

[OWWA MEMORANDUM OF INSTRUCTIONS No. 009, s. 2006, November 06, 2006]

**GENERAL POLICIES AND GUIDELINES IN THE
DECENTRALIZATION OF THE INSURANCE BENEFIT PROGRAM**

In line with the Secretariat's drive towards program management efficiency and the need to improve accessibility of OWWA Programs and Services through decentralization, the following policies and guidelines are hereby prescribed for the implementation of the Insurance Benefit Program in the Regional Welfare Offices (RWOs).

I. OBJECTIVES

1. To realign the focus of OWWA's operation from the Central Office to the Regional Offices thereby improving delivery of its programs and services;
2. To expedite processing of claims thereby accelerating delivery of programs and services in the regions.

II. FUNCTIONS AND SCOPE OF RESPONSIBILITY

1. Transfer and Allocation of Funds

The funds for the program shall be sourced from the existing account for Insurance Benefit Program Fund (IBPF). Request for funds by RWOs shall be coursed through the Regional Operations Coordination Service (ROCS) based on the last three years' program availments of the regions.

The RWOs shall open a separate bank account called Insurance Claims Fund (ICF) where the Central Office shall transfer the funds.

2. Disbursement and Management of Funds

The RWOs shall use the ICF to cover payment of claims under the program.

The RWO Directors or their authorized representatives shall be the approving authority for all fund disbursement requests.

The existing signatories of vouchers and checks at the regional level shall be followed for disbursement of checks.

3. Release of Checks

All checks shall be released by the RWO Cashier upon presentation of proper identification requirements.

4. Accounting Procedures

Accounting entries as prescribed by the Accounting Division in the Central Office shall be followed in the utilization of the funds.

Bookkeeping and accounting functions shall be performed by the Regional Accountant/Designate. A separate Book of Accounts shall be maintained for the purpose of recording its transactions as prescribed by the Accounting Division of the Central Office.

5. Validation of Coverage and Double Availment of Claims

Every availment pertaining to this program from the RWOs shall first be validated by the Membership Processing Center (MPC) as to the effectivity of coverage.

In the absence of Database Networking and to avoid double availment on the program, the MPC shall serve as the clearing house in the availment of claims under this program. Verification of RWOs shall be done through electronic mail. The MPC shall issue an electronic copy of Certification of Availment/No-Availment of the program.

RWOs shall provide a monthly list of avalees through ROCS for consolidation and control of the MPC.

III. POLICIES AND GUIDELINES

A. ENTITLEMENT AND EXTENT OF COVERAGE

Entitlement

To be entitled to the benefits under the program, beneficiaries must show proof that deceased OFW's OWWA membership is in effect at the time of death.

Amount of Benefits

1. Insurance Benefit

A beneficiary or legal heir of the member-OFW shall be granted with death benefit in the amount of:

- a) P100,000.00 for natural death; and b) P200,000.00 for accidental death

2. Burial Benefit

A member is entitled to a burial benefit of P20,000.00 as a rider provision to the life insurance coverage.

Coverage