

ACCREDITATION OF MILL AND PLANTER ASSOCIATIONS (PA) REPRESENTATIVES AS PRE-PROCESSORS OF CLAIMS FOR SUGAR WORKERS MATERNITY AND DEATH BENEFIT PROGRAMS

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In the interest of the service and, pursuant to the agreement reached at the Assessment and Planning Workshop on the Social Amelioration Program (SAP) held in Tagbilaran, Bohol, last year, DOLE Regional Offices are hereby authorized to accredit representatives of sugar mills and planters associations (PAs) to pre-process claims for death and maternity benefit under the SAP, subject to the following guidelines:

I

Coverage

Only representatives of sugar mills and planters associations identified by the DOLE Regional Office shall be accredited as pre-processors of death and maternity benefit claims under the SAP.

II

Objective

Mill and PA representatives may be accredited as pre-processors to expedite the processing and payment of maternity and death benefit claims.

III

Systems and Procedures

a. Requirements

1. Endorsement

Every mill or PA may endorse its official representatives to the DOLE Regional offices for accreditation.

2. Mill and PA representatives shall be required to undergo an orientation-seminar about the program prior to their accreditation.

b. Duration

Accreditation of mill and PA representatives shall remain in force unless their designation is revoked by their respective mill or PAs or by the DOLE Regional Director.

c. Duties and Responsibilities

1. Information Dissemination

Accredited pre-processors are required to disseminate/provide information on the requirements and procedures on the implementation of the death and maternity program for sugar workers in their concerned areas.

2. Receipt of Claims

As pre-processors, they shall receive, review and property record documents together with the complete requirements pursuant to the conditions set forth in the Implementing Rules and Regulations of RA 6982.

3. Pre-Processing of Claims

They shall pre-process the claims to determine whether or not claimants are entitled to the benefits in accordance with the guidelines.

4. Verification

The pre-processing shall include the verification of claims filed for the purpose.

IV

Endorsement to Regional Office

Pre-processed claims, whether for approval or disapproval shall be forwarded to the appropriate Regional Office within 15 days upon receipt subject to the final decision by the Regional Director.

V

Reporting

Summary report of pre-processed claims indicating the names of claimant, date of filing and recommendation as to its approval or disapproval duly signed by pre-processor shall be attached to the claims for endorsement to the Regional Office.

VI

Audit and Evaluation

The Central/Regional Office of DOLE shall conduct a periodic audit and evaluation on the pre-processed claims done by the mill and PA representatives.

VII

Entitlement to Payment of Honorarium

Accredited pre-processors shall be entitled to honorarium of P500.00 for every quarter subject to the availability of funds chargeable against the 3% Administrative Expenses Fund (AEF) upon submission of monthly reports.

VIII

Effectivity

This Order shall take effect immediately upon its issuance.

Adopted: 23 Feb. 1996

(SGD.) LEONARDO A. QUISUMBING
Secretary

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