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REVISING MOI NO. 065, SERIES OF 1989 PROVIDING GUIDELINES FOR THE AIRPORT ASSISTANCE PROGRAM

OWWA MEMORANDUM OF INSTRUCTIONS NO. 121, January 01, 1991

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For the purpose of enhancing the implementation of the Airport Assistance Program as one of the Overseas Workers Welfare Administration's programs and services and whereas, the OWWA Airport Assistance Office is now in place at the Ninoy Aquino International Airport to better serve the needs of OCWs upon arrival in Manila, MOI No. 065, Series of 1989 is hereby revised, as following:

1
NATURE OF THE PROGRAM

The Airport Assistance Program is a service package which cater to the needs of repatriated OCWs, landbased and seabased, upon arrival in Manila as well as a means to monitor the return of OCWs to the country. The program also includes assistance extended to seafarers repatriated by sea.

2
OBJECTIVES OF THE PROGRAM

The program is envisioned to: a. Assist OCWs and their families in the processing of documents relative to mortuary obligations, quarantine inspections, transcript translation and similar routine undertakings at the Ninoy Aquino International Airport;

b. Provide arrangements for temporary lodging facilities for stranded/distressed repatriates (1) stranded in Manila, and/or (2) who have no relatives to stay with in Manila, transport, assistance for medically repatriated workers, and assistance for mortuary arrangements of deceased OCWs;

c. Monitor arrival of returning overseas workers through the information system that will be established by the Secretariat at the NAIA for this purpose and with the cooperation of the Bureau of Immigration and the NAIA Administration.

3
PROGRAM ADMINISTRATION

a. The program shall be institutionalized and administered as one of the regular programs of the Benefits and Services Department and the Seafarers Welfare Department to serve their respective client groups.

b. In times of emergencies and fortuitous events necessitating extraordinary expenses for food, transportation and other related emergency expenses in the implementation of the program, a special disbursing officer shall be designated by the respective Department Managers of the BSD and the SWD.

c. At least one (1) BSD/SWD personnel shall be assigned to assist in the release of remains of a deceased contract worker.

d. At least one (1) BSD/SWD personnel shall be designated to attend to clients who need medical and/or transport

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assistance.

e. At least one (1) official vehicle shall be assigned from Mondays to Fridays and on Saturdays, Sundays and holidays to insure ready response to airport assistance requests.

f. Pending the designation of regular personnel at the OWWA Airport Assistance Office at NAIA, the BSD and the SWD shall each assign at least one employee while the GSPD shall assign an official driver to constitute the skeletal force to man the OWWA Airport Assistance Office on three shifts. This office shall be open from 7:00 a.m. to 3:00 p.m. 11:00 a.m. to 7:00 p.m. and 3:00 p.m. to 11:00 p.m. from Mondays to Sundays including holidays to insure that clients' requests for Airport assistance can be attended to.

g. Considering the peculiarities/hardship of the situations being attended to, concerned personnel shall be given just compensation and incentive. Relative to this, all BSD/SWD employee including the official drivers who have rendered airport assistance shall be provided with an allowance of P100.00 for every airport assistance extended beyond the regular office hours from Mondays to Fridays and P150.00 for services rendered during Saturdays, Sundays and holidays. If duly authorized or approved, overtime pay may be claimed in lieu of the airport assistance allowance. The overtime pay shall be computed in accordance with MOI No. 112, Series of 1991 prescribing the policies and guidelines governing the rendition and payment of overtime services.

h. Personnel designations/assignments for airport assistance activities shall be on rotation arrangement.

i. The Benefits and Services Department and the Seafarers Welfare Department shall coordinate with other OWWA units concerned for the effective implementation of the Airport Assistance Program.

j. The foregoing guidelines shall also be observed when serving the needs of seamen repatriated by sea.

4
EFFECTIVITY

This MOI shall take effect retroactively on 1 January 1991.

Adopted: 1 Jan. 1991

(Sgd.) ATANACIO V. MARONILLA

Administrator

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