

[PVAO MEMORANDUM CIRCULAR NO. 90-1, April 16, 1990]

GUIDELINES AND PROCEDURES IN THE DISTRIBUTION AND SUBMISSION OF APPLICATIONS PURSUANT TO THE PROVISIONS OF RA 6948 (AN ACT STANDARDIZING AND UPGRADING BENEFITS FOR MILITARY VETERANS AND THEIR DEPENDENTS)

1. *Veterans Lists.* Allocation and distribution of blank forms of applications for benefits under RA 6948 shall be made on the basis of veterans lists to be submitted to the Philippine Veterans Office (PVAO) as follows:

1.1. List of Commanders of Charter Organizations, Affiliate Organizations, Chapters and Posts of the Veterans Federation of the Philippines (VFP) to be submitted by the President, VFP.

1.2 . List of veterans and surviving spouses of veterans in each Post to be submitted by the President, VFP.

1.3 . List of veterans belonging to bonafide veterans organizations duly registered with the Securities and Exchange Commission but not identified with the VFP to be submitted by the respective heads.

2. *Accredited Contact Officers (ACOs)* — The Administrator of Veterans Affairs shall designate Accredited Contact Officers (ACOs) to perform voluntary services in assisting veterans and facilitating delivery of benefits to veterans.

2.1 The President, VFP shall submit to the Administrator, PVAO a list of veterans of good standing recommended to be ACOs. These recommendees should be capable of devoting a part of their time in voluntary service on veterans affairs, such as distribution of application forms, identification of veterans for hospitalization and other appropriate functions.

2.2 The Administrator, PVAO, depending on the requirements for contact officers, shall select from the list submitted by the President, VFP and designate ACOs for a term of one (1) year at no cost to the government. The Administrator reserves the right to terminate the accreditation of any ACO.

3. *Standard Procedures for Distribution of Forms and Receipt of Applications:*

3.1. PVAO shall issue application forms to the Regional Veterans Assistance Representatives (RVARs) located in the eleven Field Team Offices.

3.2. RVARs, using the veterans lists of VFP Posts as basis, shall allot and