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GENERAL POLICIES AND GUIDELINES IN THE DECENTRALIZATION OF THE BURIAL ASSISTANCE PROGRAM

OWWA MEMORANDUM OF INSTRUCTIONS NO. 009, s. 1997, July 16, 1997

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In response to the need to improve accessibility of OWWA Programs and Services through decentralization, the following policies and guidelines are hereby prescribed for the implementation of the Burial Assistance Program in the Regional OWWA Units (ROUs).

IOBJECTIVES

1. To realign the focus of OWWA's operation from the Central Office to the Regional Offices thereby improving delivery of its programs and services;

2. To create conditions in the Regional OWWA Units (ROUs) which shall allow development of new elements of adaptiveness and responsiveness in the program and service delivery; and

3. To expedite processing of documents thereby accelerating delivery of programs and services in the regions.

II

FUNCTIONS AND SCOPE OF RESPONSIBILITY

1. Transfer and Allocation of Funds
The funds for the ROUs for the program shall be determined by the Social Benefits Department (SBD), Plans and Programs Office (PPO) through the Insurance and Disability Benefits Division (IDBD) in coordination with Regional Operations Coordinating Center (ROCC) based on the last three years respective program performance of the regions.

The Central Office shall release funds through fund transfer to the Regional Offices.

2. Disbursement and Management of Funds

The ROUs shall use their existing program fund account.

The ROU Supervisors or their authorized representatives shall be the approving authority for all fund disbursement requests.

All checks for disbursement shall be signed by the ROU Cashier and countersigned by the ROU Supervisor.

3. Release of Checks

All checks shall be released by the ROU Cashier upon presentation of proper identification requirements.

4. Accounting Procedures

Accounting entries as prescribed by the Accounting Division in the Central Office shall be followed in the

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utilization of the funds.

Bookkeeping and accounting functions shall be performed by the Regional Accountant. A separate Book of Accounts shall be maintained for the purpose of recording its transactions as prescribed by the Accounting Division of the Central Office.

5. Monitoring and Reporting System

All ROUs shall submit a monthly financial statement to the Director, Internal Management Services Office (IMSO) copy furnished ROCC not later than the 10th day of the following reference month in the prescribed format. The ROU Supervisors shall see to it that report requirements are strictly complied with.

The SBD, PPO, through the IDBD shall periodically monitor and evaluate the implementation of this MOI to insure its effectiveness and responsiveness.

To prevent double availment under the program, the approval of the Burial Assistance Claim by the Regional Supervisor shall be made only upon verification from the Social Benefits Division (SBD) of the National Capital Region (NCR). ROUs shall provide a monthly list of availees for consolidation and control of the SBD-NCR.

III

POLICIES AND GUIDELINES

1. Program Description

The Expanded Burial Assistance program is a financial support extended to eligible beneficiaries of both landbased and seabased deceased OFWs. Said assistance is granted to help defray the cost of burial and other related expenses of the deceased OFWs who are not covered under the existing Insurance Coverage program.

2. Program Coverage

Covered under the program are deaths of landbased and seabased OFWs, including seamen who are officially reported as 'missing at sea" and legally presumed dead. Such deaths must have occurred during employment overseas or within six (6) months after termination of their overseas employment or upon arrival from abroad.

Also covered are deaths occurring beyond six (6) months after termination of overseas employment or upon arrival from abroad, treated as Special Case, provided that any of the following is met:

a) Death is caused by illness/injury suffered abroad or is due to contract-related illness/injury.

b) OFWs family has not availed of any monetary benefits from OWWA at the time of application for burial assistance.

c) Indigency/Poverty of deceased OFW is confirmed by OWWA.

3. Amount of Assistance

a) The amount of P 5,000.00 granted for deaths of landbased OFWs occurring from May 1, 1982 to December 31, 1988 and for deaths of seabased OFWs, including those who are officially reported "missing at sea" and legally presumed dead from May 1, 1982 to June 30, 1991. Same amount goes to Special Cases occurring on same period.

b) The amount of P 10,000.00 is granted for deaths of landbased OFWs from January 1, 1989 onwards and for deaths of seabased OFWs, including those who are officially reported "missing at sea" and legally presumed dead

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from July 1, 1991 onwards. Same amount goes to Special Cases occurring on same period.

4. Entitlement
To be entitled to the benefits under the program, beneficiaries must show proof that the deceased OFW had at least one (1) recorded OWWA contribution and not covered by the OWWA Insurance Coverage program which started on August 1, 1995.

5. Beneficiaries

The following are the beneficiaries of the program in the order of priority:

a) Spouse

b) Children of legal age

c) Parents

6. Documentary Requirements

The following documentary requirements in two (2) copies are to be attached to the accomplished application form:

a) Original and Xeroxed copies of Death certificate either issued by the Local Civil Registrar or by the Country of Origin.

b) In case of seamen who are officially reported "missing at sea" and legally presumed dead, official report from manning agent/shipowner/charterer or the Philippine Mission.

c) Employment Contract or Notice of Employment, Overseas Employment Certificate (OEC) or Information Sheet as processed and approved by the POEA.

d) Passport/Certificate of Period of Overseas Employment

e) Any of the following applicable documents:

e.1 Marriage Contract of Spouse and the deceased OFW issued by the Local Civil Registrar, if claimant is the spouse;

e.2 Birth Certificate of child, if claimant is the child of the deceased OFW;

e.3 Birth Certificate of the deceased OFW issued by the Local Civil Registrar showing name of his/her parents, and any proof that the OFW has no spouse nor child/children, if claimant is parent; In absence of a Birth Certificate, the following must be submitted:

e.3.1 Certification from Local Civil Registrar that the fact of birth is not recorded in the Civil Registry

e.3.2 Affidavit of two disinterested person on the last known address of the OFW that she/he is the child of the parent-claimant.

IV

EFFECTIVITY

This MOI shall take effect August 01, 1997.

Adopted: 16 July 1997

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