MEMORANDUM ORDER NO. 7
Series of 2004

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 P3,986,645.20 covering the period July - December, 2003:

1. The accumulated balance of P239,493.48 from the previous remittances of OWWA as incentive fee shall be added to the remittance of P3,986,645.20 so that each qualified employee may receive the amount of P8,800.00.

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 July – December, 2003 shall be entitled to the incentive.

3. Officials and employees, including detailed staff, who have rendered service for less than six (6) months within the period July 1 - December 31, 2003 shall receive a proportionate share of the cash incentive per month of actual service to POEA;

4. Employees who retired, resigned or were detailed 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 leaves and sick leaves 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, 2003 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 a given calendar year.

For compliance.

[Signature]

ROSALINDA DIMAPILIS-BALDOZ
Administrator