MEMORANDUM ORDER NO. 04
Series of 2005

In connection with the Overseas Workers Welfare Administration (OWWA) Board of Trustees' approval of the grant of incentive to the POEA equivalent to one percent (1%) of the total OWWA membership fees collected through the facilities of the POEA, the following guidelines are hereby adopted to ensure fair and equitable distribution of the amount of P 2,075,037.00 covering the period October - December, 2004:

1. The accumulated balance of P 60,531.86 from the previous remittances of OWWA as incentive fee shall be added to the remittance of P 2,075,037.00 so that each qualified employee may receive the amount of P 4,500.00.

2. All officials and employees on a permanent, temporary, or casual appointment, including personnel of other government agencies who are detailed and/or assigned to POEA and who have rendered continuous meritorious service for the period October – December, 2004 shall be entitled to the incentive.

3. Officials and employees, including detailed staff, who have rendered service for less than three (3) months within the period October 1 - December 31, 2004 shall receive a proportionate share of the cash incentive per month of actual service to POEA;

4. Employees who retired, resigned or were transferred to other agencies during the period covered shall receive the monthly equivalent share while in the actual service at POEA;

5. Except for authorized maternity leave and sick leave with pay, continuous leave of absence for at least one month shall not be included in the computation of the incentive fee. For employees who have incurred more than 15 day of absences without pay in a month shall be entitled only to the actual number of days present;
6. Officials and employees who had been finally terminated for cause are not entitled to this incentive;

7. Employees who were Absent Without Official Leave (AWOL) as of December 31, 2004 shall not be entitled to this benefit;

It shall be understood that each employee/detailed personnel shall be given cash incentive not exceeding fifty percent (50%) of his/her basic salary for the calendar year.

For compliance.

CARMELITA S. DIMZON
Deputy Administrator and
Officer-In-Charge

April 26, 2005