GUIDELINES AND PROCEDURES IN THE DISTRIBUTION AND SUBMISSION OF APPLICATIONS PURSUANT TO THE PROVISIONS OF RA 6948 (AN ACT STANDARDIZING AND UPGRADING BENEFITS FOR MILITARY VETE...

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1. Veterans Lists. Allocation and distribution of blank forms of applications for benefits under RA 6948 shall be made on the basis of veterans lists to be submitted to the Philippine Veterans Office (PVAO) as follows:

1.1.

List of Commanders of Charter Organizations, Affiliate Organizations, Chapters and Posts of the Veterans Federation of the Philippines (VFP) to be submitted by the President, VFP.

1.2

. List of veterans and surviving spouses of veterans in each Post to be submitted by the President, VFP.

1.3

. List of veterans belonging to bonafide veterans organizations duly registered with the Securities and Exchange Commission but not identified with the VFP to be submitted by the respective heads.

2. Accredited Contact Officers (ACOs) — The Administrator of Veterans Affairs shall designate Accredited Contact Officers (ACOs) to perform voluntary services in assisting veterans and facilitating delivery of benefits to veterans.

2.1

The President, VFP shall submit to the Administrator, PVAO a list of veterans of good standing recommended to be ACOs. These recommendees should be capable of devoting a part of their time in voluntary service on veterans affairs, such as distribution of application forms, identification of veterans for hospitalization and other appropriate functions.

2.2

The Administrator, PVAO, depending on the requirements for contact officers, shall select from the list submitted by the President, VFP and designate ACOs for a term of one (1) year at no cost to the government. The Administrator reserves the right to terminate the accreditation of any ACO.

3. Standard Procedures for Distribution of Forms and Receipt of Applications:

3.1.

PVAO shall issue application forms to the Regional Veterans Assistance Representatives (RVARs) located in the eleven Field Team Offices.

3.2.

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RVARs, using the veterans lists of VFP Posts as basis, shall allot and issue application forms to the organic PVAO Contact Officers (COs) and ACOs within their respective jurisdictions.

3.3.

COs and ACOs shall distribute application forms to eligible veterans according to chapter and post organizations.

3.4

. COs and ACOs shall collect and submit accomplished applications to the RVARs for assignment of claim number, docketing, recording and examination.

3.5.

RVARs shall forward the applications to the PVAO central office for processing and adjudication.

4. Special Cases. PVAO central office shall, by mail or by hand and in accordance with veterans lists submitted by the VFP or by heads of bonafide veterans organizations, issue application forms directly to and receive accomplished applications directly from the following:

4.1.

ACOs in the following provinces: Aurora, Bataan, Batangas, Bulacan, Cavite, Laguna, Marinduque, Metro Manila, Nueva Ecija, Occidental Mindoro, Oriental Mindoro, Palawan, Pampanga, Romblon, Quezon, Rizal, and Zambales.

4.2.

Heads of bonafide veterans organizations duly registered with the Securities and Exchange Commission but not identified with the VFP.

4.3.

Individual veteran applicants who do not fall under any of the previously mentioned categories.

4.4.

Other groups or individuals as may be authorized and under the conditions prescribed by the Administrator.

Adopted: 16 Apr. 1990

(Sgd.) ERNESTO S. GIDAYA
Brigadier General, AFP (Ret)
Administrator

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