PRESCRIBING THE MANNER OF COLLECTION OF OWWA MEMBERSHIP CONTRIBUTION AND MEDICARE PREMIUM FOR RETURNING FILIPINO OVERSEAS WORKERS TO SABAH, MALAYSIA

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Pursuant to the Department Order No. 28-02 Series of 2002 dated September 04, 2002, the following guidelines are hereby issued:

I. DOCUMENTATION PROCEDURES

A. For Deported OFWS With Prior Arrangement With Polo

1. Employer/s shall issue a list of deported workers whom they intend to re-hire including their corresponding employment category and an affidavit of undertaking clearly stating their responsibility to pay OWWA Membership Contribution and Medicare Premium upon arrival of the workers at the job site.

2. The POLO will forward a list of workers with verified visas to OWWA Region IX.

3. The worker shall accomplish the OWWA Membership Form at the DOLE Special Employment Assistance Center (SEAC) in Zamboanga and in such other place where the same may be established.

4. OWWA officer assigned at the DOLE-SEAC shall attest the Affidavit of Undertaking executed by the worker.

5. OWWA officer shall submit to POLO in Malaysia a certified list of OFWs deployed with pre arranged documentation as basis for collection of OWWA Contribution and MEDICARE Premium.

6. Upon arrival of the worker in Malaysia, employer shall pay the corresponding contribution and premium. The designated Collecting Officer shall issue the Official Receipts and the corresponding Certificate of Insurance Coverage (COC).

7. The Medicare Eligibility Certificate (MEC) shall be issued to the OFW dependent in Manila upon receipt by OWWA-Medicare of proof of payment of Medicare Premium.

B. For Workers Who Were Deported To The Philippines — Without Prior Arrangement With Polo

1. Workers with valid proof of employment shall accomplish OWWA Membership Form at DOLE SEAC and execute Affidavit of Undertaking to pay OWWA Membership Contribution and MEDICARE Premium on installment basis unless he chooses to make one-time full payment.

2. OWWA officer shall submit to POLO in Malaysia a certified list of OFWs deployed without pre arranged documentation as basis for collection of OWWA Contribution and MEDICARE Premium.

3. The designated Collecting Officer shall issue the corresponding Official Receipts for the above payments and the Certificate of Insurance Coverage (COC).

4. Upon receipt of proof of payment of MEDICARE Premium from post, the Medicare Eligibility Certificate (MEC) shall be issued to the OFW dependent in Manila.

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C. For Workers Holding "REFUGEE STATUS"

1. POLO will make arrangement with employers to advance the cost of documentation.

2. A consular team will issue passports to the "refugee pass" holders on-site.

3. Upon receipt of payment of OWWA Membership and MEDICARE Premium, POLO shall issue official receipt and the corresponding Certificate of Insurance Coverage (COC) shall be given to the concerned OFW.

4. Upon receipt of proof of payment of MEDICARE Premium from post, the Medicare Eligibility Certificate (MEC) shall be issued to the OFW dependent in Manila.

II. REMITTANCE OF COLLECTION

All collections shall be remitted to OWWA-Manila to the following accounts maintained at Land Bank of Philippines every first week of the succeeding month:

OWWA Membership Collections – Dollar Account No. -5005-0046-15

MEDICARE Premium Collection – Dollar Account No. 0014-0018-40

III. REPORT REQUIREMENTS

The designated collecting officer shall submit to OWWA Manila the following reports on a monthly basis:

1. List of Processed Workers

2. List of OFWs with undertaking by employer

3. Cash Book

4. Report of Collections

5. Report of Accountabilities

6. Remittance Advises

7. Summary of Collection & Deposits

8. Medicare Information Sheets (MIS)

IV. EFFECTIVITY

This MOI shall take effect immediately until 31 December 2002, subject to review and recommendation by the officers and units concerned.

Adopted: 05 Sept. 2002

(SGD.) DELMER R. CRUZ
Officer-In-Charge

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