

**[OWWA MEMORANDUM OF INSTRUCTION NO.
006, SERIES OF 1996, February 06, 1996]**

**PRESCRIBING THE MANNER OF SPECIFIC PER CONTRACT
COLLECTION FROM FILIPINO OVERSEAS CONTRACT WORKERS
IN ITALY, SPAIN, BENELUX, FRANCE AND GERMANY, PURSUANT
TO BOARD RESOLUTIONS NO. 189-4, SERIES OF 1994.**

I

REGISTRATION REQUIREMENTS

A. Documented Workers

1. Employment Contract or Alternate Proofs of Employment
2. Properly Accomplished OWWA Membership Form

B. Undocumented Workers

1. OWWA Identification Card (For those who have been covered by voluntary Membership Program)
2. Properly Accomplished Declaration of Intent for OWWA Membership (For those who have not been covered by VMP)

II

FREQUENCY OF PAYMENT

Payment of membership fee for workers in Italy, Spain,, Benelux, France and Germany should be made once in every two years.

III

SCHEDULE OF FEES

1. *LAND-BASED WORKERS*

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|--|-----------|
| 1.1 Employers Hiring through Private Recruiting Agencies | US\$25.00 |
| 1.2 Employed as household worker and entertainer | 25.00 |
| 1.3 Employed by Foreign | 25.00 |

Governments in their Civil Services

1.4 Employed by Philippine Construction companies for construction project overseas	25.00
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1.5 Employed by Foreign Diplomatic Missions/Offices abroad	25.00
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2. SEA-BASED WORKERS

2.1 Seafarers on board Foreign registered vessels	25.00
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2.2 Seafarers on board Philippine registered vessels	P170.00
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IV

COLLECTION PROCEDURES

Membership fees can be made at FWDC or at any point of collection by the OWWA designated Collecting Officers in areas/posts where they are assigned or by other officers in posts/areas where there is no OWWA Collecting Officer present.

FOR INDIVIDUAL PAYMENT

RESPONSIBILITY CENTER	ACTIVITY
1. Welofs/Cecors/Collecting Officers	Networking with the community/employer Conducts info dissemination campaign re-membership
2. Collecting Officer	Issues Info sheet to Collecting Officer
3. OCW	Fills up Info Sheet
4. OCW	Submits Info sheet to Collecting Officer
5. OCW	Pays corresponding fees
6. Collecting Officer	Issues Official Receipt
7. Collecting Officer	Issues ID card together with the Certificate of Cover (Insurance)
8. Collecting Officer	Prepares Report of Collection
9. Collecting Officer	Segregates reports (ORs, Info Sheet)
10. Collecting Officer	Transmits Reports of Collection to Home Office