

MEMORANDUM CIRCULAR No. 01
Series of 2025

**GUIDELINES IN THE NOMINATION AND SELECTION OF SECTORAL
REPRESENTATIVES TO THE OWWA BOARD OF TRUSTEES**

Pursuant to Republic Act No. 10801, otherwise known as the OWWA Act, and its implementing Rules and Regulations (IRR), the following guidelines shall govern the nomination, screening and selection of sectoral representatives to the Overseas Workers Welfare Administration (OWWA) Board of Trustees (BOT), representing the OFW Land-based, Sea-based and Women Sectors, and the Land-based Recruitment and Manning Sectors.

1. Composition of the Screening and Selection Committee (SSC). – Pursuant to Section 32, Rule VI of the IRR, the SSC shall be composed of the following officers:

Chairperson: Administrator

Vice-Chairperson: All Deputy Administrators, including Officers-in-Charge (OIC)-Deputy Administrator

Members: All Directors IV, including Officers-in-Charge (OIC)-Director IV

2. Functions of the SSC. – The SSC shall:

- (a) Formulate the SSC internal rules, targets and timelines of nomination and selection of the appointive members of the BOT;
- (b) Develop standard procedures for the nomination, screening and selection of nominees for all the appointive positions in the BOT;
- (c) Establish a massive information campaign on the nomination, screening and selection of nominees for all the appointive positions in the BOT;
- (d) Accept nominations;
- (e) Screen nominating organizations/associations and nominees;
- (f) Conduct at least three (3) consultation meetings with the women, land-based and sea-based sectors within ninety (90) days before the BOT is convened, in a manner that is open, democratic and transparent;

- (g) Submit to the BOT a shortlist of at least three (3) nominees for each of the required sectoral representatives for endorsement to the President.

3.0 Qualifications and Standards of Nominating Organizations/Associations for the Appointive Members of the Board. – Non-Government Organizations (NGOs) and associations of licensed land-based recruitment or manning agencies that protect and promote the rights and welfare of OFWs, duly registered with the appropriate government agency, in good standing and in existence for at least three (3) years prior to the nomination, shall be qualified to nominate a representative for the appointive positions in the OWWA BOT.

The nominating NGOs shall be qualified to nominate a representative for the OFW land-based, sea-based and women sectors in the OWWA BOT.

The nominating associations of licensed land-based recruitment or manning agencies shall be qualified to nominate a representative only from their respective sectors. When an association represents both sectors, they are qualified to nominate for each sector.

4.0 Qualifications of Nominees.

The qualifications for each nominee for the OFW land-based, sea-based and women sectors seats are the following: (a) at least twenty-five (25) years of age; (b) able to read and write; and (c) a migrant worker at the time of the nomination or has been a migrant worker for at least three (3) years.¹

The qualifications for each nominee for the land-based recruitment and manning sector seats are the following: (a) a Filipino citizen; (b) Had been engaged in the recruitment and manning industry, as the case may be, for at least three (3) years in good standing; and (c) duly nominated by the association of the recruitment or manning agencies where the nominee belongs.

All the nominees for the appointive positions in the BOT shall be of good moral character and shall commit to devote sufficient time and effort required in the performance of their functions as members of the BOT and as representative of their respective sectors.

5.0 Documents to Be Submitted.

Nominating Non-Governmental Organizations (NGOs) and Associations of land-based recruitment and manning agencies shall submit the following documents in two (2) copies (one original, one photocopy) to support the nomination, addressed to the Chairperson of the Screening and Selection Committee (SSC):

- a. Profile of the Nominating Organization/Association
- b. Significant achievements as an NGO/Association
- c. NGO's or Association's Registration with the appropriate government agency providing information that the main purpose (in the case of NGOs) or one of the purposes (in the case of associations of recruitment and/or manning agencies) for which it was established is to protect and promote the rights and welfare of overseas Filipino workers;

¹ Per Board Resolution No. 18, Series of 2017, "c. A migrant worker at the time of nomination or has been a migrant worker with at least three (3) years of experience."

- d. Certification of Good Standing from the government agency where the NGO/Association is registered;
- e. Duly signed/approved Resolution by the Board of Trustees/Directors of the NGO or Association, as the case maybe;
- f. Nomination duly accepted by the Nominee, to include the following:
 - i. Write up on significant contributions to the sector he/she is representing;
 - ii. Agenda/Platform as member of the OWWA BOT;
 - iii. Duly Accomplished Personal Profile and Qualifications Form of the Nominee downloadable at OWWA website: <https://owwa.gov.ph>;
 - iv. Clearances from:
 - NBI, National Police Clearance, Ombudsman and Civil Service Commission (CSC)

In addition to the above, nominees for the land-based, sea-based and women sectors shall submit the following:

-Birth Certificate of the Nominee duly authenticated by the Philippine Statistics Authority or any valid government-issued ID;

-OFW Information Sheet issued by the Department of Migrant Workers (DMW).

The nominating NGO/association shall submit all the required documents enumerated above in two (2) copies (one original and one duplicate copy), addressed to the Screening and Selection Committee Chairperson either personally or via courier, at the following address:

The Chairperson
OWWA Board Screening and Selection Committee (SSC)
c/o the SSC Secretariat
4th floor, OWWA Center Bldg.
F.B Harrison Street cor. 7th Street, Pasay City

6.0 Nomination and Selection Process.

6.1 The SSC shall call for nominations to be published in a newspaper of general circulation starting the vacant positions in each Board to be filled up, with the deadline for submission of nominations and other pertinent information;

6.2 The SSC shall launch a massive information campaign on the selection of nominees for the land-based, sea-based and women sectors and conduct consultation sessions with the leaders of the sectors, at least three (3) times, within 90 days before the BOT convene for the selection of nominees. The selection process shall be open, democratic and transparent.

6.3 The candidates shall undergo a panel interview by the SSC;

6.4 The SSC shall evaluate the nominees on the basis of the following criteria:

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|---|--------------|
| a. Significant contribution to the sector being represented | - 40 % |
| b. Work experience | - 20 % |
| c. Panel interview | - 30 % |
| d. Education and Training | - 10 % |
| | <u>100 %</u> |

6.5 The SSC shall provide the list of qualified nominees to the OWWA Board of Trustees after conducting background investigation with relevant agencies/entities.

6.6 The final list of qualified nominees selected by the OWWA Board shall consist of three (3) names for each Board seat to be filled up, for submission to the President. The same list shall likewise be published in a newspaper of general circulation

Incumbent representatives who are eligible for re-appointment shall be automatically included in the final list to be submitted to the Office of the President.

6.7 Within thirty (30) days from the submission of the final list, the President shall select and appoint from the list the representatives to the OWWA Board of Trustees.

7.0 Term of Office


The appointed representative of the land-based, sea-based and women sectors shall have a term of three (3) years and shall be eligible for reappointment for another three (3) years. In case of vacancies, the replacement shall be screened, selected and appointed in accordance with the same screening and selection process and shall serve the unexpired term of his/her predecessor.

In the case of the land-based recruitment and the manning sector representatives, their respective appointment is 3 years without extension.

8.0 Budget.

The expenses for the screening and selection of the sectoral representatives of the OWWA BOT shall be charged against the appropriate budget of the agency, subject to the usual accounting and auditing laws, rules and regulations.

The Memorandum Circular shall take effect immediately.


ATTY. PATRICIA YVONNE M. CAUNAN
Administrator and
Chairperson, Screening and Selection Committee

27 June 2025