

REQUEST FOR PROCESSING (RFP) AND PAYMENT OF FEES

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In order to maximize available resources required and utilized in the processing of employment contracts and payment of POEA processing and OWWA membership fees, and pending the full implementation of the e-Payment scheme in July 2015, the following procedures shall be adopted at the Landbased Center effective immediately:

- Only Requests for Processing (RFP) with complete requirements which are ready for payments shall be submitted for approval.
- Agencies shall submit RFPs in duplicated copies.
- OWWA assessment prior to the payment of POEA processing and OWWA membership fees will be eliminated from the process since all New Hires are automatically required to pay OWWA membership fee. Hence, payment of fees will immediately follow after the approval of RFPs.
- Approved RFPs for both initial and re-issuance of OEC will be stamped with an ORDER OF PAYMENT duly signed by the evaluator, for immediate payment of POEA processing and OWWA membership fees within the day of approval. Payments beyond the date of the RFP approval will no longer be accepted at the counters, but through the e-Payment System only.

The foregoing measures are adopted to allow appropriate prioritization in the processing of RFPs with genuine urgency and to save time on repetitive procedures of re-encoding, re-instatement of job order and OWWA re-assessment entailed in re-e-submission of expired RFPs due to the failure of the agencies to pay after the RFPs had been approved, and re-issuance of OEC.

(SGD) HANS LEO J. CACDAC
Administrator

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