

**[OWWA RESOLUTION NO. 038, S. 2003,
September 19, 2003]**

**INSTITUTING THE OMNIBUS POLICIES OF THE OVERSEAS
WORKERS WELFARE ADMINISTRATION**

WHEREAS, the Board, pursuant to its powers and responsibilities, has resolved to promulgate and codify the policies, rules and regulations of the Overseas Workers Welfare Administration (OWWA);

WHEREAS, the "Omnibus Policies", shall benefit the member-OFWs through effective delivery of OWWA programs and services, and the judicious and prudent management of the OWWA Fund;

RESOLVED therefore, as it is hereby resolved, to promulgate and adopt the herein Omnibus Policies of the Overseas Workers Welfare Administration.

Adopted: 19 Sept. 2003

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*Secretary, Department of Labor and Employment and
Chair, OWWA Board of Trustees*

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GREGORIO S. OCA
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Sea-Based Sector*

(SGD.) VIRGINIA J. PASALO
*Representative
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Article 1

General Provisions

Section 1. Purpose and Scope of Omnibus Policies - These omnibus policies are promulgated to provide guidelines on matters concerning Overseas Workers Welfare Administration (OWWA) membership and its coverage, collection of contributions, and availment of benefits. This document also embodies the policies on fund management, programs and services administration, and corporate governance.

Article II

OWWA Mandate

Section 1. Declaration of Policy - The creation of OWWA emanates from the Constitutional mandate for the State to affirm labor, local and overseas, as a primary social economic force, and to guarantee the protection of the rights of overseas workers and the promotion of their interests and general well-being.

Section 2. Enabling Laws - The Welfare and Training Fund for Overseas Workers was created as an attached agency of the Department of Labor and Employment (DOLE) through Letter of Instructions No. 537 dated 01 May 1997. Presidential Decree No. 1694 dated 01 May 1980, as amended by Presidential Decree No. 1809 dated January 1981 created and operationalized the organization of the Welfare Fund for Overseas Workers (WFOW)

WFOW was renamed OWWA with the issuance of Executive Order 126 dated 30 January 1987.

Republic Act 8042 dated 07 June 1995, further clarified and enhanced the functions, and board membership of OWWA.

Executive Order 195 dated 13 August 1994 provides for compulsory Medicare coverage to all OFWs and their dependents except those with existing coverage with the GSIS/SSS voluntary membership program.

Section 3. Purposes and Objectives - Pursuant to the preceding Section, the main purposes and objectives of OWWA are:

- (a) To protect the interest and promote the welfare of OFWs in recognition of their valuable contribution to the overall development effort;
- (b) To facilitate the implementation of the provisions of the Labor Code concerning the responsibility of the government to promote the well-being of OFWs;
- (c) To provide social and welfare services to OFWs, including insurance, social work assistance, legal assistance, cultural services, and remittance services;
- (d) To ensure the efficiency of collection and the viability and sustainability of the fund through sound and judicious investment and fund management policies.
- (e) To undertake studies and researches for the enhancement of their social, economic and cultural well-being; and
- (f) To develop, support and finance specific projects for the welfare of OFWs.

Section 4. Vision and Core Values - OWWA is the lead membership welfare institution that serves the interest and welfare of member-Overseas Filipino Workers (OFWs).

OWWA commits to a fund stewardship that is transparent, judicious, and responsive to the requirements of the member-OFWs.

Section 5. Mission - OWWA develops and implements responsive programs and services, while ensuring fund viability, towards the protection of the interest and promotion of the welfare of its member-OFWs.

Section 6. Quality Policy - OWWA measures its worth by total member-OFW satisfaction with timely interventions and quality standards set forth.

Section 7. Clientele - The clients of OWWA are its member-OFWs.

Section 8. Program Thrusts - The strategic program thrusts of OWWA are aligned with the broad national policies and priorities. In addressing the needs of member-OFWs, the program thrusts shall be determined by its twin mandate:

- (a) Welfare services and benefits
- (b) Capital build-up and fund viability

Article III

Organization and Management

Section 1. The Organization - OWWA is composed of the Board of Trustees as the policy making body, and the Secretariat as its implementing arm.

Section 2. Board of Trustees - The Board of Trustees is a tripartite body with twelve (12) members representing government, management, and labor-OFW. The women sector is likewise represented in the Board.

Secretary of Labor and Employment	- Chairman
OWWA Administrator	- Vice-Chairman
Secretary of Foreign Affairs	- Member
Secretary of Finance	- Member
Secretary of Budget and Management	- Member
Undersecretary of Labor and Employment	- Member
POEA Administrator	- Member
Representative, Management Sector	- Member
Representative, Labor Sector	- Member
Representative, Sea-based OFWs	- Member
Representative, Land-based OFWs	- Member
Representative, women	- Member

Sector

Section 3. Responsibilities and Powers of the Board of Trustees - Pursuant to letter of Instructions No. 537 the Board is vested with the following responsibilities and powers:

- a) To adopt policies, rules, and regulations to implement the objectives and purposes of OWWA;
- b) To approve programs, projects, and the organizational structure of the OWWA Secretariat;
- c) To formulate rules and regulations governing financial transactions, as well as fix the yearly appropriations of the Secretariat; and
- d) To ensure the efficiency of collection and the viability and sustainability of the fund through sound and judicious investment and fund management policies;
- e) To perform any other act to attain the objectives and purposes of OWWA.

Section 4. Schedule of Board Meetings - The regular meetings of the OWWA Board of Trustees shall be held every last Friday of the month. If a change of date becomes necessary, the same shall be held at the most convenient time set by the Board of Trustees.

Special Board meetings may be scheduled as the need arises.

Section 5. Board Proceedings - The Board proceedings shall be guided by the following rules:

- a) Notice of Meetings. The Board Secretary shall distribute to all Members of the Board, the Notice of Meeting together with the discussion materials at least three (3) working days prior to the scheduled meeting.
- b) Quorum. In determining the existence of a quorum, the Board shall adopt the simple majority rule of one half plus one of the total filled Board seats.
- c) Attendance of Proxies. The Board members may designate their permanent alternate in writing subject to the acceptance of the Board. The designated alternate shall have voting rights. His decision shall be deemed the decision of his principal.

The Alternate cannot further delegate such representation. However, in the event that the member and his permanent alternate are absent, any representative sent shall be on observer status.

- d) Presiding Officer. The Chairman shall preside over meetings of the Board. In the absence of the Chair, a duly designated representative, with a rank of an Undersecretary, shall preside. The Administrator acts as the Vice Chairman.

- e) Board Resolution. All decisions of the Board shall be expressed in the form of Resolutions signed by all members present. The Resolution shall be sequentially numbered and dated.

Resolutions may be modified or superseded by another resolution.

Resolutions shall take effect upon adoption and signing by the present Members, subject to requisite publication.

- f) Executive Sessions. The Board may decide to declare a meeting as an Executive session.
- g) Records Management and Archiving of Board Documents. The Board Secretary shall ensure a thorough recording of all proceedings during a Board meeting. The minutes of the previous meeting shall be made available for approval during the scheduled Board Meeting.

The Minutes of the Meeting shall basically contain the attendance, business arising from the minutes, major agreements reached, corresponding resolutions, and other items noted or discussed, and instructions issued by the Board.

All minutes, tapes, and other documents pertaining to the business of the Board shall be kept and archived pursuant to standard records management systems and procedures.

The minutes, transcripts and tapes are classified confidential and are not for public circulation unless otherwise authorized by the Board/Administrator.

Section 6. Board Entitlements - Board Members shall be provided with honoraria, per diem, and other emoluments as may be allowed by accounting and auditing rules and procedures.

Section 7. OWWA Secretariat – The Secretariat is the implementing arm of OWWA.

Section 8. Functions and Responsibilities of the Secretariat – The Secretariat shall perform and assume the following functions and responsibilities:

- (a) To manage programs and the delivery of welfare services locally and overseas to its members, supported by advocacy and information programs;
- (b) To implement Board policies on investment and fund management;
- (c) To formulate medium term development plans responsive to the welfare, needs and demand of member-OFWs;
- (d) To submit work and financial plans for Board consideration;
- (e) To provide policy analyses and recommendations for Board consideration;
- (f) To conduct continuing researches and studies, including