

**[ DOLE DEPARTMENT ORDER NO. 3, February 23, 1996 ]**

**ACCREDITATION OF MILL AND PLANTER ASSOCIATIONS (PA) REPRESENTATIVES AS PRE-PROCESSORS OF CLAIMS FOR SUGAR WORKERS MATERNITY AND DEATH BENEFIT PROGRAMS**

In the interest of the service and, pursuant to the agreement reached at the Assessment and Planning Workshop on the Social Amelioration Program (SAP) held in Tagbilaran, Bohol, last year, DOLE Regional Offices are hereby authorized to accredit representatives of sugar mills and planters associations (PAs) to pre-process claims for death and maternity benefit under the SAP, subject to the following guidelines:

**I**

**Coverage**

Only representatives of sugar mills and planters associations identified by the DOLE Regional Office shall be accredited as pre-processors of death and maternity benefit claims under the SAP.

**II**

**Objective**

Mill and PA representatives may be accredited as pre-processors to expedite the processing and payment of maternity and death benefit claims.

**III**

**Systems and Procedures**

**a. Requirements**

**1. Endorsement**

Every mill or PA may endorse its official representatives to the DOLE Regional offices for accreditation.

2. Mill and PA representatives shall be require to undergo an orientation-seminar about the program prior to their accreditation.

**b. Duration**

Accreditation of mill and PA representatives shall remain in force unless their designation is revoked by their respective mill or PAs or by the