

REVISING MOI NO. 061, SERIES OF 1989 PROVIDING GUIDELINES ON THE BURIAL GRATUITY PROGRAM FOR BENEFICIARIES OF OVERSEAS CONTRACT WORKERS

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For the purpose of implementing Board Resolution No. 109 dated 03 June 1991 authorizing the increase in the amount of burial assistance to beneficiaries of overseas contract workers the following guidelines are hereby set:

1

NATURE

The Burial Assistance Program is a monetary assistance in the amount of ten thousand pesos (P10,000.00) extended to beneficiaries of OCWs, landbased and seabased, to help beneficiaries defray OCWs burial and other related expenses. The assistance is over and above similar and other benefits due the OCWs under the overseas employment contract.

2

COVERAGE

Covered by this program are deaths of OCWs, including deaths by presumptions in the case of seamen officially reported as missing at sea”, that occurred on or after May 1, 1982 during employment overseas or within six months after termination of overseas employment.

3

EFFECTIVITY

The monetary assistance provided for in this issuance shall cover deaths that occur after June 30, 1991 and/or after the consumption of all available memorial service plans as provided for in MOI No. 061, series of 1989.

4

ENTITLEMENT

To be entitled to the Burial Assistance Program, beneficiaries should show proof that the deceased had at least one (1) recorded contribution to the OWWA fund and the OCW is not covered by the OWWA insurance program that commences on July 1, 1991.

5

BENEFICIARIES

The following are the beneficiaries of the Burial Assistance Program in the order or priority:

- a. Surviving Spouse
- b. Children

c. Parents

6

HOW TO APPLY

A. Monetary Assistance - Claimants are required to accomplish and to submit the application forms personally or by mail to the Benefits and Statistics Division of the OWWA Secretariat in the case of deceased landbased OCWs, or to the Seafarers Assistance and Benefits Division also of the OWWA Secretariat, for the beneficiaries of deceased seamen, or to the OWWA regional units. Application forms are available at the above-mentioned office.

Claimants should attach the following documents to the accomplished application forms:

- a. Original and xeroxed copies of death certificate;
- b. In case of seamen who are officially reported "missing at sea" and presumed dead, official report from manning agent/shipowner/charterer or Philippine foreign mission;
- c. Employment contract or Notice of Employment (NOE) or Travel Exit Pass (TEP) or Overseas Employment Certificate (OEC) or Information Sheet of deceased OCW as processed and approved by the Philippine Overseas Employment Administration (POEA);
- d. Certificate of period of overseas employment issued by local employer, in the case of Filipino employer, or by recruitment agency, in the case of foreign employer; and
- e. Any of the following documents:
 - e.1 Marriage certificate of spouse and deceased OCW, if claimant is the surviving spouse.
 - e.2 Birth certificate, of child/children and death certificate of deceased spouse, if claimant/s is/are surviving child/children.
 - e.3 Birth certificate of the deceased OCW and any proof that he/she had no spouse and children, if claimants are parents. In the absence of birth certificate the following must be submitted:
 - certificate from the Local Civil Registrar that the fact of birth is not recorded in the civil registry;
 - baptismal certificate duly certified by the parish priest office; and
 - affidavit of two (2) disinterested persons on claimant's relationship to the deceased.
- f. Two (2) 1" x 1" I.D. pictures of the claimant.

7

CONTEST ON CLAIMS

Any question or contest on claims between or among beneficiaries shall be adjudicated by the Legal Department of the OWWA Secretariat, whose decision for the Burial Assistance Program shall be final and executory.

8

REPEALING CLAUSE

This MOI supersedes MOI No. 061, series of 1989

Adopted: 17 June 1991

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Administrator

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