PRESCRIBING THE MANNER OF PER CONTRACT COLLECTION AT THE JOB-SITES, PURSUANT TO BOARD RESOLUTIONS NO. 189-4, SERIES OF 1994

Read online (full-text search, related cases, audio case brief): https://batas.org/library/0efa966cf22f/

As a revenue generation of the agency in order to upgrade the quality of services provided to Filipino overseas contract workers hereunder are the guidelines governing the collection of fees on a per contract basis on various worksites abroad:

I

Coverage

All Filipino contract workers, land based or sea based, including workers returning to the same employer, workers who changed employer in the job-site, undocumented Filipino nationals who acquired gainful employment abroad and seamen who secured employment as landbased workers.

II

Documentary Requirements

1. Employment Contract or Alternate Proofs of Employment

2. OCW Information Sheet

III

Schedule of Fees

1. Land-Based Workers

1.1 Employers Hiring through Private Recruiting Agencies

US$25.00

1.2 Employed as household worker and entertainer

25.00

1.3 Employed by Foreign Governments in their Civil Services

25.00

1.4 Employed by Philippine Construction companies for construction project overseas

25.00

1.5 Employed by Foreign Diplomatic Missions/Offices abroad

25.00

2. Sea-Based Workers

2.1 Seafarers on board Foreign registered vessels

25.00

2.2 Seafarers' on board Philippine registered vessels

P170.00

IV

Collection Procedures

OWWA fees can be made either by group payment by employer at the worksite or through individual payment at FWDC or at any point of collection by the OWWA designated Collecting Officers in areas/posts where they are assigned or by other officers in posts/areas where there is no OWWA Collecting Officer present.

FOR GROUP PAYMENT BY EMPLOYER

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RESPONSIBILITY CENTER

ACTIVITY

1. Welofs/Cecors/Designated Collecting Officer Conducts networking with the community/employer

Disseminates information re-membership

2. Welofs/Cecors/Collecting Officer Issues Information Sheet to company

3. Company Returns filled-up info sheet

4. Company Pays corresponding fees

5. Collecting Officer Issues Official Receipt

6. Collecting Officer Issues ID card Certificate of Cover (Insurance Coverage)

7. Collecting Officers Prepares Report of Collection

8. Collecting Officer Segregates reports (Ors, Info Sheet)

9. Collecting Officer Transmits Report of Collection, Ors, Info Sheet to Home Office

FOR INDIVIDUAL PAYMENT

RESPONSIBILITY CENTER

ACTIVITY

1. Welofs/Cecors/Collecting Officers Networking with the community

Conducts info dissemination campaign re-membership

2. Collecting Officer Issues Info Sheet to OCW

3. OCW Fills up Info Sheet

4. OCW Submits Info sheet to Collecting Officer

5. OCW Pays corresponding fees

6. Collecting Officer Issues Official Receipt

7. Collecting Officer Issues ID together with the Certificate of Cover (Insurance)

8. Collecting Officer Prepares Report of Collection

9. Collecting Officer Segregates reports(Ors, Info Sheet)

10. Collecting Officer Transmits Report of Collection, Ors Info Sheets to Home Office

V

Owwa Identification Card (I.D.)

Upon payment of OWWA fee, the identification card and the Certificate of Covers (Insurance Coverage) shall be issued to the worker. The ID card shall be presented for availment of any OWWA services.

VI

Issuance of Official Receipt (OR)

The designated cashier shall issue an OR distributed as follows:

Original (white) Payor

Duplicate (pink) Attachment to the Report of Collection

Triplicate (blue) Designated Cashier's file copy

VII

Deposits

The designated cashier shall open an account preferably with Land Bank's correspondent banks, where daily deposits shall be made. Arrangements with the bank shall be made to ensure that no withdrawals shall be allowed and that only fund transfers to our account with land bank shall be permitted. Deposit slips shall be in triplicate to be distributed as follows:

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Duplicate (bank validated) Attachment to Report of Collection

Triplicate (bank validated) Cashier's file for reconciliation

VIII

Remittance of Collection

All collections shall be remitted to the Capital Fund of OWWA with Dollar Account No. 5005-00461-5 maintained at the Land Bank of the Philippines on the first week of the succeeding month.

IX

Report Requirements

The designated cashier shall submit/maintain the following reports/books:

Report Book

Frequency

Time of Submission

Cash Book

daily

maintained at post

Report of Collection

monthly

1st week of the succeeding month

Report of Accountability

monthly

1st week of the succeeding month

Bank Book

maintained at post

Statement of Account

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maintained at post

Summary of Collection and Deposits

weekly

every Monday of the succeeding week

For compliance.

Adopted: 06 Feb. 1996

(SGD.) WILHELM D. SORIANO
Administrator

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