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GUIDELINES ON THE COLLECTION OF WELFARE FUND /OWWA CONTRIBUTION FROM FILIPINO OVERSEAS WORKERS FROM THEIR RESPECTIVE WORKSITES

OWWA MEMORANDUM OF INSTRUCTIONS NO. 117, June 10, 1991

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With the presence of an increasing number of Filipino contract workers in different worksites abroad who initially exited from the Philippines as non-contract workers and later on acquired legal status as alien residents with work permits, who are now voluntarily submitting themselves to membership with the Overseas Workers Welfare Administration (OWWA) NOTWITHSTANDING the absence of processing and documentation requirements from the Philippine Overseas Employment Administration (POEA), Welfare Fund/OWWA contributions may be collected/accepted from them by the following:

01

The OWWA Collecting Officers in areas/posts where they are assigned; and

02

The Labor Attache or the Welfare/Remittance Officer in posts/areas where there is no OWWA Collecting Officer present.

All of the above shall be subject to the bonding requirements for deputized collecting officers, and shall assume responsibility for the periodic transfer/remittance and reporting of all money collections to the OWWA office in Manila in accordance with the rules and regulations of accountability and audit presently obtaining.

1
Schedules of Fees
The following fees may be collected from the workers who are already on-site without the benefit of processing and documentation by POEA and who have not paid the requisite Welfare Fund/OWWA contribution at the time of exit from Manila:

1-01

Land-based Contract Worker employed by a private company which is not engaged in construction activity ..... US$50.00

1-02

Land-based Contract Worker employed as household worker 25.00

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1-03

Land-based Contract Workers employed by Foreign Governments in their Civil Services 25.00

1-04

Land-based Contract Workers employed by Philippine Construction companies for construction projects Overseas 25.00

1-05

Land-based Contract Workers employed by Foreign Diplomatic Missions/Officers Abroad 25.00

1-06

Seafarers on board Foreign Registered Vessels 25.00

1-07

Seafarers on board Philippine Registered Vessels 5.00

2
Collection Procedures

The purpose of this collection being non-mandatory but being conducted to provide membership coverage to the subject overseas contract workers to entitle them to OWWA assistance, services, and availment of programs/projects in case of need, the designated Collecting Officer may accept payment through the following conditions and procedures:

2-01 It must be explained that the subscription for membership of the workers must be a free and voluntary act and deed, the worker required to sign a DECLARATION OF INTENTION for Membership to the OWWA.

2-02 Collecting Officer must elicit the following information from the worker, who shall fill up the applicable OWWA Membership Form in Triplicate (1-OWWA Office, 2-Collecting Officer, 3-Worker), indicating, among others:

- name of the worker
- address abroad
- employer abroad
- position/craft/job designation
- name of beneficiary
- recruitment intermediary in the Philippines - basic monthly salary
- address in the Philippines
- name of wife (if single, nearest surviving relative)
- address of recruitment medium in the Philippines

2-03 Collecting Officer shall fill up the assessment section in the Membership Form and determine the amount of

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Welfare Fund/OWWA contribution due from the worker.

2-04 Collecting Officer shall receive the payment of the worker and issue the corresponding Official Receipt.

2-05 Collecting Officer shall prepare a weekly report of collections which is to be transmitted to Manila together with the remittance of the aggregate collection on the 16th day of the month and 1st day of the following month.

2-06 Daily collection shall be deposited in a bank account, preferably that with the correspondent bank in the Philippines, under the name of the following:

- OWWA Welfare Officer and the Labor Attache; or if there is no OWWA officer

- Labor Attache and the Finance Officer of the Philippine Diplomatic Mission; or if both conditions are not applicable

- The Designated Collecting Officer of the Philippine Diplomatic Mission and the Head of the Philippine Mission.

3
Expansion of
Coverage/Membership

Filipino nationals who have acquired gainful employment abroad but have not acquired legitimate status as resident aliens with work permits, and who have not acquired recognition by the Philippine government as Overseas Contract Workers through the reglementary processing and documentation with POEA, may also avail of OWWA membership under this Memorandum through the prescribed procedures as enumerated.

This Order takes effect on June 10, 1991 and supercedes/renders nugatory any and all previously issued guidelines by the OWWA relative to the herein subjects.

For implementation.

Adopted: 10 June 1991

(SGD.) ATANACIO V. MARONILLA
Administrator

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