

**[OWWA MEMORANDUM OF INSTRUCTIONS NO.
002, S. 1995, February 15, 1995]**

**REVISING MOI NO. 121, SERIES OF 1991 PROVIDING
GUIDELINES FOR THE AIRPORT ASSISTANCE PROGRAM**

For the purpose of the implementation of the Airport Assistance Program as one of the Overseas Workers Welfare administration's programs and services, and whereas the OWWA Airport Assistance Office is now in place at the Ninoy Aquino International Airport to better serve the needs of OCWs upon arrival in Manila, MOI No. 121, Series of 1991 is hereby revised as follows:

Nature of the Program

The Airport Assistance Program is a service package which caters to the needs of repatriated OCWs, landbased and seabased, upon arrival in Manila as well as the means to monitor the return of OCWs to the country. The program also includes assistance extended to seafarers repatriated by sea.

Objectives of the Program

The program is envisioned to:

- a. Assist OCWs and their families in the processing of documents relative to mortuary obligations, quarantine inspections, transcript translations, and similar routine undertakings at the Ninoy Aquino International Airport;
- b. Provide arrangements for temporary lodging facilities for stranded/distressed repatriates (1) stranded in Manila, and/or (2) who have no relatives to stay within Manila, food assistance for those who are billeted at the OWWA Hostel until domestic travel arrangements are made, transportation assistance by boat or by land for meritorious cases except for those who are medically repatriated and air evacuated with escort if deemed necessary.
- c. Monitor arrival of returning overseas contract workers through the information system that will be established by the Secretariat at the NAIA for this purpose and with the cooperation of the Bureau of Immigration and the NAIA Administration.

Program Administration

- a. The program shall be institutionalized and implemented as one of the regular programs of the Field Services Office through the Workers Assistance Division.
- b. In times of emergencies and unfortuitous events necessitating extraordinary expenses for food, transportation, medical and other related emergency expenses in the implementation of the program, a special disbursing officer shall be designated by the Director of the Field Services Office.