



## National Power Corporation

### **ADVISORY**

The National Power Corporation (NPC) Management has been informed that individuals purporting to process or fast track the processing of the DAMA Claims have been approaching DAMA Claimants and charging fees in relation to the release of DAMA Claims.

**Please be informed that the National Power Corporation has not authorized any individual to represent the Corporation or any of its Functional Groups to facilitate or fast track the processing of claims for any claimant. Claimants dealing with these individuals do so at their own risk.**

**THE CLAIMS VALIDATED BY COA SHALL BE RELEASED AS THEY ARE PROCESSED WITHOUT NEED FOR FURTHER REPRESENTATION BY ANYONE.**

Claimants are encouraged to inform NPC through the hotline if any individual or identified NPC employee is making representations that they can fast track the processing for a fee.

#### **REMINDERS:**

- 1. Claims shall be processed alphabetically on a per batch basis.**
- 2. For representatives of deceased employees, NPC shall release payment to only one representative who shall secure the necessary SPA from his or her co-claimants.**
- 3. Claimants who are awaiting the amount to be indicated in their quitclaims should get in touch with NPC-HR Compensation and Benefits Division through the hotline at 8920-0093. Assigned NPC personnel manning the hotline shall receive information/queries/concerns to be forwarded to, and addressed by, HR CompBen.**
- 4. Claimants whose submitted documents need correction/revision in light of concerns raised after the first Advisory shall be contacted by Ms. Helen Valcos or Ms. Jocylin Alpay for the details of the necessary correction/revision. *Those who have submitted quitclaims which are not based on the template in Advisory No. 4 should call the hotline at 8920-0093 if you have not been contacted as of this advisory.***
- 5. Claimants who have submitted the complete documents shall be contacted by the NPC Treasury Department as to when they are to proceed the NPC Head Office – Cashier’s Office to claim their check. They are to strictly follow the schedule given them in the interest of observing the necessary health protocols to prevent the transmission of COVID-19.**