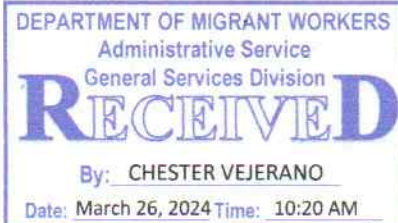




Republic of the Philippines
Department of Migrant Workers
Blas F. Ople Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501



ADVISORY No. 05
Series of 2024

CHECK ENCASHMENT FOR DECEASED SAUDI CLAIMANT-PAYEES

The Department of Migrant Workers (DMW) has recently entered into a Memorandum of Agreement (MOA) with the Land Bank of the Philippines and the Overseas Filipino Bank. The MOA covers the appropriate and efficient handling of indemnity checks issued by the Kingdom of Saudi Arabia (KSA) to various OFWs.

For the case of deceased Saudi Claimant-Payees, the DMW shall identify the executor/heirs of deceased, endorse the issued checks for negotiation in favor of the identified heirs of the deceased payee, and guarantee the payment/release of the amounts involved. In this regard, executor/heirs of the deceased Saudi Claimant-Payees are advised to submit the following to the DMW:

- a. Affidavits of identification from the local authorities and disinterested persons to confirm the identity of claimants and their filiation to the deceased;
- b. Extra-Judicial Settlement among the heirs, supported by valid proofs of filiation (e.g., marriage contract, birth certificates), and government-issued identification cards of all parties involved;
- c. Deeds of Undertaking from the claimants to obligate the executor and other parties of the original settlement to equally share the responsibility of settling claims that are not included in the extra-judicial settlement;
- d. Special Power of Attorney designating the person to whose account the funds will be deposited once the checks are cleared;
- e. Proof of Publication: Verification of the extra-judicial settlement's publication in a nationally issued newspaper for three consecutive weeks;
- f. Bureau of Internal Revenue (BIR) Clearance in instances where taxes are to be paid, submission of the BIR Clearance and enrollment to the BIR One-Time Payment is required; and
- g. Pertinent court order on the authority of the guardian (whether natural or legal guardian) to represent the minor in the extra-judicial settlement of the estate of the deceased payee, in case the heirs of the deceased payee include a minor and the latter's share in the net estate to be settled exceeds P50,000.00.





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The DMW shall facilitate the deposit or encashment of checks with the aforementioned banks. Any expenses incurred in the execution of the foregoing documents and deeds shall be borne by the executor/heirs of the claimants.

Submission of the documents required shall be made to the Office of Director IV of Internal Audit Services of the DMW, 3rd Floor, Blas F. Ople Bldg., Ortigas Ave. cor. EDSA, Mandaluyong City, until 15 April 2024 for the first batch. Deadline for the succeeding batches shall be announced at a later time.

For any concern or queries, the executor/heirs are advised to coordinate with their group leaders and to contact the DMW through any of the following channels:

Hotline: +639205171059

Email: saudicclaims@dmw.gov.ph

Website: www.dmw.gov.ph


HANS LEO J. CACDAC
Officer-In-Charge

