

**[MEMORANDUM OF INSTRUCTIONS NO. 009, S.
1997, July 16, 1997]**

**GENERAL POLICIES AND GUIDELINES IN THE
DECENTRALIZATION OF THE BURIAL ASSISTANCE PROGRAM**

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In response to the need to improve accessibility of OWWA Programs and Services through decentralization, the following policies and guidelines are hereby prescribed for the implementation of the Burial Assistance Program in the Regional OWWA Units (ROUs).

I

OBJECTIVES

1. To realign the focus of OWWA's operation from the Central Office to the Regional Offices thereby improving delivery of its programs and services;
2. To create conditions in the Regional OWWA Units (ROUs) which shall allow development of new elements of adaptiveness and responsiveness in the program and service delivery; and
3. To expedite processing of documents thereby accelerating delivery of programs and services in the regions.

II

FUNCTIONS AND SCOPE OF RESPONSIBILITY

1. Transfer and Allocation of Funds

The funds for the ROUs for the program shall be determined by the Social Benefits Department (SBD), Plans and Programs Office (PPO) through the Insurance and Disability Benefits Division (IDBD) in coordination with Regional Operations Coordinating Center (ROCC) based on the last three years respective program performance of the regions.

The Central Office shall release funds through fund transfer to the Regional Offices.

2. Disbursement and Management of Funds

The ROUs shall use their existing program fund account.

The ROU Supervisors or their authorized representatives shall be the approving authority for all fund disbursement requests.

All checks for disbursement shall be signed by the ROU Cashier and countersigned by the ROU Supervisor.

3. *Release of Checks*

All checks shall be released by the ROU Cashier upon presentation of proper identification requirements.

4. *Accounting Procedures*

Accounting entries as prescribed by the Accounting Division in the Central Office shall be followed in the utilization of the funds.

Bookkeeping and accounting functions shall be performed by the Regional Accountant. A separate Book of Accounts shall be maintained for the purpose of recording its transactions as prescribed by the Accounting Division of the Central Office.

5. *Monitoring and Reporting System*

All ROUs shall submit a monthly financial statement to the Director, Internal Management Services Office (IMSO) copy furnished ROCC not later than the 10th day of the following reference month in the prescribed format. The ROU Supervisors shall see to it that report requirements are strictly complied with.

The SBD, PPO, through the IDBD shall periodically monitor and evaluate the implementation of this MOI to insure its effectiveness and responsiveness.

To prevent double availment under the program, the approval of the Burial Assistance Claim by the Regional Supervisor shall be made only upon verification from the Social Benefits Division (SBD) of the National Capital Region (NCR). ROUs shall provide a monthly list of avalees for consolidation and control of the SBD-NCR.

III

POLICIES AND GUIDELINES

1. *Program Description*

The Expanded Burial Assistance program is a financial support extended to eligible beneficiaries of both landbased and seabased deceased OFWs. Said assistance is granted to help defray the cost of burial and other related expenses of the deceased OFWs who are not covered under the existing Insurance Coverage program.

2. *Program Coverage*

Covered under the program are deaths of landbased and seabased OFWs, including seamen who are officially reported as 'missing at sea" and legally presumed dead. Such deaths must have occurred during employment overseas or within six (6) months after termination of their overseas employment or upon arrival from abroad.