CREATING AN EDUCATION AND LIVELIHOOD ASSISTANCE PROGRAM FOR DEPENDENTS OF DECEASED OFWS AND PRESCRIBING ITS IMPLEMENTING GUIDELINES

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1.0 NATURE OF THE PROGRAM

The Education and Livelihood Assistance Program (ELAP) is designed primarily for survivors of deceased OFWs who were active OWWA members at the time of death. It is a special benefit package intended to cover the continuous education of an eligible dependent, regardless of his/her present educational level, until after completion of tertiary education or a technical/vocational course of his/her preference, and/or the provision of a livelihood activity to surviving member of the family to augment their income.

2.0 OBJECTIVE

In general, the ELAP aims to fill the void resulting from the OFWs death and its impact on his/her family through the provision of financial assistance aimed to sustain the income capacity of the family and the assurance of continuous education of one eligible dependent.

3.0 PROGRAM COMPONENT

To achieve its objective, the Program shall be implemented under two (2) main components:

3.1 Educational Component – a provision of continuing access to subsidized education of a legal dependent to become productive member of the family.

This component shall cover schooling of eligible dependents from elementary to tertiary level of education or a technical/vocational courses.

3.2 Economic Component – a financial assistance to start/enhance or expand livelihood project or business to augment family income. The assistance shall be granted in the form of a vending cart with accessories and appropriate tools of the trade.

A minimum working capital for procurement of goods and materials shall likewise be provided. And if necessary, training on skills acquisition and/or entrepreneurship shall be offered at cost to the program.

4.0 PROGRAM COVERAGE

A deceased OFW shall be entitled to one (1) legal dependent under the Educational Component and one (1) beneficiary under the Economic Component.

4.1 Educational Component.

A. Beneficiary

A.1 Legal dependent of an OWWA active member

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- For purposes of this Program, an active member shall be defined as OWWA-registered member who has a valid membership at the time of death or whose membership had expired for not more than six (6) months from the time of death.

A.2 The following are considered OFW legal dependents:

A.2.1 The eldest child (natural or adopted) of married OFWs/ single OFWs;

A.2.2 The eldest brother or sister (half or full-blood) of single/ childless married OFWs.

A.2.3 In case the eldest dependent is not available, the selection of the beneficiary to the program shall be in descending order.

A.3 Qualifications of a legal dependent:

A.3.1 Single, not more than 21 years old, at the time of application.

- A dependent who is more than 21 years of age may be allowed to enroll in college if he/she has been identified as the prospective family bread winner and possesses other program qualifications.

A.3.2. Physically, mentally and morally fit.

A.3.3 Currently enrolled in either primary, secondary, tertiary or technical/vocational education;

A.3.4 A high school graduate who shall pursue tertiary or technical/vocational education;

A.3.5 For eligible dependents enrolled at the pre-school level, the program shall start covering their enrollment only upon entering grade school and onwards;

A.3.6 For eligible dependents currently in grade school and high school, the program shall cover their enrollment from the current grade they are in until they finish Tertiary Education or Technical Vocational Courses of their choice.;

A.3.7 The same is true and applies for dependents who are enrolled in college or technical/vocational education. i.e. that they shall be covered from the current grade/year they are in until they graduate from their respective courses.

A.3.8 Dependents who are enrolled in technical/ vocational courses and had manifested the intention to proceed to tertiary education may be allowed provided they meet other ELAP qualification / eligibility requirements.

4.2 Economic Component

A. Beneficiary

Any of the following members of the family shall be qualified:

A.1 Surviving spouse/child (natural or adopted) of married/single OFW.

A.2 Surviving parent/brother/sister of single/childless married OFW.

A.3 Qualifications of surviving member of family:

- Must be willing to take the responsibility to support the family;

- Must have shown interest in putting up livelihood project;

- Must be open to training and/or upgrading of entrepreneurial or business skills;

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- Must be physically and mentally capable; and

- If the intended dependent-beneficiary is neither the spouse nor the parent of the deceased OFW, the designated beneficiary shall be confirmed by either party as identified under A.1 and A.2

5.0 PROGRAM ENTITLEMENT AND GUIDELINES

5.1 Education Component

5.1.1 Each deceased OFW is entitled to only one (1) beneficiary for each component;

5.1.2 Eligible OFWs who are previous availees of the EDSP, OFWDSP and the CMWSP are no longer qualified under the ELAP;

5.1.3 All selected beneficiaries/grantees shall be entitled to the following:

5.1.3.1 A subsidized schooling from elementary to tertiary level of education or to any technical/vocational courses of their choice.

5.1.3.2 Financial assistance as follows:

- Php 5,000.00/year for grade school;

- Php 8,000.00/year for high school; and

- Php 5,000.00/semester/term or Php10,000.00 per year for college or technical/vocational course.

5.1.3.3 A group accident insurance coverage of Php100,000.00 per grantee for all beneficiaries enrolled in college.

5.1.4 The financial assistance shall only be released annually, preferably on or before the enrollment period There shall be no summer class/term disbursement of funds;

5.1.5 The actual amount of tuition fee shall be paid directly to the school; the remaining balance, if any, shall be released to the grantee for his/her other academic expenses. This applies only to primary, secondary and tertiary education where enrollment is either on a regular semester/term or School Year basis only;

- Enrollees to technical/vocational courses are entitled to actual cost of tuition fee but not to exceed the maximum amount of Php 10,000.00/course.

5.1.6 If the tuition fee, however, is more than the financial assistance, the grantee’s family shall shoulder the difference;

5.1.7 The grantee, together with his parent/guardian, must sign a Scholarship Agreement with OWWA which they must abide and comply with during the duration of the scholarship grant. The Agreement shall include OWWA’s general rules and regulations on how to maintain the scholarship;

5.1.8 While the grantee is not required to uncefrgo any qualifying examinations under the Program, new entrants must pass the entrance requirements of their chosen school as pre-condition for admission to the Program;

5.1.9 Upon enrolment, the grantees shall be required to maintain the school’s academic standards, if there are any, for continued availment of the educational benefit.

5.2 Economic Component.

5.2.1 Livelihood assistance shall be in the maximum amount of Php15,000.00 per family survivor which shall be allocated as follows:

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a. Structure/cart – maximum of Php12,000.00
b. Merchandise – Php2,500.00
c. Training cost – Php500.00

5.2.2 For the structure/cart, RWOs shall coordinate with the DOLE Regional Offices' Technical Services and Support Division (TSSD) for their established source. Fabrication of the carts may vary from one region to the other; hence, in cases where the cost shall be lower than the maximum amount, the balance shall be added to the cost of merchandise and vice-versa.

5.2.3 In addition, when training costs could be availed of for free, the amount allocated shall be added either to the cost of the merchandise or the cost of structure.

5.2.4 RWO's shall pay the cost of the cart directly to the manufacturer and purchase the merchandise directly, while the remaining balance, if any, after debiting all expenses, shall be added accordingly, per 5.2.2 and 5.2.3

5.2.5 In case where there is an existing livelihood project/business the assistance may be used to enhance or expand the said activity. In this case, the assistance to be extended shall be in the form of either merchandise goods, tools and/or equipment.

5.2.6 In pursuance of 5.2.5, flexibility in the allocation of the livelihood fund shall be allowed depending upon the needs of the project.

6.0 MECHANICS FOR IMPLEMENTATION

6.1 Provision of Sinking Fund

Under Education Component, the program shall prequalify eligible dependents of deceased OFWs to the program even if they are still enrolled at preschool level. As such, the Program shall allocate fund for the prospective enrollment of identified scholar/s in due time or upon their entry to primary school until after they finish tertiary education or technical/vocational course.

The Administrative and Financial Management Office (AFMO) shall prepare the necessary guidelines upon issuance of this MOI which shall form part of this issuance.

6.2 Education and Economic Slots

6.2.1 One thousand three hundred ninety six (1,396) under Education Component; and

6.2.2 One thousand three hundred ninety six (1,396) under Economic Component

6.2.3 Subsequent slots shall be determined by the number of claims served for the given year covered.

6.3 Venue of Study/Business

6.3.1 The grantee shall enroll and attend schooling in any public or private colleges/universities of his/her choice located in his/her region of declared residency (temporary or permanent)

6.3.2 All RWOs are given prerogative whether to allow or not their selected grantee/s to enroll in school located outside their jurisdiction if he/she had passed an earlier qualifying examination taken outside of his/her region prior to approval of his/her application to the Program.

6.3.3. Under the Economic Component, the business site is at the discretion of the beneficiary.

7.0 DOCUMENTARY REQUIREMENTS

7.1 Education Component

7.1.1. 1 set of accomplished Application form.
7.1.2 2 pcs. Passport size pictures
7.1.3. Proof of relationship to OWWA member

- birth certificate certified by the NSO
- baptismal certificate

7.1.4 Proof of OWWA membership of the OFW-member

- official receipt of OWWA contribution
- certificate of membership issued by the OWWA Membership Processing Center (MPC)

7.1.5 School Records

- Form 137/138
- Transcript of Records
- Certificate of true copy of grades for those who are already in college

7.1.6 Medical certificate/clearance from any DOH-accredited hospital/medical center

7.1.7 Certificate of good moral character issued by the school principal/guidance counselor

7.1.8 Original copy of the Scholarship agreement

7.2 Economic Component

7.2.1 Same as 7.1.1 to 7.1.4 above
7.2.2 Certificate of receipt of the livelihood package
7.2.3 Consent from intended beneficiary (spouse or parent) that he/ she is not interested in the project and is delegating the authority to his/her designated beneficiary who is willing to assume the responsibility for the family (4.2, A.3).

8.0 SCHOLARSHIP AGREEMENT

All Scholars accepted to the program, including their parents/guardians, shall sign a Scholarship Agreement with OWWA. The Agreement shall bind the Scholar, the Parent and the OWWA to observe, comply, and abide by the terms and conditions set forth under the program.

9.0 MONITORING AND EVALUATION

RWOs should evaluate the grade/academic performance of scholars to determine their scholarship status in the succeeding semester/s. They shall also prepare the Case Study of scholars who have academic problems (information shall be gathered from school or at home) which they are required to submit to the Scholarship Committee (SCOM) of the Secretariat especially those who committed program violations/infractions.

In addition to Case Study report, an official monitoring and evaluation system of the Program shall be in place whereby concerned RWOs shall submit to the Planning and Program Development Division (PPDD) the following reports with corresponding schedule of submission:

9.1 Enrollment Report – To be submitted at least twice a year or 2 weeks after opening of classes.

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9.2 Progress Report – To be submitted at least twice a year or 1 week after end of each semester/SY.

9.3 Terminal Report - To be submitted annually or 2 weeks after course completion.

9.4 Employment Report – To be submitted annually or 6 months after scholar's graduation from any program of study.

While the above schedule shall be strictly observed, submission of reports may be done, too, on a need basis especially for technical/vocational courses whose enrollment and opening of classes does not follow the regular semestral period.

Under Economic Component, all RWOs shall also be required to monitor the business activity of beneficiaries. They shall report to PPDD, through the Regional Operation Coordination Services (ROCS), regular updates with comments and recommendations to improve the Program.

10.0 BUDGETARY REQUIREMENTS

An initial budget of SEVENTY NINE MILLION SIX HUNDRED SEVENTY ONE THOUSAND (PHP79,671.000.00) PESOS is required for the program to cover 2, 792 family beneficiaries.

Additional budget may be requested to cover actual costs.

11.0 EFFECTIVITY

The Program takes effect immediately.

(SGD.) CARMELITA S. DIMZON, DPA
Administrator

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