

**[ OWWA MEMORANDUM OF INSTRUCTIONS NO.  
18, S. 2001, DECEMBER 4, 2001, December 04,  
2001 ]**

**PRESCRIBING THE GUIDELINES ON THE COLLECTION OF OWWA  
CONTRIBUTION/FEEES ON A PER CONTRACT BASIS PURSUANT  
TO BOARD RESOLUTION NO. 98-004, SERIES OF 1998**

In order to rationalize the payment of OWWA contributions/fees, and enhance collection efficiency to enable the Office to provide adequate welfare and protection programs and services to our Overseas Filipino Workers, hereunder are the guidelines governing the collection of fees on a per contract basis:

**I. COVERAGE**

All contract workers deployed overseas (land-and sea-based), including those deployed by POEA Hall of Famers except those specified in Section 2 hereof. Extensions or renewals of original contracts by the same employer, explicit or implied shall likewise be covered by this Guidelines; provided that, in cases of implied and/or written contracts with indefinite duration, the assessment shall be based on the standard contract duration applicable to the corresponding occupation groups, but in no case to exceed two (2) years, provided that, if an OFW inks two or more consecutive contracts within one year, he/she shall not be assessed the OWWA fees as long as the total duration of the two or more contracts (inclusive of vacations in-between contracts), does not exceed one continuous year.

Undocumented OFW's who acquire legal status as alien residents with work permits while abroad, and who desire to avail of the OWWA Voluntary Membership Program are likewise covered. If employment term is definite or implied as in the case of extended contracts, assessment shall be based on the standard contract duration applicable to the corresponding occupation group, but **in no case to exceed two (2) years.**

**II. EXEMPTION**

OFW's on emergency leave and other similar reasons but returning to the same employer to complete their original contracts but in no case shall exceed the standard contract duration applicable to corresponding occupation groups are exempted.

**III. FREQUENCY AND MANNER OF PAYMENT**

OWWA contributions/fees shall be processed and paid on a per contract basis. All payments shall be made to OWWA collection officers or to deputized collection officers, as the case maybe. For contracts submitted to the POEA for processing, including those processed by the BALIK-Manggagawa Assistance Center (BMAC) for

returning workers, payments shall be made to the OWWA collection officers.

For OFW's who have renewed or shall renew their employment contracts on-site, the payment should be made to designated/deputized Collection Officers on site.

#### IV. AMOUNT OF CONTRIBUTION

The OWWA contribution shall be TWENTY FIVE DOLLARS (US\$25.00) per contract per person. Payments may be made in US Dollars or its peso equivalent. For peso payments, the exchange rate shall be the conversion rate applicable at the date of payment, as determined pursuant to a previous agreement with the sea-based and land-based sectors, embodied in OWWA Memorandum of Instruction No. 104, series of 1991.

On-site payments may be in US Dollars or the local equivalent currency based on the prevailing exchange rate thereat.

#### V. ISSUANCE OF OFFICIAL RECEIPTS AND CERTIFICATE OF INSURANCE COVERAGE

Upon payment of OWWA fee, the designated cashier shall issue an Official Receipt and a Certificate of Coverage to the worker. The OR are distributed as follows:

Original (white)

Payor

Duplicate (pink)

Attachment to the Report of Collection

Triplicate (blue)

Designated Cashier's file Copy

#### VI. DEPOSIT AND REMITTANCE OF COLLECTION

The cashier shall deposit the collections daily with the OWWA Capital Fund Account with Land Bank of the Philippines under **Savings Account No. 1701-0000-01.**