

**[ DOLE DEPARTMENT ORDER NO. 02, April 12, 2000 ]**

**AMENDATORY GUIDELINES ON THE FILING AND PAYMENT OF THE SUGAR WORKERS MATERNITY BENEFIT PROGRAM**

In as much as the *Sugar Workers Maternity Benefit Program* is intended to assist female workers in defraying expenses incurred at the time of delivery, abortion or miscarriage, the benefits thereto shall be made available prior to the said delivery, abortion or miscarriage subject to the following guidelines:

**SECTION 1.** A maternity benefit claim shall be filed with the DOLE Regional Office, or with any planters' association/cooperative or sugar mill through their respective accredited pre-processors having jurisdiction over the workplace or place of residence of the covered woman sugar worker on the 7th month of her pregnancy in consonance with the following conditions:

1.1. A claim application shall be supported by the following requirements:

- a) Original/duly-authenticated doctor's certificate attesting to the fact of pregnancy.
- b) Original/certified true copy of latest cash bonus payroll or payslip envelope. In the absence thereof of said copy, the file copy of the DOLE Regional Office shall be recopied and authenticated by the WAWD Chief which shall be attached to application form.
- c) Original/certified true copy of the Certificate of Employment. In the absence thereof, a certification from the SAP officer may be secured to certify the employment of the claimant for maternity benefit based on the latest SAB payroll/payslip/envelope submitted to DOLE-Regional Office by the millers/planters.

**SECTION 2.** In case of abortion or miscarriage prior to the 7th month of pregnancy, the existing requirements and procedures under the Operating Guidelines for the Sugar Workers Maternity Benefit Program shall be followed.

This Order shall take effect immediately.

Adopted: 12 April 2000

(SGD.) BIENVENIDO E. LAGUESMA  
*Secretary*

---