

**[OWWA MEMORANDUM OF INSTRUCTIONS NO.
116, June 01, 1991]**

**AMENDING PARAGRAPH 4 OF MEMORANDUM OF INSTRUCTIONS
NO. 8 RE: FURTHER GUIDELINES FOR THE COLLECTIONS OF
OWWA CONTRIBUTIONS/FEES OF POEA**

4. *Payment Procedures* — All payments received must be provided with official OWWA Receipts (with pre-audited numbers) signed by authorized OWWA representatives. The collection units shall require payments to be made in either cash/manager's checks or in bank drafts. Cash may be received only in payment of not more than five (5) workers being processed. Checks must be drawn in favor of the Overseas Workers Welfare Administration.

Company checks may be accepted provided prior arrangements be made with the agency. They shall execute an undertaking to the effect that in the event the company check is returned/dishonored for any reason whatsoever, OWWA shall revoke this privilege and likewise reserves the right of refusal to process all applications of the company until such time that the check is replaced in cash.

All payments must be deposited with the OWWA depository bank daily.

All other provisions of MOI No. 8 not amended shall remain in effect.

Adopted: 1 June 1991

(SGD.) ATANACIO V. MARONILLA
Administrator



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