



DEPARTMENT ORDER NO. 04
Series of 2024

GUIDELINES FOR THE PROVISION OF IMMEDIATE FINANCIAL ASSISTANCE TO VICTIMS OF ILLEGAL RECRUITMENT THROUGH THE AGARANG KALINGA AT SAKLOLO PARA SA MGA OFWs NA NANGANGAILANGAN (AKSYON) FUND.

Whereas, pursuant to Section 5 of the Republic Act No. 11641 otherwise known as the Department of Migrant Workers Act (DMW), the DMW is mandated to protect the rights and promote the welfare of Overseas Filipino Workers (OFWs);

Whereas, Section 14 of the aforementioned Act established the *Agarang Kalinga at Saklolo para sa mga OFWs na Nangangailangan* (AKSYON) Fund to provide legal, medical, financial and other forms of assistance to OFWs;

Whereas, pursuant to section 3 of the same Act, Overseas Filipino Worker shall refer to a Filipino who is to be engaged, is engaged, or has been engaged in remunerated activity in a country of which he or she is not an immigrant, citizen, or permanent resident or is not awaiting naturalization, recognition, or admission, whether land-based or sea-based; excluding a Filipino engaged under a government-recognized exchange visitor program for cultural and educational purposes. For purposes of this provision, a person engaged in remunerated activity covers a person who has been contracted for overseas employment but has yet to leave the Philippines, regardless of status, and includes "Overseas Contract Workers". The term "OFW" shall be considered synonymous to "Migrant Worker";

Whereas, mechanisms to carry out the assistance to OFWs were set through Department Order No. 04, Series of 2023 or the *Guidelines on the Implementation of the Agarang Kalinga at Saklolo Para sa mga OFW Na Nangangailangan* (AKSYON) Fund, and Department Order No. 05, Series of 2023 or the *Enhanced Guidelines for the Provision of Humanitarian Assistance to Overseas Filipino Workers in Distressed Situations Under the Agarang Kalinga at Saklolo Para sa mga OFW Na Nangangailangan* (AKSYON) Fund;

As such, to alleviate the impact of economic distress among OFWs who are victims of illegal recruitment, and after due consultations with relevant stakeholders, these additional Guidelines for immediate financial assistance are hereby issued with the following prescribed procedure:

I. Coverage

A. Victim's Assistance



The assistance shall be in the form of financial assistance granted to OFWs who are immediate victims of illegal recruitment. The qualified recipient shall receive a one-time financial aid in the amount of Thirty Thousand Pesos (Php 30,000.00) upon submission of complete documents.

The mode of payment of the financial assistance may be given in cash or cheque at the DMW, or through bank transfer. Bank charges or costs shall be charged against the AKSYON Fund.

B. Administrative Costs

The administrative costs shall cover the expenses of the DMW personnel, if any, to support the implementation of the financial assistance provision to OFWs in accordance with these Guidelines.

II. Documentary Requirements

The following documents shall be submitted by the OFW victim personally to the Migrant Workers Protection Bureau (MWPB) at DMW, or electronically through email to airtipinfo@dmw.gov.ph, in availing the financial assistance:

1. Accomplished Request for Financial Assistance for Victims of Illegal Recruitment Form (Annex A);
2. Copy of accomplished Investigative Data Form with stamp received by the Department of Justice (DOJ) or local prosecution office;
3. Copy of Sworn Complaint Affidavit;
4. Docket Number of the case filed with the DOJ or local prosecution office;
5. Active Account Number (if through bank transfer); and
6. Copy of any valid Government-Issued ID.

MWPB shall facilitate the release of the financial assistance to the OFW victims within twenty (20) working days therefrom, subject to the approval of the Undersecretary for Foreign Employment and Welfare Services.

III. Monitoring

The Undersecretary for Licensing and Adjudication, through the MWPB, shall submit a report on the number of beneficiaries to the Secretary, coursed through the Undersecretary for Foreign Employment and Welfare Services, and copy furnish the Undersecretary for Finance and Internal Management.

IV. Evaluation

Within a period of six (6) months after the effectivity of this Order, an evaluation of the provision of this financial assistance shall be conducted by the MWPB to determine the effectiveness of the policies of this program.

V. Budgetary Requirements

Funds for the implementation of this program shall be sourced from the AKSYON Fund subject to the usual budgeting, accounting and auditing rules and regulations.

VI. Effectivity

This Order shall take effect retroactively on the 2nd day of January 2024 and shall apply suppletorily to the provisions of Department Order Nos. 04 & 05, Series of 2023.

___ Juy 2024, Mandaluyong City.


HANS LEO J. CACDAC
ad interim Secretary

**REQUEST FOR FINANCIAL ASSISTANCE FOR VICTIMS OF ILLEGAL
RECRUITMENT FORM (ANNEX A)**

Date : _____

A. PERSONAL INFORMATION:

Name:	
Address:	
Mobile/Phone No.:	
Email Address:	
Gender:	_____ Male _____ Female
Government-Issued ID No.:	

B. ADDITIONAL INFORMATION:

NPS No. or Docket No. : _____ Date Filed: _____ Venue: _____

C. OPTION TO RECEIVE THE FINANCIAL ASSISTANCE (please check one)

- ☐ Check
☐ Credit to Bank Account No: _____ Bank _____ Branch _____

D. ACKNOWLEDGEMENT RECEIPT

I hereby acknowledge receipt of PHP _____ from DMW as financial assistance. I also certify that the information given herein are true and correct to the best of my knowledge.

Printed Name & Signature _____ Date _____

E. CONSENT

I hereby consent to the collection, generation, use, processing, storage and retention of my personal data by the DMW for this purpose, "FINANCIAL ASSISTANCE FOR VICTIMS OF ILLEGAL RECRUITMENT". Further, I authorize DMW and other relevant government agencies to contact me for further verification and validation.

Printed Name & Signature _____ Date _____

F. FOR CASH DIVISION

ADA No./Check No. _____ Date _____

I hereby certify that the above information/narration are true and correct to the best of my knowledge, and I hereby undertake to actively participate in all proceedings to prosecute the case. Finally, I will neither enter any amicable settlement, nor execute affidavit of desistance and compromise agreement with the respondents or accused.

SIGNATURE OVER PRINTED NAME