NATIONAL ADMINISTRATIVE REGISTER · FEBRUARY 6, 1996

PRESCRIBING THE MANNER OF SPECIFIC PER CONTRACT COLLECTION FROM FILIPINO OVERSEAS CONTRACT WORKERS IN ITALY, SPAIN, BENELUX, FRANCE AND GERMANY, PURSUANT TO BOARD RESOLUTIONS NO...

OWWA MEMORANDUM OF INSTRUCTION NO. 006, SERIES OF 1996, February 06, 1996

Read online (full-text search, related cases, audio case brief): https://batas.org/library/7527c7027f4a/

I

REGISTRATION REQUIREMENTS

A. Documented Workers

1. Employment Contract or Alternate Proofs of Employment

2. Properly Accomplished OWWA Membership Form

B. Undocumented Workers

1. OWWA Identification Card (For those who have been covered by voluntary Membership Program)

2. Properly Accomplished Declaration of Intent for OWWA Membership (For those who have not been covered by VMP)

II

FREQUENCY OF PAYMENT

Payment of membership fee for workers in Italy, Spain,, Benelux, France and Germany should be made once in every two years.

III

SCHEDULE OF FEES

1. LAND-BASED WORKERS

1.1 Employers Hiring through Private Recruiting Agencies

US$25.00

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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

Membership fees can be made 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.

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FOR INDIVIDUAL PAYMENT

RESPONSIBILITY CENTER

ACTIVITY

1. Welofs/Cecors/Collecting Officers Networking with the community/employer Conducts info dissemination campaign re-membership

2. Collecting Officer Issues Info sheet to Collecting Officer

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 card 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 Reports of Collection to Home Office

V

OWWA IDENTIFICATION CARD (I.D.)

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

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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:

Duplicate (bank validated) Attachment to Report of Collection

Triplicate (bank validated) Cashier's file for reconciliation

VII

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

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1st week of the succeeding month

Report of Accountability

monthly

1st week of the succeeding month

Bank Book

maintained at post

Statement of Account

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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