

Trainer's Manual

**Financial Education
Session for Pre-Departure
Orientation Seminar**



P i T a K a
Pinansyal na Talino at Kaalaman



Table of Contents

1	Messages from Partner Organizations
4	PiTaKa Campaign
5	Financial Education Session for Pre-Departure Orientation Seminar
7	Introduction
11	PiTaKa Tip 1: Mag-OWWA Member na!
14	PiTaKa Tip 2: Magbukas ng Account sa Bangko
21	PiTaKa Tip 3: Bayaran Agad ang mga Utang
30	PiTaKa Tip 4: I-save ang 10% ng Kita!
38	PiTaKa Tip 5: 10% ng Padala, I-save o I-Negosyo
58	PiTaKa Tip 6: Wag Pagbigyan Lahat ng Habilin
66	Handout No. 1. Paghahambing ng Remittance Channels
67	Handout No. 2. Listahan ng mga Pilipinong Bangko na may Branch Abroad
75	Handout No. 3. Gabay sa Pagne-Negosyo

Messages from Partner Organizations



HANS LEO J. CACDAC
Administrator

Overseas Workers Welfare Administration

Maligayang bati, mga Ka-PiTaKa!

Despite these challenging times, the Overseas Workers Welfare Administration (OWWA) remains dedicated and committed to deliver quality services most especially to the Overseas Filipino Workers (OFWs).

And as part of our commitment, I am privileged to introduce this ***Pinansyal na Talino at Kaalaman (PiTaKa)*** Pre-Departure Orientation Seminar (PDOS) module, in partnership with the BDO Foundation and the *Bangko Sentral ng Pilipinas (BSP)*.

This PDOS module will be the first among the three guidebooks that will be developed under the PiTaKa campaign. Through this standardized PDOS module, we hope to deliver effectively key messages on the importance of savings, understanding debts, and preparing their lives after working overseas.

Together with BDO Foundation and BSP, we envision that through the PiTaKa campaign, we are paving way for a more sustainable return of OFWs and also our recognition of the important role of financial literacy in successful reintegration.

The six practical PiTaKa tips will indeed be useful to everyone: OFWs, their families, PDOS providers and trainers—the Filipino people. We sincerely value the sacrifice and hardwork of each OFW around the globe. It is with high hopes that through this initiative, our OFWs and their families left behind will make it a habit to save for their future.

Mabuhay ang bawat OFW sa buong mundo!



BENJAMIN E. DIOKNO
Governor

Bangko Sentral ng Pilipinas

The journey of every Overseas Filipino Worker (OFW) begins with the dream to send members of their family to good schools, to save up for a decent home, or to lift their family out of poverty. But no matter how much income they earn abroad and send back to their families in the Philippines, all these dreams would be hard to realize without full understanding and application of prudent financial management.

Financial education has the potential to transform how OFWs and their families utilize money and remittances to benefit their well-being. This is why the *Bangko Sentral ng Pilipinas (BSP)* has partnered with Overseas Workers Welfare Administration (*OWWA*) and BDO Foundation to implement the PiTaKa Campaign, or *Pinansyal na Talino at Kaalaman* for OFWs. This Campaign provides basic knowledge and skills in managing money, through standard learning modules and tools mainstreamed in regular capacity building programs being undertaken by OFWs and their families.

One such program is the Pre-Departure Orientation Seminars (*PDOS*) required to be attended by OFWs prior to departure from the Philippines. Together with *OWWA* and BDO Foundation, we developed a standard module – complete with learning video, slides and speaker guides – that will be incorporated in *PDOS*. These instructional materials are showcased in this Trainers Manual, intended for use by *OWWA*-accredited *PDOS* Providers when they deliver the financial education session. Our objective is to capacitate these Providers with easy-to-deploy tools to facilitate the financial learning of *PDOS* participants. We envision the *PDOS* participants to remember and apply the money management lessons embodied in the six PiTaKa Tips as they work, earn and send remittances. Ultimately, we want every OFW to permanently return to the Philippines to enjoy the fruits of their labor.

Through the PiTaKa Campaign, we share the gift of financial knowledge to our OFWs, in recognition of their hard work and sacrifices abroad.

We value the support of *OWWA*-accredited *PDOS* Providers, other concerned institutions and financial literacy advocates in delivering the financial education sessions and disseminating the PiTaKa Tips. Together, through the PiTaKa Campaign, we can help OFWs achieve their dreams.

Mabuhay ang mga OFW, mabuhay ang ating bansang Pilipinas!



Deriquito
MARIO A. DERIQUITO
President

BDO Foundation

BDO Foundation is honored to be a partner of the Overseas Workers Welfare Administration and *Bangko Sentral ng Pilipinas* in the *Pinansyal na Talino at Kaalaman* or PiTaKa program. We are proud to be part of an initiative that aims to equip overseas Filipino workers and their families with the knowledge, skills, values and tools to enable them to put their earnings to good use, grow their savings and make well-informed decisions on what to do with their hard-earned money.

Our commitment to this program is rooted in our financial inclusion advocacy, which is aligned with BDO Unibank's thrust to invest in inclusive growth and development. It is also inspired by our recognition of the critical role OFWs play in national development.

This training manual for Pre-Departure Orientation Seminar integrates the learning resources we have developed together. It further advances OWWA's goal to standardize and strengthen the financial education component of its existing training programs including PDOS. With this manual in the capable hands of trainers, PDOS providers and partners, we can share with OFWs lessons on savings, financial planning, debt management, investing, entrepreneurship and avoiding scams—topics effectively captured in the six PiTaKa tips.

Our hope is that, in the long term, OFWs and their families will attain financial stability so they can contribute even more to the Philippine economy. Our goal is for migrant workers is to achieve financial independence so they can come back to the Philippines and stay with their families. *Nakikiisa kami sa pangarap ng bawat OFW—ang mapaaral ang mga anak, makapagpundar ng bahay at iba pang ari-arian, makapag-ipon ng sapat na pera at makauwi upang makapamuhay nang matiwasay at maginhawa kasama ang pamilya.*

Maraming salamat po.

PiTaKa Campaign



P i T a K a

Pinansyal na Talino at Kaalaman

The ***Pinansyal na Talino at Kaalaman*** or ***PiTaKa*** is the flagship program of the Overseas Workers Welfare Administration (OWWA) to respond to the financial literacy needs and interests of Overseas Filipino Workers (OFWs) and their families left behind.

This campaign is also a reflection of the collective aspirations and desire to help migrant workers and their families to have a better understanding of their finances and eventually guiding them for their future.

Formalized under a tripartite Memorandum of Agreement (MOA) with *Bangko Sentral ng Pilipinas (BSP)* and *Banco De Oro – Foundation (BDOF)*, the program further aims to institutionalize financial education sessions, with standard learning tools and messages that will be used during the regular conduct of Pre-Departure Orientation Seminars (PDOS), Post-Arrival Orientation Seminars (PAOS), and financial literacy trainings and seminars intended for families of OFWs.

Through the PiTaKa campaign, OFWs and their families will have with the basic knowledge and ability to better manage their remittances, get out of the cycle of debt, practice savings, and make prudent investment decisions that will enable them to come home permanently, enjoy the fruits of their labor, and make them as the country's partners for change.

Thank you!



Financial Education Session for Pre-Departure Orientation Seminar

Session Objective

By the end of the FinEd Session, participants are expected to know and remember to apply the six (6) tips contained in the video “OFW Ako” developed under the Pinansiyal na Talino at Kaalaman (PiTaKa) Campaign of the Overseas Workers Welfare Administration (OWWA), Bangko Sentral ng Pilipinas (BSP) and BDO Foundation.

PiTaKa Tips as Core Messages of the Session

- PiTaKa Tip 1: ***Mag-OWWA member na!***
- PiTaKa Tip 2: ***Magbukas ng account sa bangko***
- PiTaKa Tip 3: ***Bayaran agad ang mga utang***
- PiTaKa Tip 4: ***I-save ang 10% ng kita***
- PiTaKa Tip 5: ***10% ng padala, i-save o i-negosyo***
- PiTaKa Tip 6: ***Wag pagbigyan lahat ng habilin***

Duration of Session

The FinEd Session is targeted for delivery within **one hour**, ideally in the **morning of Day 1 of a PDOS**.

Learning Materials Needed

- Video “OFW Ako”
- Speaker Guide
- Powerpoint Slides
- Handouts for Participants

About the Video

The "OFW Ako" video is a catchy "music video" designed as a tool to support the delivery of Financial Education (*FinEd*) Session for participants of the Pre-Departure Orientation Seminar (PDOS). It was developed under the tripartite partnership of OWWA, BSP and BDO Foundation.

About the Powerpoint Slides

The Powerpoint Slides are organized under the six PiTaKa Tips. There are **two versions** of Powerpoint Slides: the **first version is to be used if the PDOS audience are Domestic Workers**; the **second version is to be used if the PDOS audience are Highly Skilled Workers and/or Seafarers**. The second version is slightly longer, with more slides under PiTaKa Tip No. 5 to provide an overview about financial instruments that the audience may be interested to know.

About the Speaker Guide

The Speaker Guide, like the Powerpoint Slides, is organized under the six PiTaKa Tips. The Guide and corresponding Slides serve as primary references for Speakers from OWWA-accredited PDOS Providers in delivering the FinEd Session of PDOS. These **Speakers are expected to complete a Training of Trainers (TOT) for this purpose**. Personnel or Speakers from OWWA-partner Banks and/or Banking Associations may also deliver the FinEd Session, provided that they complete the TOT, are duly accredited by OWWA and will conduct the Session in coordination with OWWA and/or OWWA-accredited PDOS Providers. **Speakers of this Session are prohibited from modifying the Speaker Guide, Slides, Handouts and other learning materials**. Speakers should study the materials carefully and deliver the Standard Key Messages in a simplified and understandable manner. Speakers may refer to other credible sources for additional knowledge but should always adhere to the Standard Key Messages provided in the Speaker Guide.

About the Handouts for Participants

The Handouts for Participants are created to serve as additional learning tools, complementing the Powerpoint Slides and Speaker Guides. These **Handouts should be printed and distributed to participants every session**.



Introduction

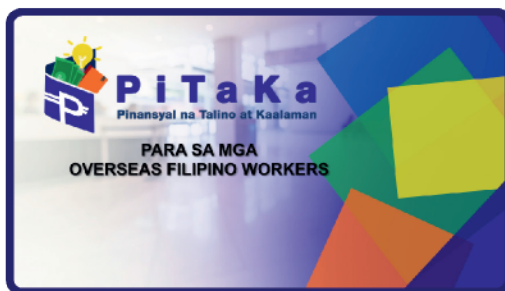
Learning Objective:

To introduce the FinEd Session and highlight the importance of financial literacy.

Standard Key Message:

Ang pinansiyal na talino at kaalaman ay mahalagang katangian o skill para matupad ang mga pangarap sa buhay.

SLIDE 1



SPEAKER GUIDE

Magandang araw, ako po si (*name of speaker*) na taga (*name of institution*).

Ang aralin natin ngayon ay tungkol sa PiTaKa o Pinansiyal na Talino at Kaalaman. Layunin ng PiTaKa Campaign na gabayan ang mga OFW sa tamang paggamit, pangangalaga at pagpapalago ng pinaghirapang kita sa abroad.

***Ask audience:** Taas ang kamay, sino ang mag-aabroad para matupad ang pangarap sa buhay?

Siyempre lahat!

***Ask audience:** Taas kamay ulit, sino ang naniniwala na kapag nag-abroad ay siguradong yayaman?

Reality check: Alam natin na mahirap yumaman. Kahit malaki ang kita sa abroad, balewala kung hindi tayo marunong ng tamang paggamit ng pera.

Kadalasan, ang mga taong may pinansiyal na talino at kaalaman ang siyang nakaka-angat at uma-asenso sa buhay.

REMINDER AND REFERENCES FOR SPEAKERS

Time Allocation: 1 minute

Speaker is **encouraged to use Tagalog or local dialect** when the PDOS audience are **Domestic Workers**.

Speaker may use **English, Tag-Lish and/or local dialect** when the PDOS audience are **Highly Skilled and/or Seafarers**.

Speaker should observe time allocation for each slide. Speaker may adjust timing for each slide, depending on PDOS audience profile, but **Speaker should keep the entire Session within one hour**.

SLIDE 2



SPEAKER GUIDE

Panoorin natin ito...

***Show Video "OFW Ako"**

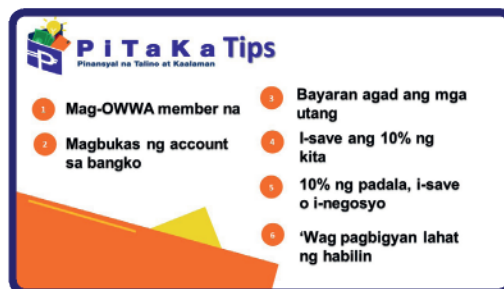
***Ask audience:** Nagustuhan niyo ba yung video?

Tandaan, kayo ay mag-aabroad para matupad ang mga pangarap! At para sa magandang kinabukasan ng inyong pamilya!

REMINDER AND REFERENCES FOR SPEAKERS

Time Allocation: 4 minutes

SLIDE 3



SPEAKER GUIDE

Tandaan din ang 6 Tips sa video. Makakatulong ito sa inyo. Isa-isahin natin, at alamin kung paano maisasagawa sa pang-araw-araw.

***Transition to next slide**

REMINDER AND REFERENCES FOR SPEAKERS

Time Allocation: 0.5 minute

If audience are *Domestic Workers*, Speaker may ask everyone to read the 6 Tips quickly, *together with the Speaker*.

If audience are *Highly Skilled Workers and/or Seafarers*, Speaker may ask a volunteer to read the 6 Tips quickly.





PiTaKa Tip 1: Mag-OWWA Member na!

Learning Objectives:

- To emphasize the importance of being an OWWA member.
- To encourage biennial renewal of OWWA membership, including payment of renewal fees.

Standard Key Message:

Pag OWWA member ka, protektado ka!

SLIDE 4



SPEAKER GUIDE

Tip 1: Mag-OWWA member na!

***Ask audience:** Sino ang hindi pa OWWA member?

OWWA ang isa sa mga ahensiyang tumutulong sa OFWs para mapabuti ang inyong kalagayan at ma-protektahan ang inyong mga karapatan.

Para maging OWWA member, kailangan magpasa ng application form, kopya ng passport, work permit o contract of employment, at membership fee na USD 25. Pwedeng mag-apply sa opisina ng OWWA at POEA bago kayo umalis. Pwede din mag-apply sa mga Philippine Embassies, Consulates o sa mga Philippine Overseas Labor Offices o *POLOs*.

Tandaan, renewable ang OWWA membership kada dalawang (2) taon. Sana lahat kayo laging active members ng OWWA, para siguradong makakatanggap ng benepisyo.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 1 minute

Speaker should note that ***OWWA Membership is discussed in a separate PDOS session.*** This Tip reminds participants to renew their membership.

To emphasize, Speaker may note that the ***USD 25 membership fee/renewal fee covers the 2-year OWWA membership. Assuming that exchange rate is USD 1 = PhP 50, USD 25 is PhP 1,250 which is equivalent to PhP 1.70 per day.***

SLIDE 5



SPEAKER GUIDE

Mga halimbawa ng benepisyong pwedeng makuha sa OWWA ay:

1. Training, katulad ng PDOS na ito, at PAOS pagdating ninyo sa abroad. Kasama din dito ang mga skills at livelihood training.
2. Scholarship para sa inyong anak o dependents.
3. Pangkabuhayan loans para sa mga gustong mag-negosyo.
4. Medical assistance, pandagdag sa PhilHealth benefits ninyo.
5. Balik Pinas! Balik Hanapbuhay! Program para sa mga biglang napapabalik sa Pinas
6. Meron ding Disability, Dismemberment, Death and Burial benefits – huwag naman sana mangyari ito sa inyo!

Para sa karagdagang impormasyon, check ninyo ang OWWA Programs and Services Handbook.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 1 minute

Speaker is encouraged to **be familiar with OWWA benefits and services.**

Additional References:

- **OWWA Programs and Services Handbook**
- **OWWA Website: www.owwa.gov.ph**
- **OWWA Facebook Page: <https://facebook.com/OWWAofficial/>**



BANK

PiTaKa Tip 2: Magbukas ng Account sa Bangko

Learning Objectives:

- To highlight the importance of having a bank account, for both the departing OFWs and their beneficiaries in the Philippines.
- To differentiate various bank deposit accounts.
- To provide guidance in opening a basic deposit account, especially for Domestic Workers

Standard Key Message:

Kapag may bank account ka at ang mga beneficiaries mo sa Pinas, grand SLAMM ang padala mo!

- *S - Sigurado (na makakarating ang padala mo)*
- *L - Ligtas (ang padala mo)*
- *A - Abot kaya (ang remittance fees)*
- *M - Mabilis (ang pagpapadala ng remittance)*
- *M - Madali (ang pag-withdraw at iba pang transaksyon)*

SLIDE 6



SPEAKER GUIDE

Tip 2: Magbukas ng account sa bangko bago umalis ng Pilipinas.

Ipag-bukas din ang inyong beneficiary – si misis, si mister, si nanay, si tatay o kung sino man ang pinagkakatiwalaan mong tatanggap ng remittance ninyo.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

SLIDE 7



SPEAKER GUIDE

Bakit mahalaga na may bank account ang inyong beneficiary?

Pangunahing dahilan ay para sa remittance. Kapag deretso sa bank account ng beneficiary mo ang padala, tandaan ang grand **SLAMM**:

1. **S** – Siguradong makakarating, at pwedeng ma-monitor kung enrolled ang account sa online banking.
2. **L** – Ligtas ang padala dahil direct deposit sa bank account at walang cash handling.

3. **A** – Abot kaya ang remittance fees. Madalas, mas mura ang fees kapag direct deposit sa bank account kaysa cash padala. Tingnan ang halimbawa sa **Handout No. 1: Paghahambing ng Remittance Channels**.
4. **M** – Mabilis. Credited agad ang padala sa bank account sa loob ng isang oras (o isang araw, depende sa bangko).
5. **M** – Madaling makakapag-withdraw ang beneficiary mo sa bank account niya, lalo na kung may ATM. Dahil may account na sa bangko, may “relationship” ka na sa bangko, at mas mapapa-dali na ang iba pang transaksyon sa kanila.

Dagdagan ko pa yung M:

6. **M** – May interest kapag nagtagal- tagal pa sa account ng beneficiary mo yung padala. Kahit kaunti lang, sayang din yun.
7. **M** – May deposit insurance ang mga deposit accounts, up to PhP 500,000 per depositor per bank. Binibigay ito ng Philippine Deposit Insurance Corporation in case magsara ang isang bangko.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 2 minutes

In case audience are **Highly Skilled Workers and/or Seafarers**, Speaker **may ask a volunteer to explain the importance of having a bank account**.

Speaker should make sure that audience have copy of **Handout No. 1: Paghahambing ng Remittance Channels**. Speaker should study this Handout in preparation for questions that the audience may ask.

In case audience are **Highly Skilled Workers and/or Seafarers**, Speaker **may focus on the Handout, or on protecting deposit accounts that are enrolled in online banking**.

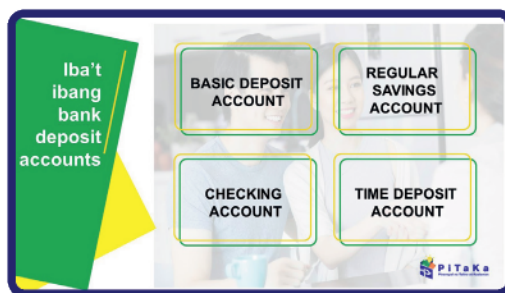
Additional References:

- On **Online Banking**¹
- On **Deposit Insurance**²

1. <http://www.bsp.gov.ph/downloads/primers/Online%20Banking.pdf>

2. http://www.pdic.gov.ph/files/Deposit%20InsuranceBrochure_Final.pdf

SLIDE 8



SPEAKER GUIDE

***Ask audience:** Taas ang kamay. Sino ang may deposit account na sa bangko?

Ito ang halimbawa ng mga deposit accounts sa mga bangko. Dahil iba-iba sila ng offer, makakabuti na tanungin kung sila ay may ganitong mga accounts, at kung anu-ano ang mga requirements.

1. *Basic Deposit Account (BDA):*

- May mga bangko na nag-ooffer ng BDA para sa bagong kliyente na nag-uumpisang mag-ipon ng maliit na halaga.
- Sa BDA, PHP 100 lang, o mas mababa pa, ang initial deposit.
- Hindi kailangan ng ID, dahil pwede ang barangay certificate para magbukas ng account.
- Walang dormancy charges at walang minimum account balance requirement.
- Pero may maximum account balance na PHP 50,000. Kapag lumampas sa halagang ito ang laman ng BDA, kailangan nang i-convert sa Regular Savings Account.

2. *Regular Savings Account:*

- Ito yung account na medyo mataas ang initial deposit, depende sa bangko.
- Isa o dalawang ID ang kailangan para makapag-bukas.
- Pwede itong "dollar account" or "peso account" (at iba pang major currencies).
- Kapag ito ang gusto ninyong account, alamin ang "terms and conditions" ng account, lalo na ang mga fees and charges na maaring mapataw.
- Halimbawa ay dormancy charges kapag matagal na walang activity sa account.
- Baka may charge din kapag ang pera sa account ay bumaba sa required na "minimum maintaining balance".
- May mga bangko na may required "average daily balance" bago kumita ng interes ang iyong account.

3. *Checking Account (o Current Account):*

- Katulad ito ng Savings Account, pero sa halip na Passbook o ATM Card ang hawak mo, checkbook o tseke.
- Madalas ginagamit ang checking account para sa pagbabayad ng financial obligations.
- Halimbawa, sa renta ng bahay o amortization ng real estate loans, o kaya ay business transactions.
- Kung kukuha ng ganitong account, alamin ang terms and conditions para maiwasan ang fees.
- Kailangan may pondo sa account bago mag-issue ng tseke para hindi tumalbog.

4. *Time Deposit (TD):*

- Ito ay savings account na pangmatagalan. Mawi-withdraw o madadagdagan mo lang ito sa "maturity date".
- Halimbawa, ang Php50,000 na naka time deposit for six months ay mawi-withdraw lamang kasama ang interest sa takdang araw sa ika-anim na buwan.
- Makikita ang "maturity date" na ito sa Certificate of Time Deposit o Passbook (depende sa bangko).
- Kung mas maaga ang pag-withdraw (pre-terminate), may penalties (pre-termination fees).
- Pwede din i-renew o dagdagan ang halaga ng time deposit sa maturity date nito.
- Mas mataas ang interest rate kapag mas mahabang panahon ang time deposit. Ito ay dahil sa konseptong "time value of money".

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation in case audience are Domestic Workers: 4 minutes

In case audience are **Domestic Workers, and majority have no bank accounts, Speaker may focus on the Basic Deposit Account.** Speaker should note the following:

- Not all banks offer BDA, many banks "label" their BDA with different names, and many are offering "OFW accounts" similar to the features of a BDA.
- Banks have different internal policies regarding initial deposits, minimum maintaining balance, average daily balance requirements, deposit interest rates, and other account terms and conditions.

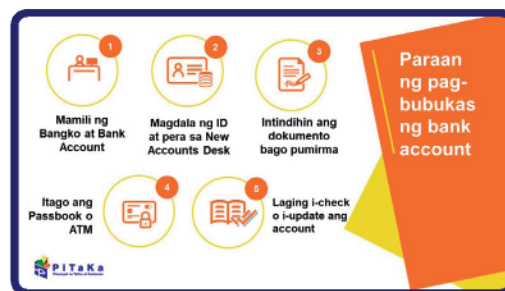
Time allocation in case audience are Highly Skilled Worker and/or Seafarers: 1 minute

In case audience are Highly Skilled Workers and/or Seafarers with bank accounts, Speaker may just briefly show this slide. Speaker may also ask audience which type of account they are least familiar with, and focus on that type of account. Speaker may focus on the “time value of money”, which can be showcased using Time Deposit Account as example.

Additional References:

- On *Basic Deposit Accounts*³
- On *Fees on Retail Bank Products/Services and Dormant Deposit Accounts*⁴
- On *time value of money*⁵

SLIDE 9



SPEAKER GUIDE

Paano nga ba magbukas ng bank account?

1. Una, mamili na ng bangko na tiwala ka at may branch abroad. Makakatulong sa inyo ang *Handout No. 2: Listahan ng mga Pilipinong Bangko na may Branch Abroad*.

Pwede din magtanong sa bangko na pinakamalapit sa inyong bahay kung may branch sila sa bansang pupuntahan ninyo. Kung wala, itanong kung may partnership sila sa Money Transfer Operators tulad ng Western Union o Money Gram, at kung pwede kayo mag direct deposit ng padala sa account ng inyong beneficiaries dito sa Pilipinas.

2. Pangalawa, pumunta sa New Accounts Desk ng bangko. Mamili ng bank account. Pwedeng BDA lang muna. Pwede ding Regular Savings Account kung kaya na. Siguraduhing magdala ng ID at pera para sa initial deposit.

3. <http://www.bsp.gov.ph/downloads/regulations/attachments/2018/c992.pdf>

4. <http://www.bsp.gov.ph/downloads/regulations/attachments/2016/c928.pdf>

5. TEDEd Video on Time Value of Money: <https://youtu.be/MhvjCWfy-lw>

3. Pangatlo, intindihin mabuti ang account terms and conditions bago pumirma ng forms. Huwag mahiyang magtanong kapag may alinlangan o hindi naiintindihan sa mga patakaran at proseso.
4. Pang-apat, itago ang Passbook o ATM Card at iba pang dokumento. Tandaan at huwag i-share sa iba ang account number at PIN (in case of ATM Card).
5. Panghuli, laging i-check o i-update ang account. I-report agad sa bangko kapag may problema, maling record o kahina-hinalang transaksyon sa iyong account. Siguraduhin na updated ang iyong contact details (address at telepono) sa records ng bangko.

REMINDER AND REFERENCES FOR SPEAKERS

Speaker should make sure that audience have copy of *Handout No. 2: Listahan ng mga Pilipinong Bangko na may Branch Abroad*. Note that *information on this Handout may change*. Speaker may *recommend that audience visit the BSP website for updated information: www.bsp.gov.ph*

Time allocation in case audience are Highly Skilled Workers and/or Seafarers: 2 minutes, including online banking safety tips.

In case audience are *Highly Skilled Workers and/or Seafarers, of which majority have bank accounts*, Speaker may briefly show the slide and *just highlight the importance of the third and fifth steps*.

Speaker may also discuss safety tips when doing online banking and online transactions. The BSP primer on *Online Banking*¹ can be a useful reference.



PiTaKa Tip 3: Bayaran Agad ang mga Utang

Learning Objectives:

- For OFWs (and their families) to realize the impact of debt and importance of responsible borrowing.
- To highlight practical tips to manage debt and avoid over-indebtedness.

Standard Key Message:

- *Bayaran muna ang mga utang para makapag-ipon.*
- *Hindi masama mangutang kung gagamitin sa kapaki-pakinabang na bagay.*
- *Kung hindi kailangan, iwasan mangutang.*

SLIDE 10



SPEAKER GUIDE

Tip 3: Bayaran agad ang mga utang

***Ask audience:** Taas ang kamay. Sino ang may maiiwanang utang?

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

Speaker may comment briefly on the number of hands raised.

SLIDE 11



SPEAKER GUIDE

Kanino tayo nangungutang? Kadalasan ay sa...

***Enumerate and discuss common sources of credit:**

1. Kamag-anak o Kaibigan:

- Madaling makautang
- Madalas wala o mababa ang interest, at negotiable ang takdang panahon ng pagbabayad
- Maaring maging dahilan ng sigalot o away ng pamilya at kaibigan

2. Loan Shark (5/6):

- Mabilis at madaling makautang kahit walang kasulatan
- Mataas ang interest rates at halos araw-araw o linggo-linggo ang paniningil
- Hindi regulated o supervised ng kahit anong government institution
- Maaring maging "abusive" ang loan shark sa paniningil

3. Savings and Credit Cooperatives:

- Madaling makautang kapag naging miyembro at nagbayad ng share capital
- Kapag miyembro, maaring mag-avail ng iba pang serbisyo ng cooperative
- Ang interest rates ay depende sa patakaran ng cooperative
- Maaring bumagsak o mawala ang cooperative kapag hindi maganda ang governance at management nito

4. Pawnshop

- Kailangan ng ari-arian na pwedeng isangla (maliban sa lupain)
- Mabilis ang transaksyon
- Madaming pawnshop sa iba't ibang lugar
- Mas mababa ang value o kapalit na pera ng naisangla
- Bayaran sa takdang oras para iwas remata

5. Bangko

- Mas mababa ang interest rate dahil "diminishing balance" ang computation.
- Nakalahad sa loan terms and conditions ang amortization amount/schedule, fees charges at iba pang patakaran tungkol sa loan.

- Regulated at supervised ng BSP ang lahat ng bangko.
- May mga dokumentong kailangan i-submit bago maka-utang. Minsan, malayo o walang bangko sa lugar (para sa mga OFWs na galing sa hard-to-reach areas)

Bago mangutang, alamin ang bentahe (benefits) at kahinaan (disadvantages) ng bawat nagpapa-utang. Lamang pa rin ang mga formal financial institutions tulad ng bangko at kooperatiba.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 1 minute

Speaker may expound the advantages and disadvantages of the various sources of credit. Speaker should emphasize that borrowers should make the right decisions by thinking about their financing needs and capacity to pay.

SLIDE 12

Month	Beginning Balance	3% Interest	Month End Balance
1	10,000	300	10,300
2	10,300	309	10,609
3	10,609	318	10,927
4	10,927	328	11,256
5	11,256	338	11,593

Compounding interest

SPEAKER GUIDE

Sino naman ang may balak takbuhan ang kanilang utang?

Ang utang ay obligasyon na kailangan bayaran. Kapag di nag-bayad, masisira ang reputasyon at hindi na makaka-utang muli. Bababa ang pagtingin ng mga nagpapautang o creditors sa inyong "creditworthiness".

Kapag may utang, mas mahirap mag-ipon, mas matagal maka-ahon sa kahirapan, baka hindi kayanin maabot ang mga pangarap.

Bakit kailangan magbayad ng utang?

Kapag hindi nakapagbayad ng utang sa kabuuang halaga at sa takdang panahon, siguradong mababaon sa utang dahil sa "compounding interest".

***Go thru the animated slide, with every mouse click, for a simplified showcase of how compounding interest works.**

Halimbawa, **(Click)**

nangutang ako ng PHP 10,000 sa bumbay o 5/6. Ang interest ay 3% kada buwan.

Sa unang buwan, ang 3% ng 10,000 ay... **(Click)**

300. Kapag hindi ko nabayaran, ang kabuuang utang ko sa susunod na buwan ay... **(Click)**

10,300 – na papatawan ulit ng 3% na interest!

Magkaka-interest na nga yung principal na 10,000; magkaka interest din yung interest na hindi ko nabayaran. Kapag di pa rin ako nagbayad, papatungan ulit ng interest ang total kong utang na 10,609. **(Click)**

Kaya sa pangatlong buwan, ang utang ko ay magiging... **(Click)**

10,927.20!

Ganito ang mangyayari kada buwan kapag hindi ako nagbabayad ng tamang halaga sa tamang panahon **(Continue clicking until last item on the slide comes out)**.

Mahirap mabaon sa utang! Kaya dapat bayaran agad-agad lahat ng utang!

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 2 minutes

In case audience are **Highly Skilled Workers and/or Seafarers**, **Speaker** may use Credit Card as example to showcase compounding interest. In this case, Speaker should emphasize the following:

- Sa Credit Card, kapag lagi na lang “Minimum Amount Due” ang binabayaran mo, pinapataw ang interest (or finance charges) sa kabuuan ng hindi nabayaran halaga. Magko compound kada buwan hanggang mabayaran mo ng buong-buo. Kaya tandaan, magbayad ng utang – in full and on time.
- Maging “Transactor” – Ugaliing magbayad ng “full outstanding balance” sa bago mag due date. Iwasan ang late payment fees.
- Huwag maging “Revolver” – Huwag “minimum amount due” lang ang bayaran, baka mabaon sa utang dahil sa compounded interest rates. Speaker may comment briefly on the number of hands raised.

SLIDE 13



SPEAKER GUIDE

Kung madami na kayong utang, huwag mawalan ng pag-asa. May mga paraan para makabayad.

Isa pang paraan ay ang **Debt Stacking**:

- Ilista lahat ang utang ayon sa interest rate.
- I-prioritize bayaran ang may pinakamataas na interest rate.
- (Pros) Makakatipid sa interest payments.
- (Cons) Baka matagalan ang pagbabayad, lalo na kung malaking halaga ang may mataas na interest rate.

Isa pang paraan ay ang **Debt Snowball**:

- Ilista lahat ang utang ayon sa outstanding balance o halaga.
- I-prioritize bayaran ang may pinakamaliit na halaga.
- (Pros) May immediate feeling of victory dahil bayad agad ang maliliit na utang.
- (Cons) Mas mahal ang interest payments dahil mas matagal mababayaran ang malalaking utang.

I-try din ang **Loan Restructuring**, lalo na kung sa bangko kayo may utang:

- Sulatan, puntahan at kausapin ang bangko o creditor, at ipaliwanag ang inyong sitwasyon.
- Mag-propose ng mas abot kayang halaga at schedule ng pagbabayad.
- Tanungin kung posibleng ma-waive o bawasan ang interest payments para mapadali ang pagbabayad.
- Intindihin at tumupad sa Loan Restructuring Agreement para hindi makasuhan o ma remata ang inyong ari-arian na ginamit pang-collateral sa loan.

Tandaan, huwag mangungutang ng pambayad sa iba pang utang!

Kapag baon na sa utang, huwag nang mangutang!

Huwag din mawalan ng pag-asa. Kailangan ng disiplina sa pagbabayad, at tiyaga sa pagtitipid at paghahanapbuhay.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 2 minutes

To illustrate **Debt Stacking and Debt Snowball***:

1. PhP 30,000 Credit Card Debt, with 3% interest rate per month, compounded
2. PhP 15,000 Debt From a Bank or Lending Institution or Cooperative, with 2% interest rate per month, compounded
3. PhP 5,000 Debt from a Friend, with 1% interest rate per month, not compounded

***Debt Stacking – Prioritize paying Debt No. 1**

***Debt Snowball – Prioritize paying Debt No. 3**

In case audience are **Highly Skilled Workers and/or Seafarers**, Speaker may **focus on Loan Restructuring**, provide concrete examples of Debt Stacking and Debt Snowball, or share other debt management strategies recommended by credible financial experts.

Additional References:

- ***More information about credit cards⁶***
- ***Implementing Rules of the Credit Card Industry Regulation Act⁷***

6. <https://www.ccap.net.ph/credit-card-basics/payments-and-collections/>

7. <http://www.bsp.gov.ph/downloads/regulations/attachments/2018/c1003.pdf>

SLIDE 14



SPEAKER GUIDE

Hindi naman lahat ng utang ay masama...

***Facilitate the audience activity:**

May babanggitin akong mga bagay. Itaas ang kamay kung ito ay “good debt” o mabuting utang. Ilagay ang kamay sa ulo kung ito ay “bad debt” o di- mabuting utang:

1. **Utang para sa emergency o hospitalization** – Umuutang tuwing may medikal o pinansyal na emergency dahil walang ipon o Emergency Fund. Good debt ito kung kaya mo siyang bayaran. Bad debt kung hindi ka makakabayad o hirap ka sa pagbabayad. Dapat kasi, habang wala pang emergency, nag-iipon ka na para sa Emergency Fund ng pamilya.
2. **Utang para sa cellphone** – Umuutang kapag kailangang gumastos para sa consumer goods katulad ng latest model ng cellphone, designer clothes and bags, playstation. Bad debt ito. Kung gusto mo talaga magkaroon ng ganitong gamit, pag-ipunan mo muna.
3. **Utang para sa negosyo** – Umuutang upang madagdagan ang kapital o puhunan para sa negosyo. Good debt kung kayang bayaran, at tama ang pag-manage sa negosyo. Bad debt, kung hindi ma-manage ang pagbabayad.
4. **Utang para pambili ng bahay at/o lupa** – Ang pangungutang para sa goals katulad ng bahay at lupa ay good debt, basta na-planong mabuti at tiyak na mababayaran mo ito sa tamang panahon.
5. **Utang para magkaroon ng Credit Score** – Umuutang para mapanatiling aktibo ang ating Credit Score – Good debt ito, basta ang pag-utang ay napag-isipan at ang inutang ay kayang bayaran.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 3 minutes

Speaker should **mention each item, wait for audience to answer with their actions, and explain if there are conflicting answers** (e.g. some say bad debt, others say good debt).

In case audience are **Highly Skilled Workers and/or Seafarers**, Speaker may **get volunteers to explain their answers**. Speaker **should be prepared to “process” or synthesize the answers within the time allocation**.

In case audience are **Highly Skilled Workers and/or Seafarers**, Speaker **may include and explain Item No. 5 on Credit Score**.

- Ang Credit Score ay binibigay ng mga Credit Bureaus Credit Rating Agencies base sa isang grading system. Ito ay nagsisilbing indicator upang malaman ang “creditworthiness” o kung gaano kasinop magbayad ng utang ang isang borrower Kapag maganda ang iyong Credit Score, mas mataas ang tsansang ma-approve ang loan application sa bangko o financial institution, at makaka-negotiate pa ng mas mababang interest rate.
- Ang pagbibigay ng Credit Score ay unti-unting nauuso sa Pilipinas dahil mayroon nang Credit Information Corporation. Ang mga bangko, creditors, utility companies at iba pang credit granting insitutions ay required ng batas na mag-report sa CIC.

Additional References:

- About the **Credit Information Corporation⁸**

SLIDE 15



SPEAKER GUIDE

Tandaan, hindi masama mangutang, basta ito ay “Good Debt” na...

1. Gagamitin sa kapaki pakinanabang na bagay o gawain
2. Kayang bayaran ng buo sa takdang panahon, at
3. Hindi nahihirapan sa pagbabayad.

Kung hindi naman kailangan, huwag nang mangutang!

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

8. <http://www.creditinfo.gov.ph/>



10%

PiTaKa Tip 4: I-save ang 10% ng Kita!

Learning Objectives:

- To understand the importance of saving.
- To learn tips and techniques for effective saving.
- To showcase a simple Financial Plan as a model for effective saving.

Standard Key Message:

- *Hindi forever ang pagta-trabaho abroad.*
- *Hindi hadlang ang maliit na kita sa pag-iipon.*
- *Unahin ang pag-iipon at gumawa ng Financial Plan para sa pangarap sa buhay.*
- *Mag-iipon regularly at paghandaan ang mga emergencies.*
- *Mamuhay ng simple at iwasan ang luho (o "lifestyle inflation") kahit malaki na ang kinikita.*
- *Ibahagi at isama ang pamilya sa paggawa ng Financial Plan.*

SLIDE 16



SPEAKER GUIDE

Tip 3: I-save ang 10% ng kita

Bakit ba natin kailangan mag-ipon o mag-save?

Dahil walang forever sa pag-aabroad. Hindi natin masisigurado na may contract renewal. Kaya habang may kinikita, mag-ipon na agad. Save now, save regularly!

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

Speaker should emphasize that overseas employment is temporary. Speaker may clarify that the percentage may be less than or greater than 10% of income. More important is to save now and save regularly.

SLIDE 17



SPEAKER GUIDE

Sa buhay ng tao, mayroong mga inaasahang pangyayari. Tawag dito ay "life cycle events". Halimbawa, habang bata pa, nag-aaral tayo. Yung iba, pinipiling magpa-aral ng kapatid o kamag-anak. Pagkatapos nagtatrabaho, nag-aasawa, nagkaka-anak, nagkaka-apo. Ibig sabihin, lahat tayo ay tumatanda.

Madalas din sa life cycle ang mga hindi inaasahang pangyayari – pagkawala ng trabaho, pagkakasakit, aksidente, kalamidad, o kamatayan sa pamilya.

Sa lahat ng pangyayari, isa lang ang sigurado – may kaakibat silang gastos. Kaya dapat, laging nakahanda ang pera. Kailangan may ipon, para hindi na kailangang mangutang.

Ito ang halimbawa ng mga dapat pag- ipunan sa madaling panahon (short term) at sa pangmatagalan (long term).

Mag-ipon para sa:

1. Emergency Fund
2. Retirement Fund
3. Pag-papaaral ng anak o mga kapatid
4. Pag-pundar ng negosyo o kabuhayan
5. Pag-pundar ng bahay
6. Pagbili ng sasakyan (kung talagang kailangan) Paghahanda para sa iba pang pangangailangan (pwede din bakasyon para sa pamilya, basta hindi luho)

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 1.5 minute

Speaker should emphasize that saving is the first step to prepare for life events, so that the need to borrow money is eliminated or minimized.

For the short term and long term savings goals, Speaker should emphasize that the amounts will depend on the personal decisions of the audience, depending on their desired lifestyle.

Speaker should emphasize separate accounts for emergencies and other savings goals (e.g. tuition, house downpayment, others).

Additional Spiel:

Sabi ng mga eksperto, ang emergency fund ay dapat katumbas ng anim (6) na buwan na gastusin ng inyong pamilya. Pwede ding mas malaki, depende sa inyong pangangailangan, kagustuhan o kakayahan na mag-ipon.

Ang Emergency Fund ay hindi ginagamit sa pang-araw-araw na gastusin (halimbawa: pagkain, renta ng bahay, tubig, kuryente). Nakareserba ito para sa mga 'di inaasahang pangyayari. Bukod ito sa inyong savings o ipon para sa pangmatagalan na financial goals tulad ng education fund, downpayment sa bahay, o capital sa negosyo.

SLIDE 18

Paano makaka-apon?

- STEP 1**
Gumawa ng Financial Plan
- STEP 2**
I-prioritize ang pag-iipon
- STEP 3**
Panatilihin mababa ang gastusin

SPEAKER GUIDE

Paano ba tayo makaka-apon? May 3 steps na kailangan gawin...

***Read the items on slide and quickly transition to next slide.**

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

SLIDE 19

Financial Goals (Year 1)	Month 1 (Budget)	Month 3 (Budget)	Month 4 (Budget)	Month 5 (Budget)	Month 6 (Total)	Month 12 (Total)
Emergency Fund	2,000	2,000	2,000	2,000	12,000	24,000
Pambayad Utang	3,334	3,334	3,334	3,334	20,000	
Padala sa Pamilya	10,000	10,000	10,000	10,000		
Para sa Sarili	4,666	4,666	4,666	4,666		
TOTAL	20,000	20,000	20,000	20,000		

Financial Goals (Year 2)	Month 1 (Budget)	Month 3 (Budget)	Month 4 (Budget)	Month 5 (Budget)	Month 6 (Total)	Month 12 (Total)
Emergency Fund	2,000	2,000	2,000	2,000		48,000
Puhunan sa Negosyo	3,334	3,334	3,334	3,334	20,000	40,000

Sweldo kada buwan: P20,000 (US\$400)

STEP 1
Gumawa ng Financial Plan

SPEAKER GUIDE

Unang step: Gumawa ng Financial Plan o Savings Plan.

***Go thru the simple Financial Plan on slide:**

- Halimbawa, ang sweldo ko kada buwan ay Php 20,000 (assuming a monthly salary of a Domestic Worker is at USD400 and an exchange rate of Php50 per one US dollar).
- Gusto ko magkaroon ng Emergency Fund na Php24,000 sa loob ng isang taon. Pagdating ng suweldo, magtatabi na ako ng Php2,000. Gagawin ko ito kada suweldo para ma-achieve ang goal ko pagkatapos ng isang taon.

- May utang pala akong PhP20,000 na dapat bayaran sa ika-anim na buwan. Kaya, itatabi ko din ang PhP 3,334 kada buwan. Sa loob ng 6 buwan, may pambayad-utang na ako!
- Yung PhP10,000 kada buwan ay para padala sa pamilya. Siyempre yung matitira, para sa aking pangangailangan.
- Sa susunod na taon, dahil wala na akong utang, pwede ko nang pag-ipunan ang pang-negosyo. Pwede din pang-repair ng bahay, depende sa iba ko pang savings goals!

Tandaan, ang Financial Plan ay gabay mo at ng pamilya mo para maabot ang inyong savings goals at pangarap sa buhay.

Tandaan din, maaring magbago ang Financial Plan kasabay ng mga pagbabago sa inyong buhay (e.g. pagkakaroon ng anak). Maaaring lumaki ang inyong mga savings goals over time, kasabay ng pagtaas ng halaga ng kinikita, diskarte at disiplina.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 2.5 minutes

In case audience are **Highly Skilled Workers and/or Seafarers**, Speaker may use more suitable examples, or higher amounts for each of the savings goals. Speaker may also utilize the following tools from the BSP website, provided that Speaker is able to expound the messages adequately and clearly within the time allocation. Speaker is encouraged to study these materials closely:

- ***Financial Planning 101 (Primer)***⁹
- ***Financial Planning Calculator (Automated Excel Sheet)***¹⁰

An experienced Speaker may also get one willing participant to share their financial planning experience, provided that Speaker is able to manage this within the time allocation, and synthesize key points shared by the participant in line with the items on the slide and the Standard Key Messages.

9. <http://www.bsp.gov.ph/downloads/primers/Financial%20Planning%20101.pdf>

10. *The Financial Planning Calculator (excel file) can be downloaded by clicking the link next to the Financial Planning 101 primer at <http://www.bsp.gov.ph/publications/primers.asp>*

SLIDE 20



SPEAKER GUIDE

Pangalawang step: I-prioritize o unahin ang pag-iipon.

Sabi ng marami, wala silang ipon kasi wala naman daw silang pera, o kaya maliit daw ang swedo.

Likas kasi sa Pinoy na unahin ang paggastos kesa sa pag-ipon. Madalas, inuubos lahat ang kinikita sa mga gastusin. Minsan, hindi pa dumadating ang sweldo, naisip na kung anong bibilhin o na-advance gastos na! Ganito kasi ang kanilang Saving Formula, kaya wala talagang natitira:

$Kita - Gastos = Ipon$

Ito ay maling kaisipan at gawain. Para maka-ipon, sundan ang tamang Saving Formula, unahin ang pag-iipon!

$Kita - Ipon = Gastos$

Sabi ng PiTaKa video, i-save agad ang 10% ng iyong kita! Yung matitira, yun ang gamitin at pagkasyahin na panggastos. Sanayin ang sarili at ang pamilya na, pagdating ng kita o remittance, magtabi na agad ng pang-savings. Pay your savings account first.

Kung mayroong dagdag o di inaasahang kita, halimbawa bonus, tips, o kaya foreign exchange differential, mag-tabing ng mas malaking porsyento.

Gawing kaugalian ang pag-iipon. Kahit paunti-unti, kapag regular na ginagawa ang pagtatabi ng pera, siguradong makaka-ipon. Disiplina ang kailangan.

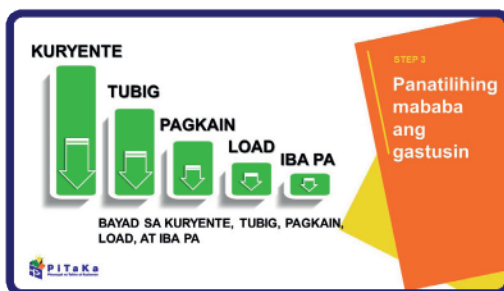
REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 1 minute

In case audience are **Highly Skilled Workers and/or Seafarers**, and Speaker is skilled at managing time and synthesizing key points, the Speaker may ask a volunteer participant about their proven effective savings strategies.

Speaker should emphasize the correct behavior in saving: Prioritize setting aside a portion of monthly income as savings.

SLIDE 21



SPEAKER GUIDE

Pangatlong step: Panatilihing mababa ang gastusin.

Huwag magpadala sa uso, luho at “lifestyle inflation”. Madalas kasi, habang lumalaki ang kita, dumadami din ang gustong pagkagastusan. Manatili sa simple subalit sapat na pamumuhay para mas madaming ma-ipon.

Kung saan pwedeng makatipid sa gastos, gawin natin. Huwag gumastos sa mga hindi importanteng bagay. Iwasan ang bisyo. Bawat pisong matitipid, pandagdag sa savings!

Hindi naman puro sakripisyo para makapag-save. Mae-enjoy din natin ang buhay, at magagawa o mabibili din naman ang mga kagustuhan – basta ito ay na-plano at napag-ipunan.

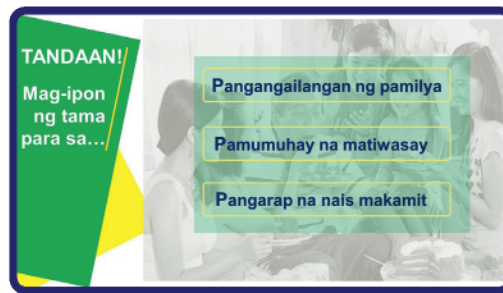
REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 1 minute

Speaker may share examples of saving tips, such as:

- Magtipid sa kuryente at tubig.
- Magtipid sa load sa cellphone at internet.
- Iwasan ang bisyo (alak, sigarilyo, jueteng, sugal, Facebook).
- Iwasan ang mainggit sa iba sapagkat may pinag-iipunan ka.
- Iwasan ang luho. Makuntento sa gamit na simple subalit de-kalidad na gamit.
- (Iba pang tips na angkop sa experience ng audience)

SLIDE 22



SPEAKER GUIDE

Tanungin ko uli kayo...
ilang percent dapat ng kita ang tinatabi agad para sa savings?

(Wait until audience answers 10%)

Ang pinaka-tamang sagot ay...
Ang porsiyento nasa sa inyo, depende sa tatlong "P":

1. Pangangailangan ng pamilya,
2. Pamumuhay na matiwasa, at mga
3. Pangarap na nais makamit.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute



PiTaKa Tip 5: 10% ng Padala, I-save o I-negosyo

Learning Objectives:

For All Audiences

- For OFWs (and their families) to realize the impact of debt and importance of responsible borrowing.
- To highlight practical tips to manage debt and avoid over-indebtedness.

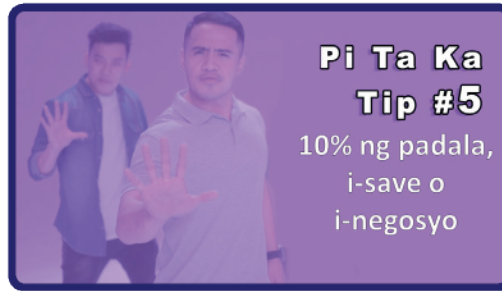
For Highly Skilled Workers and/or Seafarers

- To deepen understanding of basic financial instruments available in the market for retail investors.

Standard Key Message:

- *Sabihan ang pamilya na gamitin ng wasto ang padala.*
- *Sabihan ang pamilya na ipunin ang bahagi ng padala para may pampuhunan sa negosyo.*
- *Pag-aralan at subukan ang pagne-negosyo at iba't ibang uri ng investments na pwedeng pasukin.*
- *Maging mapanuri sa mga tao, grupo o financial institutions na nag-aalok ng investments upang makaiwas sa scam.*

SLIDE 23



SPEAKER GUIDE

PiTaka Tip No. 5. Sabihan ang pamilya na i-save ang 10% ng padala, para maka-ipon ng pampuhunan sa negosyo! Kung kayang mas malaki pa sa 10% ang i-save, mas mabuti!

Ang negosyo ay isang paraan ng pag-iinvest.

Bago natin kilatisin ang pagne-negosyo, alamin natin ang kaibahan ng saving sa investing.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

This slide and succeeding ones, unless otherwise indicated, are applicable to all audiences.

SLIDE 24



SPEAKER GUIDE

***Ask audience:** Taas ang kamay! Sino ang nagsasabi na pareho ang saving at investing?

(Wait for raised hands).

Sino naman ang nagsasabing magkaiba sila?

(Wait for raised hands).

Tama. Magkaiba ng layunin (objective), paraan (instruments) at panganib (risks) ang saving at investing.

***Refer to slide, and expound.**

Sa Saving:

- Ang layunin sa pag-iipon ay para sa tiyak na pangangailangan (o specific financial goals tulad ng tuition ng anak, o downpayment para sa bahay). Nag-iipon din tayo para mapaghandaan ang madaliang pangangailangan (emergencies).
- Ang pagde-deposito sa bangko ay isang paraan ng saving (napag-aralan na ito sa mga naunang PiTaKa Tips).

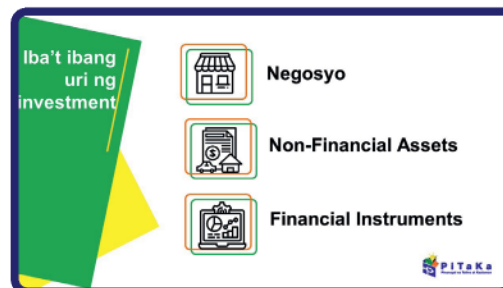
Sa Investing:

- Ang layunin sa pagi-invest ay para madagdagan ang kita, mapalago ang capital o dumami ang mga ari-arian.
- Subalit sa investing, hindi tiyak ang kita, at hindi rin tiyak na maibabalik ang puhunan.
- Kaya i-invest lamang ang extrang pera na handa kang mawala o malugi!

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

SLIDE 25



SPEAKER GUIDE

Nabanggit ko kanina na ang **Pagne-negosyo** ay isang paraan ng investing.

May iba pang paraan, katulad ng:

Non-Financial Assets.

Halimbawa nito ay mga lupain or real estate, alahas, paintings o iba pang “physical” na ari-arian na may “value” o halaga na maaring ding tumaas o bumaba.

Financial Investment Instruments

Halimbawa nito ay Treasury Bills, Unit Investment Trust Funds, at Mutual Funds at Stocks.

Spiel in case audience are Domestic Workers):

Pag-uusapan ito nang mas masinsinan sa mga Post Arrival Orientation Seminars (PAOS) sa inyong destinasyong bansa. Pagne-negosyo tips muna ang pag-aaralan natin ngayon.

Spiel in case audience are Highly Skilled Workers and/or Seafarers):

Pag-uusapan natin ito isa-isa.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

SLIDE 26

1.Maaring kumita 1.Maaring malugi
2.Ikaw mismo ang amo 2.Sa iyo lahat ang responsibilidad
3.Makakapili ng sariling diskarte 3.Pabago-bago ang kalakalan at ekonomiya

Kabutihan **Di Kabutihan**

**Pagne-negosyo?
Pag-aralan mabuti ito!**

PITAKA

SPEAKER GUIDE

Tingnan muna natin ang pagne-negosyo bilang uri ng investing. Ayon sa Department of Trade and Industry (DTI), hindi madali mag-negosyo at hindi lahat ng tao ay may kakayahan na mag-negosyo. Kaya kailangan ng masusing pag-aaral dahil malaki man ang potential na kita, malaki din ang posibilidad na malugi! Tingnan natin ang mga paalala ng DTI sa inyong **Handout No. 3: Gabay sa Pagne-Negosyo.**

***Discuss key points of the Handout.**

Tandaan, mas magandang pag-ipunan ang capital kung susubukan ang pagne-negosyo. Kapag inutang kasi ang capital at nalugi ang negosyo, wala na ngang kita, may babayaran pang utang na may interes!

Kaya sabihan ang pamilya na 10% ng padala ninyo ay ipunin para pang-capital sa negosyo!

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation in case audience are Domestic Workers: 3 minutes

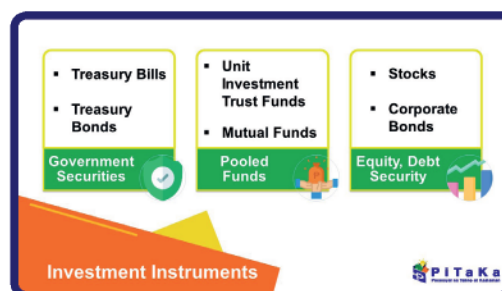
In case audience are **Domestic Workers**, **Speaker should focus on Handout No. 3. Gabay sa Pagne-negosyo. There is no need to discuss the slides pertaining to Financial Investment Instruments. Proceed to slides about scams.**

Time allocation in case audience are Highly Skilled Workers and/or Seafarers: 1 minute

In case audience are **Highly Skilled Workers and/or Seafarers**, **Speaker should focus on Financial Investment Instruments. Speaker may briefly show Handout No. 3. Gabay sa Pagne-negosyo** and encourage the audience to study it further in case they are interested to start a small business.

Additional reference materials may be downloaded from the [DTI Website¹²](#). Speaker is encouraged to study these materials, especially the basis of the DTI Handbook "Gusto Mo Bang Mag-negosyo", which is the basis of the Handout.

SLIDE 27



**Slides 27-30 are recommended to be used only when the audiences are for highly-skilled and/or seafarers.*

SPEAKER GUIDE

These are the different types of financial investment instruments available in the market:

12. <https://dti.gov.ph/business/msmes/msme-resources/msme-publications>

- **Government Securities**
- **Pooled Investment Funds**
- **Corporate Bonds**
- **Shares of Stocks**

We will discuss the basics of each type of investment.

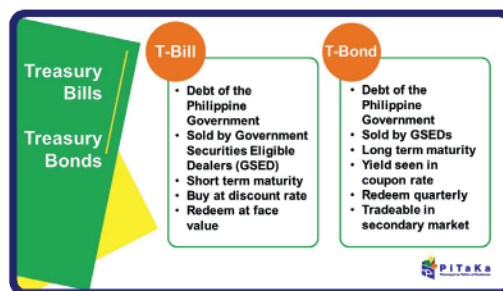
REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

This slide and the succeeding ones are about financial investment instruments. Speaker should discuss these slides only if audience are Highly Skilled Workers and/or Seafarers.

Speaker should carefully study and research other credible materials on investing. Speaker should be able to explain the financial investment instruments in a simplified, clear, understandable manner. Speakers are encouraged to try investing in legitimate investment products, even in small amounts, to gain deeper knowledge and credibility when discussing investing topics.

SLIDE 28



SPEAKER GUIDE

Government Securities (GS)

- GS are instruments of indebtedness (utang ng gobyerno) of the Philippine Government.
- GS are issued (or sold) by the Bureau of Treasury (BTr) to retail investors through Government Securities Eligible Dealers (GSEDs).

- GSEDs are usually the big banks, also registered as Broker and/or Dealer of Fixed Income Securities with the Securities and Exchange Commission (SEC).

Types of GS are as follows:

Treasury Bills (T-bills)

- Sold to investors by GSEDs at a lower price (discount) than face value (amount of the T-bill).
- Redeemed by investors at face value upon maturity (at par). Interest is paid in advance.
- Maturity or tenor is less than one year (91, 182, or 364 days).
- For example, you buy a T-bill worth PhP 5,000 but pay only PhP 4,500. You redeem the full amount of PhP 5,000 after 182 days at maturity.

Treasury Bonds (T-bonds)

- Also sold by GSEDs to investors at face value (face amount) on origination.
- The T-bond yield or interest is represented by Coupons, expressed as a percentage of the face value on a per annum basis, payable quarterly or semi-annually.
- Maturity or tenors are long term (2, 5, 7, 10 and 20 years).
- For example, you buy a 2-year T-bond worth PhP 50,000 with quarterly coupon rate of 5%. You collect the amount equivalent to 5% of PhP 50,000 every quarter for 2 years, and collect the principal amount of PhP 50,000 at the end of 2 years.
- T-bonds are tradeable in the secondary market, which means you can sell to other investors also through GSEDs, subject to prevailing interest rates and fees.

GS are low risk because there is low probability of default and backed by the taxing power of the government. They are liquid because they can be redeemed or re-sold anytime, subject to fees.

GS are also called Fixed Income Securities because their interest rates are defined and provide steady incomes.

To invest in GS, inquire from your chosen bank if they offer Retail T-bills or T-bonds. Ensure that you fully understand the features, interest rates and terms and conditions of your investment. Monitor your earnings, which are usually deposited in a separate bank account.

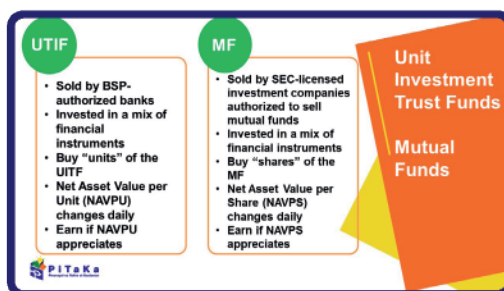
REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 2 minute

Additional references on Government Securities:

- [*List of GSEDs*](#)¹³
- [*Prevailing interest rates of Government Securities*](#)¹⁴

SLIDE 29



SPEAKER GUIDE

Pooled Funds or Collective Investment Funds. Money from small investors are “pooled” together and invested by an authorized professional fund manager in a diversified portfolio which would be too expensive for one investor to undertake.

Types of pooled funds are:

Unit Investment Trust Funds (UITF)

- Sold by banks authorized by BSP.
- You buy units of a UITF. The value of these units is called Net Asset Value Per Unit (NAVPU).
- NAVPU reflects current market prices of the investment instruments that make up the UITF. The NAVPU rises or falls depending on the movement of market prices.
- You earn based on the number of units you bought vis-à-vis the NAVPU, which changes everyday.

13. http://www.treasury.gov.ph/?page_id=141

14. http://www.treasury.gov.ph/?page_id=12658

Mutual Funds (MF)

- Sold by investment companies registered with the SEC and have appropriate secondary licenses from SEC covering their MF investment products.
- When buying MF, you are issued a certain number of shares in the MF corresponding to the amount of your investment. The price of each share, which is called the Net Asset Value Per Share (NAVPS), may increase or decrease every business day.
- When you buy or sell shares, the price is based on the daily NAVPS. If the NAVPS appreciates, you earn. If it depreciates, you may realize a loss if you redeem or sell your shares in the MF.

UITF/MF usually consist of a mixture of investments. Typical mixes are as follows:

1. Equity or Stock Funds:

About 75-90% of the UITF/MF is invested in stocks of publicly-listed companies; higher risk but higher returns; for aggressive investors and long-term growth.

2. Balanced Funds:

UITF/MF is a mixture of stocks and fixed income securities, generally 50-50 split; moderate risk and return; for balanced investors and long to medium-term growth.

3. Bond Funds or Fixed Income Funds –

100% of the UITF/MF is invested in fixed income securities; lower risk and return; for conservative investors and long-term capital preservation.

4. Money Market Funds –

100% of the UITF/MF is invested in short- term instruments, mostly T-Bills; lowest risk and return; for very conservative investors and short- term capital preservation.

- Risks and returns vary depending on where UITF/MF is invested. They are less liquid than GS, but can still be withdrawn when need arises, subject to holding periods and fees.
- To invest in a UITF, inquire from your chosen bank. To invest in MF, inquire from a licensed investment company. You may be asked to answer “suitability” tests to assess your preferred portfolio mix, or choose from available UITF/MF products. Make sure you understand all features, terms and conditions. Monitor your earnings.
- Take note that UITF/MF are not covered by deposit insurance of the PDIC, because they are investment products, not deposit products.

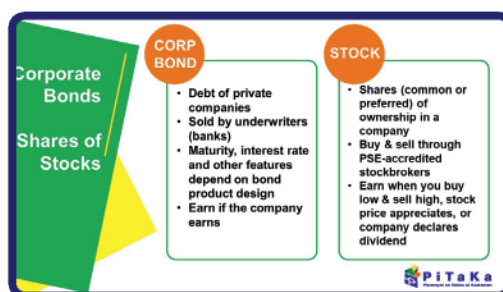
REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 2 minute

Additional references:

- *More information on UITFs, including NAVPU can be found at UITF Philippines website¹⁵ and Trust Officers Association website¹⁶.*
- *More information on MFs, including NAVPS at Philippine Investment Fund Association (PIFA) website.¹⁷*

SLIDE 30



SPEAKER GUIDE

Corporate Bonds

- Corporate Bonds (also called Debt Securities or Long-Term Commercial Papers) are borrowings of private corporations from an investor, who becomes a creditor to the corporation.
- Investors may buy through Underwriters (banks) hired by the corporation to issue the Corporate Bond on its behalf.
- Returns are fixed and regular (e.g. coupon payments, usually semi- annual).
- Risk varies (e.g. default on coupon payment) depending on the financial position or profitability of the corporation.
- Not very liquid as it is usually held to maturity or traded in secondary market.

15. <https://www.uitf.com.ph>

16. <http://www.toap.org.ph>

17. <https://www.pifa.com.ph/>

Shares of Stocks

- Shares of stock (also called Equities) represents ownership in a company that is listed with the Philippine Stock Exchange (PSE).
- There are two types of shares: (1) Common Shares (with voting rights) and (2) Preferred Shares (without voting rights).
- When you buy stocks of company, you become a part-owner. The number of shares that you have determines your percentage of ownership.
- As shareholder, you benefit from the company's growth and future profits. You also lose if the company suffers losses or underperforms.
- You earn when (1) the company distributes dividends, (2) there is an increase in stock price (capital appreciation), or (3) when you buy stocks at low prices and sell them at high prices. Prices per share of stock of a company varies daily, depending on market conditions.

To invest in the Stock Market...

- Choose a PSE-Accredited Stockbroker (Traditional Stockbroker or Online Stockbroker).
- Open and fund a Trading Account with your Stockbroker.
- Give orders to your Stockbroker on what stocks to buy or sell. In case you chose an Online Stockbroker, you will use your Stockbroker's online platform to directly buy and sell stocks.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 2 minute

To learn more about stock market investing, Speaker may attend the free Stock Market 101 learning sessions conducted by the PSE and Capital Markets Integrity Corporation (CMIC).

To check PSE-Accredited Stock Brokers and get information about stock prices, visit the **PSE website**.¹⁸

18. <https://www.pse.com.ph>

For more information about investing in the stock market, visit the [PSE Academy website](#).¹⁹

In case audience ask about **Variable Unit Linked Insurance (VUL)**:

- VUL are products sold by insurance companies.
- Ito yung mga insurance plan na may kasamang investment. Bahagi ng insurance premium na binabayaran ay ini-invest ng insurance company sa iba't ibang investment instruments (pwedeng GS, UITF, MF o Stocks).
- Siguraduhin na licensed ng Insurance Commission (IC) ang kompanya at ahenteng nagbebenta ng VUL bago mag-invest. Tandaan na ang pangunahing layunin ng VUL ay para sa insurance, add-on lamang ang investment.

SLIDE 31



SPEAKER GUIDE

Bakit kailangan mag-invest?

Para palaguin ang ating pera at malabanan ang inflation.

Inflation ang tawag sa bilis o "rate" ng pagtaas ng pangkalahatang presyo ng mga bilihin sa paglipas ng panahon.

Ito ang dahilan kung bakit ang nabibili ng ₱500 natin noong 2009 ay hindi na kasing-dami ng nabibili natin ngayong 2019.

Ideally, ang interest ng investments na pipiliin natin ay kikita ng katumbas or higit pa sa inflation. Kaya dapat pag-aralan mabuti ang pagi-invest.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 1 minute

In case audience are Domestic Workers, this slide may also be used by linking it to the Pagne-negosyo slide. Suggested spiel:

- Bakit kailangan mag-negosyo? Para palaguin ang ating pera at malabanan ang inflation.
- Inflation ang tawag sa bilis o “rate” ng pagtaas ng pangkalahatang presyo ng mga bilingin sa paglipas ng panahon.
- Halimbawa, ang isang kilo ng bigas noong 2009 are PhP35. Ngayon, PhP40 na, o kaya PhP45 pa kung magandang klase. (Speaker may use other examples to contextualize inflation).
- Mainam sana na ang business natin ay kikita ng katumbas o higit pa sa inflation. Kaya dapat pag- aralan mabuti ang pagne-negosyo.

Additional references:

- Video on inflation available at the [BSP website](http://www.bsp.gov.ph/multimedia/prices.asp).²⁰

SLIDE 32



SPEAKER GUIDE

These are some rules of thumb to remember when investing:

1. **Investigate before you invest.** Research and study the legitimate investments, understand how they work, how you can earn and the potential risks. Put your money only in investments that you fully understand. Keep learning.

2. **Invest only amounts that you are willing and can afford to lose.** Your investment money should be separate from your Emergency Fund or Savings Fund allocated for specific financial goals. Understand that returns are not guaranteed in any investment product. You should be able to still “sleep well” when you put money in an investment product.
3. **Remember the risk-return principle: “The higher the returns, the higher the risks.”** This means that investments that can yield high returns (such as stocks) also have greater potential for losses. Low risk investments (such as government securities) generally have lower risk of loss. Determine your risk appetite (conservative, balanced, aggressive) and choose an investment product that fits your profile.
4. **Invest over the medium to long term to optimize earnings.** Seasoned investors develop a long term investment horizon. They understand the concept of “time value of money” (e.g. long term T-bonds usually have higher interest rates than shorter term ones).
5. **Diversify your investments.** “Do not put your eggs in one basket.” Invest in different types of instruments with varying risk- return profiles. When investing in stocks, invest in multiple companies with good track records.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 2 minutes

The Speaker should emphasize points on this slide. These are important messages for investors, especially the beginners.

SLIDE 33

Risk appetite test	Risk/ Return	Low Income	High Income
	Low Risk	Government Securities, Balanced UITF or MF	Beware of scams!
	High Risk	Why invest in these?	Stocks, Bonds, Equity UITF or MF

SPEAKER GUIDE

***Audience activity:** Tingnan natin ang inyong “risk appetite”. Taas ang kamay.

Sino ang may gusto mag-invest sa “Low risk, low return products”?

(Wait for raised hands, if any).

Pwede kayo sa fixed income investments tulad ng T-Bills at T-Bonds.

Sino ang gustong mag-invest sa “High risk, low return?”

(Wait for raised hands, if any).

Siyempre wala, bakit naman tayo magi-invest dito di ba?

Sino ang gustong mag-invest sa “High risk, high return?”

(Wait for raised hands, if any).

Pwede kayo mag-invest sa stock market at UITF/MF na pure equity investments!

Sino naman ang interesado mag-invest sa “Low risk, high return?”

(Usually, many members of the audience will raise hands).

Ay, nakalimutan na ninyo ang napag-aralan natin sa investing! Walang ganito na legitimate investment. Ito ay potential scam!

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 1 minute

This slide is a segue to the next discussion on scams.

SLIDE 34



SPEAKER GUIDE

Mahalagang paalala: Mag-ingat sa scam!

Huwag basta-basta maniwala sa mga nagsasabing sigurado ang kita sa madaling panahon. Maging mapanuri. Ingatan ang pinaghirapang pera.

REMINDER AND REFERENCES FOR SPEAKERS

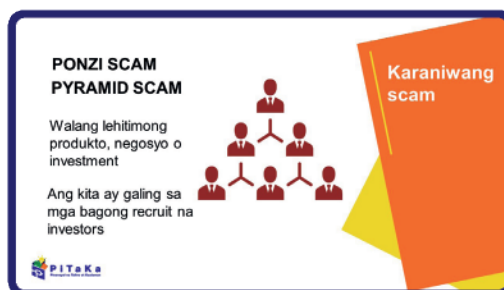
Time allocation: 1 minute

This slide and the succeeding ones are about common types of scams. These should be presented to all audiences.

In case audience are Domestic Workers, these slides should follow the slide about Pagne-Negosyo and Inflation (simplified).

In case audience are Highly Skilled Workers and/or Seafarers, these slides should follow the last slide about Investing.

SLIDE 35



SPEAKER GUIDE

Lapitin ang mga OFWs ng mga manloloko. Maging alerto sa scam katulad ng... Ponzi Scam o Pyramiding Scam.

Ito yung mga nangangako ng “double- your-money in one month (or short periods)”. Ito din yung kailangan mong mag-recruit ng ibang investors para kikita ka ng mas malaki. Minsan naman, may produktong binibenta pero napakamahal at mas kikita kung madami kang ma-recruit na bagong investor o “downline”. Kasi yung investment ng downlines ang pinagkukuhanan ng pambayad sa mga recruiters na nasa taas ng “pyramid” (**refer to slide**).

Anumang offer na “too good to be true”, hindi sila “true”. Sa lehitimong investment, walang siguradong malaking kita sa maikling panahon! Kapag nagdududa, o kaya nabiktima kayo ng ganitong scam, i-report agad sa SEC!

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 1 minute

Additional references:

- *On common types of scams, refer to the BSP Scam and Fraud primer available at the BSP website.²¹*
- *Visit the SEC website for more tips the do's and don'ts for investors to avoid being scammed.²²*
- *Also visit the website of Direct Selling Association of the Philippines for tips on how to assess whether a multi-level marketing business is a potential scam (8 Point Test).²³*

Speaker should regularly check SEC advisories on companies found to be illegally operating and offering unlicensed investment products. These can be cited as examples during discussions.

SLIDE 36



SPEAKER GUIDE

Ito ang iba pang halimbawa ng scam:

Vishing. May tatawag sa iyo, nagpanggap na taga bangko Tinatanong ang personal information (halimbawa: birthday mo o pangalan ng nanay mo) at bank account details (halimbawa: account number mo).

Huwag maniwala. Huwag ibigay ang information.

21. <http://www.bsp.gov.ph/downloads/primers/Fraud.pdf>

22. *Look for Investors Education and Information on the SEC website at <http://www.sec.gov.ph>*

23. *Look for the 8 Point Test and other information comparing Pyramiding and Direct Selling at <https://www.dsap.ph>*

Phishing. May nag-email sa iyo, di mo kilala, pero parang galing sa bangko. Pinapa-update ang personal information and bank account details mo. Pinapa-click sa iyo ang link sa isang website.

Huwag sagutin ang email. Huwag i-click ang link.

Spoofing. Ka-partner ng Phishing ang Spoofing. Ito ay paggawa ng spoof o fake website ng bangko, payment portal o kaya online store. Kadalasan pinapa-fill-up ka ng personal at account details, pati passwords.

Huwag mag-fill-up! Huwag mag-click ng link. Suriin ang website, at tawagan ang bangko kung nagdududa.

Skimming. Applicable ito sa Automated Teller Machines (ATM) o Point-of-Sale (POS) Devices. May illegal na naglagay ng camera at iba copying devices sa ATM o POS. Kinokopya ang information sa inyong ATM Card, Debit Card o Credit Card, gumagawa sila ng fake o clone ng Card mo para makuha ang pera sa iyong Savings Account, o sa pagbili ng mga bagay na macha-charge sa iyong Credit Card.

Mag-ingat sa paggamit ng ATM at cards. I-secure ang lahat ng information tungkol sa iyong accounts.

Kapag nabiktima, i-report agad agad sa inyong bangko. Kapag hindi na- aksyunan ng inyong bangko, maaring i-report sa BSP.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 2 minutes

Additional references include BSP Advisories on:

- *Phishing and Spoofing*²⁴
- *Skimming*²⁵
- *Responsible Use of Credit Card*²⁶
- *Undispensed ATM Withdrawals*²⁷

24. <http://www.bsp.gov.ph/publications/media.asp?id=4591>

25. http://www.bsp.gov.ph/publications/tables/2015_06/news-06082015a.jpg

26. <http://www.bsp.gov.ph/publications/media.asp?id=4514>

27. <http://www.bsp.gov.ph/publications/media.asp?id=4513>

SLIDE 37



SPEAKER GUIDE

Ito pa ang ibang halimbawa:

Text Scam. May nagtext, nagkamali daw siya, napadalhan ka ng PhP 500 load. Pakibalik daw by texting back with the amount and code.

Raffle Scam. Nanalo ka daw sa raffle, pero kailangan mo magbayad ng fee para makuha ang premyo Nakakapagtaka dahil di ka naman sumali sa raffle.

Inheritance Scam. May mamanahin ka daw mula sa isang mayaman na tao o kumpanya. Pero kailangan mo magpadala ng fund transfer fee.

Romance Scam. May online boyfriend o girlfriend ka. Hinihingian ka ng pera para makapagkita kayo o ma-process ang fiancé visa.

Travel Trouble Scam. Yung kaibigan mo, stranded daw sa isang lugar, nawalan siya ng pera at gamit. Padalhan mo daw ng pera para makauwi siya.

Donation Scam. Donate ka daw...pero fake yung Charity Organization.

Job Offer o Business Deal Scam. Kikita ka daw ng malaki sa isang online work o isang business deal. Pero kailangan mo muna magbayad ng fee.

Extortion Scam. Kailangan mo mag-fund transfer sa isang taong binabantaan ka ng pagkakulong o penalties dahil sa tax evasion o iba pang imbentong dahilan.

Kapag naka-encounter o nabiktima kayo ng mga ito, i-report agad sa National Bureau of Investigation (NBI)!

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 1 minute

SLIDE 38

1 I-secure ang personal at account information. Itawag agad sa iyong bangko ang kahinahinalang transaksyon sa account.

2 Iwasan ang investment na "too good to be true". Malamang scam ito.

3 I-report ang kahina-hinalang investment scheme at kompanya sa SEC o NBI.

TANDAAN!
Maging alisto, huwag magpaloko

PITAka

SPEAKER GUIDE

Tandaan... Huwag magpaloko! Maging alisto!

***Read items on slide together with audience and transition to next slide.**

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 1 minute



PiTaKa Tip 6: Wag Pagbigyan Lahat ng Habilin

Learning Objectives:

- To assess whether the family's "asks" (hiling ng pamilya) are needs or wants.
- To learn to prioritize needs and the use of budgeting tools together with the family.
- To summarize the key steps towards an OFW family's financial freedom.

Standard Key Message:

- *Suriing mabuti ang bawat hiling ng pamilya, kung ito ay talagang pangangailan (need) o kagustuhan (want) lang.*
- *Huwag magpadala sa emosyon, unahin ang mga pangangailangan.*
- *Sabihan ang pamilya na maging masinop sa perang padala. Turuan ang pamilya ng iba't ibang budgeting techniques.*
- *Kailangan ang partisipasyon ng bawat miyembro ng pamilya upang makamit ang inaasam na "financial freedom".*

SLIDE 39



SPEAKER GUIDE

PiTaka Tip No. 6: Wag pagbigyan lahat ng habilin ng pamilya. Pwede naman mamuhay ng simple at hindi maluhò.

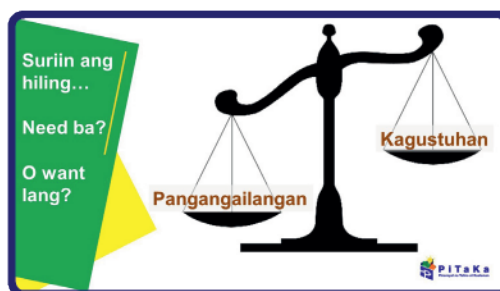
Wag magpa-apekto sa emosyon (homesickness, kalungkutan, inggit sa ari-arian ng iba, pagyayabang sa Facebook o sa mga kamag-anak) kapag magpapadala.

Aanhin ang mamahaling gamit kung walang nai-save o nai-pundar pag-uwi sa Pilipinas. Laging tandaan na pinag-iipunan natin ang kinabukasan ng pamilya.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

SLIDE 40



SPEAKER GUIDE

Kaya suriin mabuti kung ang hiling ng pamilya ay pangangailangan o "Needs". Baka ito ay kanilang kagustuhan o "Wants" lang.

Sanayin ang pamilya na maging masinop sa perang padala at i-prioritize ang mga "Needs".

"Want" ang isang bagay kung mabubuhay pa naman ang pamilya kahit wala ito.

Pwedeng gumastos para sa "Wants" paminsan-minsan, basta ito ay napag-iipunan at nai-budget ng tama.

***Audience activity:**

Magbabanggit ako karaniwang habilin sa mga OFW. Kung tingin ninyo ay “Want”, itaas ang isang kamay at gumawa ng korteng “pera” sign. **(Thumb and pointer finger form a circle, while the rest of the fingers are upright)**. Kung “Need”, itaas ang dalawang kamay.

Want or need ba ang...

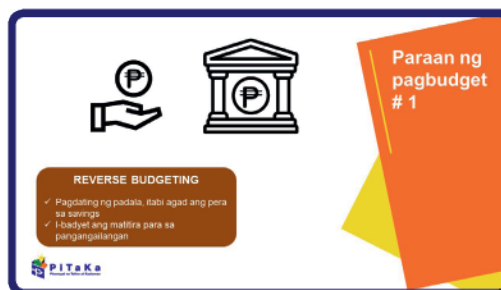
1. **Pang-tuition** – need, para sa magandang kinabukasan ng ating mga anak
2. **Damit at Sapatos** – want kung hindi makatarungan ang presyo, pwede naman simple at mura lang
3. **Cellphone** – need para makausap ang pamilya, pero want ito kung napaka-mahal ang presyo ng cellphone
4. **Aircon** – need kung may health concerns (e.g. asthma) o business na kailangan ng aircon, pero want ito kung pang-yabang lang
5. **Kotse** – pwedeng need o want, depende ito sa paggagamitan at kakayahang bayaran ang kotse, gas at maintenance
6. **Debut o Wedding Reception** – pwede naman mag-celebrate, basta abot-kaya ng budget at hindi kailangan mangutang para dito

Tandaan ang konsepto ng delayed o deferred gratification - turuan ang sarili at pamilya na ipagpaliban ang “wants” para sa ikauunlad ng pamilya at ikatutupad ng inyong mga pangarap.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 2 minutes

SLIDE 41



SPEAKER GUIDE

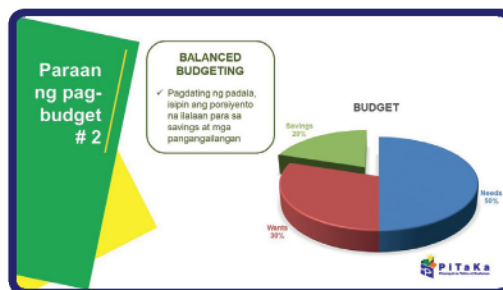
Turuan ang pamilya ng tamang pag -budget sa inyong mga padala. May 3 techniques:

Una: Reverse Budgeting. Naaalala niyo ba ang ating Saving Formula? Ito ang pundasyon ng Reverse Budgeting. Pagdating ng padala, ibawas agad ang 10% (o higit pa) para sa savings. Yung matitira ang pagkakasyahin sa mga gastusin.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

SLIDE 42



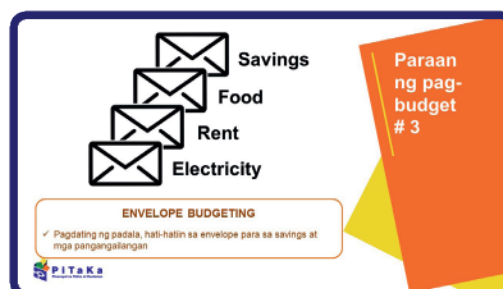
SPEAKER GUIDE

Pangalawa: Balanced Budgeting. Isipin na ang padala ay isang pizza pie na kailangang hatiin sa tatlong (3) parte: 50% para sa mga pangangailangan, 20% para sa savings at 30% para sa mga “wants”. Pwedeng baguhin ang laki o percentage, depende sa savings goals, priorities at pangangailangan ng pamilya.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

SLIDE 43



SPEAKER GUIDE

Pangatlo: Envelope Budgeting. Literal na naglalagay ng pera sa tig-iisang envelope para sa savings at bawat isang gastusin. Halimbawa, pagdating ng padala, hati-hatiin na ito para sa renta ng bahay, pamalengke, bayad sa kuryente at tubig, pambaon ng mga anak, at siyempre para sa savings account.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

SLIDE 44



SPEAKER GUIDE

Maraming nag-aabroad para makamit ang “Financial Freedom”. Ito ang pagkakaroon ng kakayahan at kalayaan na mag-desisyon kung paano gagamitin ang sariling pananalapi upang matugunan ng sapat ang lahat ng pangangailangan sa buhay.

Para sa iba, ang financial freedom ay mabayaran lahat ang utang. Sa iba naman, hindi na sila kakabahan kung sakaling may magkasakit sa pamilya. At yung iba pa, kayang-kaya nilang suportahan ang pangangailangan ng pamilya.

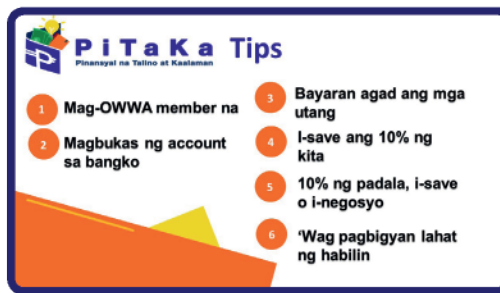
Iba-iba man ang gustong makamit, may tatlong paraan o steps para maging financially free. Ang perang kinikita at pinapadala ay dapat:

1. Planuhin (mag-save para sa mga pangarap)
2. Tipirin (mag-budget at unahin ang needs kesa wants) at
3. Palaguin (mamuhunan o mag-invest sa tamang paraan)

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

SLIDE 45



SPEAKER GUIDE

Isama ang pamilya sa lahat ng steps. Ibahagi sa kanila ang mga PiTaKa Tips.

Sabay-sabay nating basahin:

PiTaKa Tip 1: Mag-OWWA member na!

PiTaKa Tip 2: Magbukas ng account sa bangko

PiTaKa Tip 3: Bayaran agad ang mga utang

PiTaKa Tip 4: I-save ang 10% ng kita

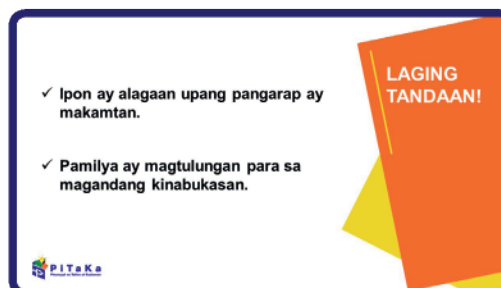
PiTaKa Tip 5: 10% ng padala, i-save o i-negosyo

PiTaKa Tip 6: 'Wag pagbigyan lahat ng habilin

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

SLIDE 46



SPEAKER GUIDE

Tandaan:

Ipon ay alagaan upang pangarap ay makamtan.

Pamilya ay magtulungan para sa magandang kinabukasan. Sana balang araw, hindi na kailangan mangibang bansa para kumita.

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute

SLIDE 47



SPEAKER GUIDE

Sa pamamagitan ng PiTaKa, ang wish namin para sa lahat ng OFW ay isang masaya, masagana at matiwasay na buhay, dito sa ating bansa, kasama ng inyong mga minamahal.

Maraming salamat sa pakikinig. Mabuhay ang mga OFW!

REMINDER AND REFERENCES FOR SPEAKERS

Time allocation: 0.5 minute



Handout No. 1. Paghahambing ng Remittance Channels

Paalala:

Ang impormasyong nakasulat dito ay mga halimbawa at maaaring magbago sa pagdaan ng panahon. Kumunsulta sa website o opisina ng mga remittance agents at bangko bago magpadala para sa mas updated na impormasyon.

Lugar (remittance corridor)	Kuwait papuntang Pilipinas		USA papuntang Pilipinas	
Halaga ng padala	KWD 65.00		USD 200.00	
Saan magpadala	Remittance Agent	Bangko	Remittance Agent	Bangko
Paraan ng pagpapadala	Cash (over the counter)	Cash (over the counter)	Debit Card (internet)	Bank Account (internet)
Saan o paano matatangap ng beneficiary	Cash (over the counter)	Cash (over the counter deposit to bank account)	Cash (over the counter)	Cash (over the counter deposit to bank account)
Bilis ng padala	Isang oras	Isang oras	Isang oras	Isang araw
Halaga ng fees	KWD 2.00	KWD 1.00	USD 4.99	USD 10.00
Porsiyento sa palitan ng piso (foreign exchange margin)	2.3%	0.47%	4.43%	0%
Kabuuang fees	KWD 3.49	KWD 1.30	USD 13.86	USD 10.00

Sources:

<https://remittanceprices.worldbank.org/en/corridor/United-States/Philippines>

<https://remittanceprices.worldbank.org/en/corridor/Kuwait/Philippines>

	Remittance Agent	Mga Bangko
HALAGA NG REMITTANCE FEES	<ul style="list-style-type: none"> Depende sa palitan ng piso sa dolyar (foreign exchange rate), halaga ng perang padala at paraan ng pagpapadala Para sa paghahambing ng remittance fees mula sa isang bansa patungo sa Pilipinas, makakatulong ang website na ito: https://remittanceprices.worldbank.org/en/countrycorridors 	
BILIS NG PADALA	<ul style="list-style-type: none"> 0-5 business days, depende sa paraan ng pagpapadala 	<ul style="list-style-type: none"> 0-2 business days, depende sa uri ng account at paraan ng pagpapadala
BRANCHES, LOCATIONS	<ul style="list-style-type: none"> May mga branches at agents sa maraming bansa (Halimbawa: Western Union, Moneygram) 	<ul style="list-style-type: none"> Tingnan ang listahan ng mga Pilipinong bangko na may branches abroad sa Handout No. 2 Mayroon ding mga bangko sa abroad na may "correspondent banking" arrangements sa mga bangko sa Pilipinas at sa iba pang sa mga ito bago umalis ng ng bansa. remittance agents sa Pilipinas. Magsaliksik tungkol sa mga ito bago umalis ng bansa.
PARAAN NG PAGPAPADALA	<ul style="list-style-type: none"> Over the Counter Cash Transfer Pick-up: Perang pinadala sa remittance agent abroad, ike-claim ng beneficiary mo sa remittance agent sa Pilipinas Direct Deposit to Bank Account: Perang pinadala sa remittance agent abroad, ide-deposito ng deretso sa bank account ng beneficiary mo sa Pilipinas Online Money Transfer (via website/mobile app): Pera sa iyong debit/credit card account sa remittance agent, ipapadala sa pamamagitan ng website o mobile app, deretso 	<ul style="list-style-type: none"> Over the Counter Cash Transfer: Perang pinadala sa branch ng bangko abroad, ide-deposito ng deretso sa bank account ng beneficiary mo sa Pilipinas, pwede ding cash pick-up Online Banking (via website mobile app): Pera sa sariling bank account, ipapadala mo sa bank account ng beneficiary mo Pilipinas sa pamamagitan ng website o mobile app ng bangko. Siguraduhing naka-enrol ang account mo sa online banking.

	Remittance Agent	Mga Bangko
	sa beneficiary mo sa Pilipinas na mayroon ding debit/credit card account sa remittance agent	
BENEPISYO	<ul style="list-style-type: none"> • Mabilis • Maraming agents sa iba't ibang bansa at sa maraming lugar sa Pilipinas 	<ul style="list-style-type: none"> • Mabilis at secure • Mas mura ang fees • Mas mura o kaya walang sinisingil na porsiyento sa palitan ng piso (foreign exchange margin)
LIMITASYON	<ul style="list-style-type: none"> • Kadalasan mas mahal ang sinisingil na fees at porsiyento sa palitan ng piso (foreign exchange margin) • Minsan may iba pang klaseng fees na sinisingil • May limitasyon ang halaga ng pwedeng ipadala 	<ul style="list-style-type: none"> • Kailangan may parehong account ang nagpapadala at tatanggap ng padala sa bangko • Limitado ang branches o kaya walang branch sa iba't ibang lugar





Handout No. 2. Listahan ng mga Pilipinong Bangko na may Branch Abroad

Paalala:

Ang impormasyong nakasulat dito ay maaaring magbago sa pagdaan ng panahon. Kumunsulta sa website o opisina ng mga remittance agents at bangko bago magpadala para sa mas updated na impormasyon.

	Allied Bank	BDO	BPI	DBP
ASIA				
China	<ul style="list-style-type: none">• Chongqing• Xiamen	-	-	-
Hong Kong	<ul style="list-style-type: none">• Hong Kong• Kowloon	<ul style="list-style-type: none">• Central	<ul style="list-style-type: none">• Hung Hom• Tsuen Wan• Yuen Long	<ul style="list-style-type: none">• Central
Israel	-	<ul style="list-style-type: none">• Tel Aviv	-	-
Japan	-	-	<ul style="list-style-type: none">• Tokyo	-
Korea	-	<ul style="list-style-type: none">• Seoul	-	-
Macau	-	<ul style="list-style-type: none">• Macau	-	-
Singapore	-	<ul style="list-style-type: none">• Singapore	-	-
Taiwan	-	<ul style="list-style-type: none">• Taipei	-	-

LAND BANK**METROBANK****PNB****RCBC**

-

- Beijing
- Changzhou
- Changzhou Wujin
- Changzhou Xinbei
- Nanjin
- Shanghai
- Shanghai Pudong
- Quanzhou
- Xiamen

-

-

-

- Shatin
- Tseung Kwan O
- Tsuen Wan
- United Centre
- Worldwide House
- Yuen Long

- North Point
- Shatin
- Tsuen Wan
- Worldwide House
- Yuen Long

- Tsuen Wan
- Worldwide House

-

-

-

-

- Tokyo

- Tokyo
- Osaka

- Tokyo
- Nagoya

-

--

- Pusan
- Seoul

-

-

-

-

-

-

-

- Singapore

- Singapore

-

-

- Taipei

-

-

Allied Bank**BDO****BPI****DBP****MIDDLE EAST****Bahrain**

-

-

-

-

Saudi Arabia

-

-

-

-

United Arab Emirates

-

-

• Dubai

-

EUROPE**France**

-

-

-

-

Germany

-

• Frankfurt

-

-

Italy

-

• Firenze
• Milan
• Rome

• Milan

-

United Kingdom

• London

• London

• London

-

LAND BANK**METROBANK****PNB****RCBC**

-

-

• Manama

-

-

-

- Al Khobar
- Aqaria
- Jeddah
- Jubail
- Rawdah-Jed
- Riyadh-Batha
- Riyadh-Tahweel
- Al Rajhi Bank
- Tabuk
- Yanbu

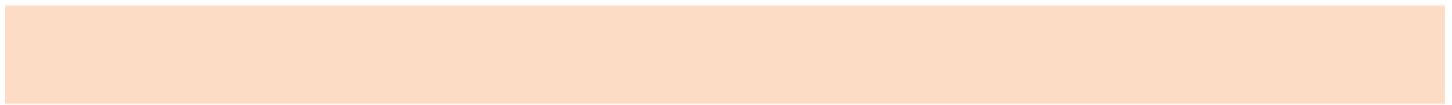
-

-

• Dubai

- Abu Dhabi
- Dubai

-



-

-

• Paris

-

-

-

• Leimen

-

-

-

- Florence
- Milan
- Rome

- Bologna
- Florence
- Milan
- Napoli
- Rome

-

• London

• London

-

Allied Bank

BDO

BPI

DBP

NORTH AMERICA

Canada

-

• Toronto

• Toronto

-

United States

-

• Daly City
• Los Angeles

-

-

LAND BANK**METROBANK****PNB****RCBC**

-

- Toronto
- Vancouver

- Mississauga
- Sherbourne
- Surrey
- Toronto
- Vancouver
- Wilson
- Winnipeg

-

- Bahamas
- Chicago
- Hawaii
- New York

- Artesia
- Carson
- Chicago
- Dallas
- Daly City
- Eagle Rock
- Guam
- Honolulu
- Houston
- Jacksonville
- Jersey City
- Las Vegas
- Long Beach
- Los Angeles
- Mira Mesa
- National City
- Nevada
- New York
- Niles
- North Hills
- Seafood City
- Panorama City
- San Jose
- Union City
- Waipahu
- West Covina

- San Diego
-



Handout No. 3. Gabay sa Pagne-Negosyo

Mga Hakbang sa Pagsisimula ng Isang Maliit na Negosyo:

1. **Pagtaya sa sarili:** Taglay mo ba ang mga katangiang kinakailangan?
2. **Pagtaya sa kapaligiran:** Ano ang mga nariyan na makakatulong sa pagsisimula? Ano naman ang mga hadlang sa pagsisimula?
3. **Pagpili ng produkto, serbisyo o uri ng negosyo**
4. **Pagbuo ng iyong plano sa pagnenegosyo (Business Plan)**
 - Aspeto ng kung paanong ibebenta ang produkto (**Marketing Aspect**)
 - Aspeto ng kung paano gagawin ang produkto (**Production Aspect**)
 - Aspeto ng pag-organisa ng mga tauhan (**Organizational Aspect**)
 - Aspeto ng pananalapi (**Financial Aspect**)
5. **Paglikom ng puhunan**
6. **Pagtukoy sa mapagkukuhanan ng iba pang kinakailangang tulong**
7. **Pagpili sa lugar ng negosyo**
8. **Pagrehistro ng iyong negosyo**
9. **Pagkuha at pagsasanay ng mga empleyado**

Mga Kabutihan ng Pagne-Negosyo

1. **Maaari kang kumita ng malaki.** Walang limitasyon ang maaari mong kitain kung mayroon kang sariling negosyo. Depende 'yun sa panahon at pagsisikap na ibibigay mo sa iyong negosyo. Pwede kang yumaman kung ikaw ay masipag at matiyaga, at kung mayroon kang tamang produkto sa tamang lugar at sa tamang panahon.
2. **Ikaw na mismo ang sariling amo.** Dahil ikaw ang namamahala sa sarili mong negosyo, ikaw rin ang gumagawa ng mga desisyon at mananagot dito. Kaya lang, kikita o malulugi ka depende kung tama o mali ang iyong desisyon. Bilang amo, ikaw na mismo ang magbibigay direksiyon sa iyong negosyo. Higit mo kasing alam kung ano ang gusto mong marating.
3. **May pagkakataon kang maging malikhain.** Alam mo bang ang isang negosyo ay kadalasang galing sa malikhaing o creative ideya? Kung mayroon kang mga malikhaing ideya, maisasakatuparan mo ang mga ito sa pamamagitan ng iyong mga produkto at pamamahala sa negosyo.

4. **Matutupad mo ang iyong mga hangarin.** Ang makapagsimula ka ng sariling negosyo ay maituturing nang isang tagumpay. Mahirap kasi ito. Ngunit ang paghawak mo sa negosyo ay talagang susubok sa kakayahan mo sa pamamahala. Ngayon, depende na sa kakayahan mo kung matutupad ang iyong mga hangarin sa iyong negosyo.
5. **Makatutulong ka sa kapwa.** Natural lamang na kukuha ka ng mga empleyado. Ang pasahod mo sa kanila ay makatutulong sa pag-angat ng kanilang buhay. At habang lumalago ang iyong negosyo, natutulungan mo rin ang mga supplier, kontratista, at iba pang may kaugnayan sa iyong negosyo.
6. **Makapagbibigay ka ng natatanging pamana sa pamilya.** Maaari mong ipamana sa iyong mga mahal sa buhay ang iyong negosyo. Magandang pamana ito. Katangi-tangi. Unang-una, makapagbibigay ito ng matatag na hanapbuhay sa ilan sa kanila. Pangalawa, matututunan din nila ang buhay at pananaw ng pagiging entrepreneur na pwede rin nilang isalin sa mga susunod pang henerasyon.

Mga Di-kabutihan ng Pagne-Negosyo

1. **Puwede ka ring malugi.** Siyempre, hindi mawawala ang posibilidad na malugi sa isang negosyo. May mga bumabagsak dito dahil lamang sa isang maling desisyon.
2. **Pabagu-bago ang lagay ng kalakalan at ekonomiya.** Sa kasamaang-palad, madaling maapektuhan ang isang maliit na negosyo ng biglang pagbabago ng lagay ng kalakalan. Mahihirapan dito ang negosyo, lalo na kung wala itong angkop na organisasyon o sapat na pananalapi.
3. **Mahabang oras kang magtatrabaho.** Humandang maglaan ng maraming oras para sa iyong negosyo. Dahil dito, maaaring kailanganin mo ring isakripisyo ang oras para sa pamilya at mga personal na interes.
4. **Maaring may mga di-inaasahan o di kanais-nais na mga responsibilidad.** Isang araw baka matuklasan mo na may mga pananagutan ka na hindi mo inaasahan, hindi mo kaya, o hindi mo gustong pasanin.

Source: DTI. 2012. Nais mo bang magnegosyo?

Para sa karagdagang kaalaman sa pagnenegosyo, makipag-ugnayan sa Department of Trade and Industry (DTI) at pag-aralan ang mga online resources nila sa <https://dti.gov.ph/business/msmes/msme-resources/msme-publications>