

**[ OWWA IMPLEMENTING RULES ON MOI NO. 08,  
SERIES OF 1995, February 06, 1996 ]**

**PRESCRIBING THE MANNER OF PER CONTRACT COLLECTION AT  
THE JOB-SITES, PURSUANT TO BOARD RESOLUTIONS NO. 189-4,  
SERIES OF 1994**

As a revenue generation of the agency in order to upgrade the quality of services provided to Filipino overseas contract workers hereunder are the guidelines governing the collection of fees on a per contract basis on various worksites abroad:

I

Coverage

All Filipino contract workers, land based or sea based, including workers returning to the same employer, workers who changed employer in the job-site, undocumented Filipino nationals who acquired gainful employment abroad and seamen who secured employment as landbased workers.

II

Documentary Requirements

1. Employment Contract or Alternate Proofs of Employment
2. OCW Information Sheet

III

Schedule of Fees

1. Land-Based Workers

1.1 Employers Hiring through Private Recruiting Agencies	US\$25.00
1.2 Employed as household worker and entertainer	25.00
1.3 Employed by Foreign Governments in their Civil Services	25.00
1.4 Employed by Philippine Construction companies for construction project overseas	25.00

1.5 Employed by Foreign Diplomatic Missions/Offices abroad	25.00
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## 2. Sea-Based Workers

2.1 Seafarers on board Foreign registered vessels	25.00
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2.2 Seafarers' on board Philippine registered vessels	P170.00
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## IV

### Collection Procedures

OWWA fees can be made either by group payment by employer at the worksite or through individual payment at FWDC or at any point of collection by the OWWA designated Collecting Officers in areas/posts where they are assigned or by other officers in posts/areas where there is no OWWA Collecting Officer present.

#### FOR GROUP PAYMENT BY EMPLOYER

RESPONSIBILITY CENTER	ACTIVITY
1. Welofs/Cecors/Designated Collecting Officer	Conducts networking with the community/employer Disseminates information re-membership
2. Welofs/Cecors/Collecting Officer	Issues Information Sheet to company
3. Company	Returns filled-up info sheet
4. Company	Pays corresponding fees
5. Collecting Officer	Issues Official Receipt
6. Collecting Officer	Issues ID card Certificate of Cover (Insurance Coverage)
7. Collecting Officers	Prepares Report of Collection
8. Collecting Officer	Segregates reports (Ors, Info Sheet)
9. Collecting Officer	Transmits Report of Collection, Ors, Info Sheet to Home Office

#### FOR INDIVIDUAL PAYMENT

RESPONSIBILITY CENTER	ACTIVITY
1. Welofs/Cecors/Collecting Officers	Networking with the community Conducts info dissemination campaign re-membership