

**[OWWA MEMORANDUM OF INSTRUCTION NO.
015, S. 2002, November 05, 2002]**

**PRESCRIBING THE MANNER OF COLLECTION OF OWWA
MEMBERSHIP CONTRIBUTION AND MEDICARE PREMIUM FOR
RETURNING FILIPINO OVERSEAS WORKERS TO SABAH,
MALAYSIA**

Pursuant to the Department Order No. 28-02 Series of 2002 dated September 04, 2002, the following guidelines are hereby issued:

I. DOCUMENTATION PROCEDURES

A. *For Deported OFWS With Prior Arrangement With Polo*

1. Employer/s shall issue a list of deported workers whom they intend to re-hire including their corresponding employment category and an affidavit of undertaking clearly stating their responsibility to pay OWWA Membership Contribution and Medicare Premium upon arrival of the workers at the job site.
2. The POLO will forward a list of workers with verified visas to OWWA Region IX.
3. The worker shall accomplish the OWWA Membership Form at the DOLE Special Employment Assistance Center (SEAC) in Zamboanga and in such other place where the same may be established.
4. OWWA officer assigned at the DOLE-SEAC shall attest the Affidavit of Undertaking executed by the worker.
5. OWWA officer shall submit to POLO in Malaysia a certified list of OFWs deployed with pre arranged documentation as basis for collection of OWWA Contribution and MEDICARE Premium.
6. Upon arrival of the worker in Malaysia, employer shall pay the corresponding contribution and premium. The designated Collecting Officer shall issue the Official Receipts and the corresponding Certificate of Insurance Coverage (COC).
7. The Medicare Eligibility Certificate (MEC) shall be issued to the OFW dependent in Manila upon receipt by OWWA-Medicare of proof of payment of Medicare Premium.

B. *For Workers Who Were Deported To The Philippines — Without Prior Arrangement With Polo*