

**[OWWA MEMORANDUM OF INSTRUCTIONS NO.
117, June 10, 1991]**

**GUIDELINES ON THE COLLECTION OF WELFARE FUND /OWWA
CONTRIBUTION FROM FILIPINO OVERSEAS WORKERS FROM
THEIR RESPECTIVE WORKSITES**

With the presence of an increasing number of Filipino contract workers in different worksites abroad who initially exited from the Philippines as non-contract workers and later on acquired legal status as alien residents with work permits, who are now voluntarily submitting themselves to membership with the Overseas Workers Welfare Administration (OWWA) NOTWITHSTANDING the absence of processing and documentation requirements from the Philippine Overseas Employment Administration (POEA), Welfare Fund/OWWA contributions may be collected/accepted from them by the following:

- 01 The OWWA Collecting Officers in areas/posts where they are assigned; and
- 02 The Labor Attache or the Welfare/Remittance Officer in posts/areas where there is no OWWA Collecting Officer present.

All of the above shall be subject to the bonding requirements for deputized collecting officers, and shall assume responsibility for the periodic transfer/remittance and reporting of all money collections to the OWWA office in Manila in accordance with the rules and regulations of accountability and audit presently obtaining.

**1
Schedules of Fees**

The following fees may be collected from the workers who are already on-site without the benefit of processing and documentation by POEA and who have not paid the requisite Welfare Fund/OWWA contribution at the time of exit from Manila:

- 1- Land-based Contract Worker employed by a private company which
01 is not engaged in construction activity US\$50.00
- 1- Land-based Contract Worker employed as household worker
02 25.00
- 1- Land-based Contract Workers employed by Foreign Governments in
03 their Civil Services 25.00
- 1- Land-based Contract Workers employed by Philippine Construction
04 companies for construction projects Overseas 25.00