



MEMORANDUM OF INSTRUCTIONS No. 008
Series of 2016

**GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF THE
RELIEF ASSISTANCE PROGRAM FOR AFFECTED OFWs IN SAUDI ARABIA**

Pursuant to Board Resolution No. 06, series of 2016, appropriating the amount of FIVE HUNDRED MILLION PESOS (Php500 M) to provide financial assistance to affected OFWs in the Kingdom of Saudi Arabia (KSA) and their families, the Relief Assistance Program (RAP) is hereby created with the following guidelines:

I. Nature

The Relief Assistance Program (RAP), a crisis intervention program of the Overseas Workers Welfare Administration (OWWA), consists of financial assistance provided to affected OFWs employed by Saudi construction and maintenance companies beset by severe financial difficulties, to help the OFWs and their families cope with economic and social adjustments.

II. Objective

This Program aims to cushion the impact of forced unemployment and income displacement affecting OFWs in the KSA and their families.

III. Entitlement

The RAP is a one-time grant of financial assistance provided to each qualified affected OFW or family in the following amounts:

1. **TWENTY THOUSAND PESOS (P 20,000.00) to be paid in SAUDI RIYALS of ONE THOUSAND FIVE HUNDRED NINETY (SR1,590.00) to each affected OFW still at jobsite;**
2. **TWENTY THOUSAND PESOS (Php20,000.00) to each affected OFW who was repatriated to the Philippines; and**
3. **SIX THOUSAND PESOS (Php6,000.00) to each family of affected OFW who is still at jobsite.**

IV. Coverage

This one-time grant is exclusively for affected OFWs who are either staying in camps or are live-out in KSA or who have been repatriated to the Philippines but have not received their salaries or end-of-service benefits from any of the following companies:

1. Saudi bin Laden Group of Companies (SBG),
2. Saudi Oger, Ltd., (SOL),
3. Mohammed al-Mojil Group (MMG),
4. Mohammad Hameed Al-Bargash & Bros. Trading & Construction Co.,
5. ALUMCO L.L.C.,
6. Rajeh H. Al Merri Contracting & Trading Company,
7. Fawzi Salah – Al Nairani Contracting Company,
8. Arabtec Construction L.L.C., or
9. Real Estate Development and Investment Company.

Only families of affected OFWs who are still at jobsite shall be entitled to the financial assistance under the Program.

V. Database

The Philippine Embassy/Consulate/POLO shall provide the list of affected workers which shall form part of the Program's database. The worker's inclusion in the database shall be a pre-requisite for the release of financial assistance. In addition, the list of names of repatriated workers and qualified families shall form part of the database.

POLO and RWOs shall regularly update the list of beneficiaries.

VI. Documentary Requirements

The following documents shall be submitted by the applicant in availing of the RAP:

1. For affected OFWs still at jobsite:
 - a. Accomplished Application Form (Annex A); and
 - b. Proof of identity (passport, Iqama, payslip; employment contract, or similar document that establishes the identity of the worker)
2. For repatriated workers:
 - a. Accomplished Application Form (Annex B);
 - b. Passport or travel document;
 - c. Proof of unpaid salaries/benefits (i.e. SPA in favor of Philippine Embassy/Consulate official, employer certification, complaint filed in appropriate office, etc.)
3. For families of affected OFWs still at jobsite:
 - a. Accomplished Application Form (Annex C);
 - b. Proof of relationship to OFW;
 - i. Photocopy of Birth Certificate of the OFW , if the OFW is single;
 - ii. Photocopy of Marriage Certificate, if the OFW is married;
 - c. One (1) valid government-issued ID with picture.



VII. Program Implementation

1. Concerned Welfare Officer, in coordination with POLOs, shall visit campsites of stranded OFWs for profiling of target beneficiaries and processing of applications for assistance.
2. Qualified OFWs who are still at jobsite shall claim the SR1,590 financial assistance through the Welfare Officers in KSA.
3. Qualified OFWs who were already repatriated to the Philippines shall claim the Php20,000.00 financial assistance through the OWWA Regional Office nearest their residence.
4. Families of qualified OFWs still at jobsite in KSA shall claim their Php6,000.00 financial assistance through the OWWA Regional Welfare Office nearest their residence.
5. Concerned Welfare Officer or Regional Director shall submit electronically to the Home Office the list of affected workers and avalees on a weekly basis through the Overseas Operations Coordinating Service / Regional Operations Coordinating Service.

VIII. Funding

Financial requirement for the implementation of this Program shall be sourced from the Contingency Fund created under Board Resolution No. 06, s. 2014 dated 24 July 2014, as affirmed under Board Resolution No. 06, s. 2016, dated 21 July 2016, subject to existing accounting and auditing laws, rules and regulations.

The fund shall be made available to the POLOs in KSA and OWWA Regional Welfare Offices in the 17 regions of the country.

IX. Effectivity

This Memorandum of Instructions shall take effect immediately.


REBECCA J. SALZADO
Administrator

25 July 2016