In the interest of the service and pursuant to the Overseas Workers Welfare Administration (OWWA) Board of Trustees’ approval of the incentive to the Philippine Overseas Employment Administration equivalent to one percent (1%) of the OWWA membership fees collected through the facilities of the Philippine Overseas Employment Administration (POEA), the following guidelines are hereby adopted relative to the grant of incentive to POEA amounting to P2,069,012.20 covering the period July-September, 2002:

1. The incentive from OWWA shall cover all officials and employees on a permanent, temporary, or casual basis, including employees of other agencies detailed and/or assigned to POEA during the period July-September, 2002;

2. Officials and employees who have rendered continuous meritorious service for the same period are entitled to receive the amount of P5,000.00 as incentive fee. The balance of P422,970.28 from the previous remittance of OWWA incentive fee shall be added to the total remittance so that each qualified employee may receive the amount of P5,000.00 as incentive fee;

3. Officials and employees, including detailed staff, who have rendered service for less than three (3) months within the period July 1 to September 30, 2002 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 will be entitled only to the actual no. of days present;

6. Employees and officials finally terminated for cause are not entitled to this incentive;
7. Employees who are Absent Without Official Leave (AWOL) as of September 30, 2002 shall not be entitled to this benefit;

8. Each employee/detailed staff shall be given cash incentive not exceeding fifty percent (50%) of his/her basic salary for a given calendar year.

For compliance.

ROSALINDA DIMAPILLO-BALDOZ
Administrator