the training course. A Letter of Acceptance (LOA) can be issued once the registration fee is paid in full.
4. Trainees can only enter on the pre-arranged admission date.
5. The IELTS course can be progressed only if the conditions required for the course are met.
6. Transfer of classes is absolutely impossible.
7. If the attendance rate is less than 90%, a certificate of completion will not be issued.
8. Prior to enrollment, students must inform the school of any health-related physical features. (allergy, carrier, physical disability, etc.)
9. In case of health problems, the school rules must be followed.
10. You must read and agree to the school's rules and regulations prior to registration.

## Class-related rules and regulations

1. Absences 3 or more times within 4 weeks without prior consent will result in expulsion. Absences are permitted only under the following circumstances:
  - ㄱ. If the nurse advises you to rest
  - ㄴ. Immigration-related reasons
  - ㄷ. Permission from the manager if it is judged to be for other justifiable reasons
2. Proper attire and student ID must be worn in the lecture hall.
3. Prohibited clothing: hot pants, miniskirt, tank top, sleeveless, etc.
4. Personal hygiene should be taken care of, especially to avoid the smell of sweat or bad breath (smokers beware).
5. The use of mobile phones is prohibited outside of class, and must be turned off or set to silent mode.
6. In addition to following the teacher's instructions, students must also prefix their name with the teacher's title. (Example: Teacher OOO)
7. Respect for each other's cultures is important, and you should avoid discussing sensitive issues that could be awkward or controversial. (Example: Religion, Politics, Disrespect for the country)
8. If you want to change class hours or teachers, you must come to the office and fill out the form and submit it. Please check the changes later.
9. One-to-one class tardy: Due to simple tardy without any special reason, the one-on-one class will be automatically withdrawn after 10 minutes of class start time.
10. Late for group class: Due to simple tardiness without any special note, you will not be able to participate after 10 minutes of class start.
11. Money transactions between teachers, staff, and students are never allowed, and the school cannot be held responsible.

## Curfew (punctuality)

1. Quiet is required in school from 11 p.m. to 7 a.m.
2. Unaccompanied students are not allowed to go out from Monday to Friday at 5:00 PM.
3. Prospective graduates are allowed to go out once during the week in the last parking lot.
4. If there is a justifiable reason, you can go out after approval from the manager.
5. Closed time: You cannot enter or leave the property between 12:00 p.m. and 6:00 a.m.
6. If you wish to stay overnight, you must fill out the 'Travel Stay-Out' form and notify the manager by 5pm on Friday.
7. Family trainees are allowed to stay overnight during the week.

## Demerit and expulsion

At the time of 4 weeks registration, the Attitude score is 6 points, and 2 points are accumulated every 4 weeks thereafter. Points will be deducted if you break the rules as follows, and if your Attitude score is 0, you will be expelled from school.

### • Extreme

Violation of the rules for the following acts may result in immediate dismissal without refund. In the case of family training, if the parents are expelled due to the fault of their parents, their children will be expelled as well.

1. Violation of important school rules and regulations (e.g. male and female mixed housing)
2. casino entrance
3. thieves, thieves, etc.
4. If you go out without administrator permission during curfew
5. Spreading rumors about schools online
6. Informing other students about tuition discounts
7. serious defamation of the school
8. When entering a room of the opposite sex
9. In case of dating a local employee (including instructor) (the employee will also be fired)
10. The act of introducing a job to the instructor (online, personal tutor, etc.)
11. When using narcotic drugs or drinking in the dormitory
12. Arguing with staff or students
13. In case of abusive language, assault, or demeaning the other party
14. In case of sexual harassment, sexual assault, or prostitution (prostitution)
15. If you are arrested by the police for violating local laws in the Philippines
16. If you sneak into an off-limits area or another student's room
17. If you drink alcohol in the dormitory
18. In case of other similar circumstances

### • Major

If you break the rules by doing the following, you will be charged 3 penalty points.

1. Alcohol, dangerous objects, weapons, etc. are in possession of prohibited items in school and may be confiscated by the front door guard when entering the school.
2. When entering another student (same-sex) room
3. If you smoke outside the designated area
4. If you drink alcohol in a place other than the designated place
5. When outsiders are brought into the school without permission
6. Failure to notify after vandalism in school
7. When tableware used for serving meals is taken out of a restaurant (dormitory, etc.)
8. If you move into a dormitory room without permission
9. In case of other similar circumstances

### • Minor

10. In case the curfew is violated due to unavoidable circumstances
11. In case of making noise after 11 p.m.
12. In case the student arbitrarily changes or removes all school items installed in the dormitory
13. Not showering before using the pool or not in a swimsuit
14. Failure to adhere to proper attire during class
15. In case of other similar circumstances

### • Precautions other than the imposition of penalties

16. You will not be allowed to enter the school without a student ID.
17. If you lose your room key and Gate Pass, you must notify the office and the reissue fee will be 300 pesos each.
18. Meal times must be observed.
19. You should avoid engaging in dangerous behavior, such as diving in the pool.
20. Never throw toilet paper in the toilet bowl. It can get stuck immediately.
21. The school cannot be held responsible for lost items. Please pay special attention to the loss of important items.



## Disclaimer and Rights

1. Elsa is not responsible for natural disasters, wars, unforeseen events, flight delays or cancellations.
2. Elsa is not responsible for student death, accident, injury, illness, or property damage that occurs outside of school.
3. Elsa cannot be held responsible for any damage to clothing caused by the laundry service.
4. Elsa is not obligated to make reinforcement classes on Philippine holidays.
5. Classes are offered 5 days a week, Monday through Friday.
6. Elsa reserves the right to change course courses, change timetables, change graduation dates, and change dormitories.
7. Elsa reserves the right to change tuition fees due to several reasons, including fluctuations in exchange rates, changes in national policy, etc.
8. Elsa reserves the right to notify the student's guardian or representative of the expulsion.

## Refund Policy

1. Students enrolled in ELSAI are eligible for a refund upon cancellation. Refunds are subject to the refund policy set out by Elsa below.
2. Refunds will be issued to affiliated agents or students within 30 days of terminating their studies at Elsa.
3. In case of refund, registration fee or down payment is absolutely non-refundable. The refund amount below is calculated from the remaining amount excluding registration fee or down payment.
  - When requesting a refund 4 weeks before departure: 100% refund
  - When requesting a refund 2 weeks before departure: The balance excluding 2 weeks' worth of dormitory fee
  - When requesting a refund 1 week before departure: The balance excluding 4 weeks' worth of dormitory fee
  - When requesting a refund 3 days before departure: 4 weeks' worth of dormitory fee and tuition
    - Balance excluding 2 weeks' supply
  - If more than 75% of the training period remains after arrival: Excluding 8 weeks
    - Refund 50% of the remaining period
  - If more than 50% of the training period is left after arrival: Excluding 8 weeks
    - Refund 25% of the remaining period
  - If less than 50% of the training period is left after arrival: No refund
  - If the training period is less than 8 weeks: Non-refundableNo supplementary classes or refunds will be made for absences due to personal reasons.

## Non-refundable policy

1. Change of training course
2. Courses can be changed during training. When applying for downgrade, the difference is non-refundable, and when applying for an upgrade, it may not be possible to change the class schedule depending on circumstances. Upgrades are subject to an additional fee for the difference.
3. 2. Change of dormitory room
4. If a student downgrades due to personal reasons, the difference in dormitory will not be refunded. If the room type is downgraded for the convenience of the school, a refund will be given to the student, and in the case of an upgrade, the student does not have to pay the difference.

## Other Refund Policy

1. Refunds will be made from the amount actually paid, excluding discounts provided by promotions. (Calculated and refunded according to the invoice actually paid)
2. In the event of the death of an immediate family member, a 50% refund will be given, regardless of the timing of the refund. A death certificate is required when requesting a refund.
3. No refunds will be issued for late arrivals due to flight delays or delays due to personal circumstances.
4. No refunds will be issued to students who have been expelled in accordance with school regulations.
5. There are no classes on public holidays in the Philippines, and there are no refunds. However, in the case of long holidays, the school may conduct reinforcement classes. Therefore, if there is a long holiday, please read the notice carefully.

I agree that all ELSA school rules and regulations set out above have been well explained and understood, and I agree that any violation of the school rules and regulations may result in expulsion without penalty or refund in accordance with the rules and regulations of this school. .

Below is the meter reading (kWh) number for calculating the cost of the air conditioner.

Please check the meter behind the building, and if you have any objections, please let us know before you sign this regulation.

room number	meter reading (kWh)

2022년 / /

name \_\_\_\_\_ 서

signature \_\_\_\_\_ 서