



## National Power Corporation

# ADVISORY

### (for Un-rehired DAMA Claimants as Validated by COA)

1. In view of claimants who prefer to have the amount to be received reflected in the quitclaim to be executed, notarized and submitted, please use the [revised template](#) (← click link to access). Claimants preferring this format for the quitclaim are advised that processing of the Disbursement Vouchers (DVs) and checks will take longer resulting from the necessary coordination between the claimant and NPC personnel preparing the DV and check. Claimants who need not include the amount in the quitclaim can use the [this template](#)(← click link to access).
2. Requirements are to be submitted in the **ORIGINAL** to the Compensation and Benefits Division of NPC's HRD as soon as the claimants can manage to complete said requirements. Scanned copies sent by email cannot be accepted for processing purposes.
3. For claimants who are still living but cannot claim the payment personally, the [Special Power of Attorney](#) should have been executed not more than three months from the date of submission. This is to ensure that the principal and the representative are both physically capable of executing the instrument and avoid situations where payment is claimed by unauthorized person(s) who may have previously held an SPA but has since been withdrawn for whatever reason.

#### 4. STEPS IN THE PROCESSING OF DAMA MONEY CLAIMS

STEP	DETAILS
<b>1</b>	<b>Validation/Verification as to Completeness of documents:</b>
1.1	<b>Documents certified true copy by COA:</b> <ul style="list-style-type: none"> <li>• February 2003 Disbursement Vouchers</li> <li>• Computation Sheet (Separation Benefit and Terminal Leave)</li> <li>• Service Record (closed as of February 2003)</li> <li>• Duly notarized Affidavit (not rehired in any government agency after Feb. 2003)</li> </ul>
1.2	<b>Photocopy of Detailed Computation of Money Claim</b>
1.3	<b>If Deceased, additional documents</b> <ul style="list-style-type: none"> <li>• Death Certificate of the deceased claimant (PSA or authenticated by the Philippine Consular Office, if claimant died overseas;</li> <li>• Marriage Contract (PSA or authenticated by the Philippine Consular Office, if married overseas;</li> <li>• Birth Certificate/s of compulsory surviving legal heir/s (PSA or authenticated by Philippine Consular Office, if born overseas;</li> <li>• For the designation of representative (whichever is applicable). Refer to DAMA ADVISORY Item 1.2.5</li> </ul>

	<b>1.4</b>	<b>Quit Claim (2 Options)</b>
		<ul style="list-style-type: none"> <li>• <b>Option 1:</b> Claimants opt not to wait for the audited amount to be reflected on the Quit Claim</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Option 2:</b> Claimants opt to wait for the audited amount to be reflected on the Quit Claim</li> </ul>
<b>2</b>	<b>Compute the additional interest (January to 16 November 2020), statutory deductions (GSIS, Pagibig, Withholding Tax)</b>	
<b>3</b>	<b>Prepare/process Disbursement Voucher</b>	
<b>4</b>	<b>Submit to Finance for Pre-audit/Processing of Claims</b>	
	For claimants who opt to reflect the audited amount on the <b>Quit Claim (Option 1)</b> , DV to be returned to CBD to notify claimants;	
<b>5</b>	<b>Check preparation/processing (for those with duly notarized Quit Claim)</b>	
<b>6</b>	<b>Release of payment/check(s) to the claimant(s)</b>	
<b>7</b>	<b>Request replenishment of funds from PSALM as needed.</b>	
<b>8</b>	<b>Remit to GSIS, Pagibig and BIR, deducted statutory obligations</b>	
	<b>Update Service Record of Claimants from 01 March 2003 to 14 September 2007</b>	

**PLEASE NOTE:**

1. CHECK RELEASE SHALL BE DONE BY BATCH IN ALPHABETICAL ORDER
2. CLAIMANT/REPRESENTATIVE SHALL BE NOTIFIED THRU HIS/HER EMAIL ADDRESS OR MOBILE PHONE NUMBER PER NPC RECORDS.

**IN THE INTEREST OF OBSERVING CURRENT HEALTH PROTOCOLS, CLAIMANT(S)/REPRESENTATIVE(S) ARE ADVISED NOT TO PROCEED TO NPC-HEAD OFFICE UNTIL NOTIFIED BY AUTHORIZED NPC PERSONNEL.**

3. FOR INQUIRIES, YOU CAN GET IN TOUCH WITH NPC VIA EMAIL ADDRESS [damaclaims@napocor.gov.ph](mailto:damaclaims@napocor.gov.ph) OR CALL LANDLINE NO. 8920-0093. Assigned NPC personnel shall receive information/queries/concerns to be forwarded to, and addressed by, the concerned NPC group.

**NPC SHALL BE RELEASING REGULAR ADVISORIES FOR NEEDED UPDATES.**