



# AMOSUP

ASSOCIATED MARINE OFFICERS'  
AND SEAMEN'S UNION OF THE PHILIPPINES

**AMOSUP - PTGWO - ITF**

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## MEMBER'S e-HANDBOOK

Cabildo St. corner Sta. Potenciana St.,  
Intramuros, Manila

PROGRAMS  
& FACILITIES

PROVIDENT  
FUND

FMDP

PENSION  
FUND

SLOP  
CHEST

SAILOR'S  
HOME

# ASSOCIATED MARINE OFFICERS' AND SEAMEN'S UNION OF THE PHILIPPINES

## INTERACTIVE MEMBER'S e-HANDBOOK



TRAINING &  
EDUCATION

MAAP

LEGAL AFFAIRS  
DEPARTMENT

SEAMEN'S  
VILLAGE

RECORDS  
DEPARTMENT

# PRESIDENT'S MESSAGE

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Seafarers' welfare has long been the priority of AMOSUP in pursuit of its members' needs. Over the years we have established numerous welfare and benefit schemes for the general membership and their dependents.

Beginning with our collective bargaining agreement (CBA) negotiations with the employers along with other social partners, the Union is able to look after our members' best interests and welfare and perform its tasks of laying down and implementing the programmes.

In this handbook, the members will come to know of available services they can access and enjoy. From health and medical care to training and education, and from lodging facilities to owning a home, the Union seeks to provide guidance and information to members in the best way possible.

As we ensure that seafarers must receive the fruit of their labor in the form of fair remuneration and benefits, AMOSUP members and dependents can rely on the delivery of continuing welfare programmes. This simplified handbook contains digest of all information about the Union.

Thank you for your continued trust and confidence in AMOSUP. Through this endeavor we renew our commitment to serving you with even more passion and dedication.

**Dr. Conrado F. Oca**  
**President, AMOSUP**

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## DAGUPAN

- AMOSUP Clinic est. June 2013

## ILOILO

- Seamen's Hospital est. Jun. 2005
- Sailor's Home est. 2017
- AMOSUP Activity Center est. 2017

## BATAAN

- Maritime Academy of Asia and the Pacific (MAAP) est. 1998
- AMOSUP Seamen's Training Center (ASTC) est. 1972
- Center for Advance Maritime Studies (CAMS) est. 2003

## CEBU

- Seamen's Hospital Cebu est. 1997
- AMOSUP Sailor's Home est. Jan 2003
- AMOSUP Sports Complex est. December 2012

## MANILA

- Seamen's Center est. 1983
- AMOSUP Seamen's Hospital est. 1987
- Sailor's Home est. 1994
- Sailor's Home Annex est. 2013
- Sen In No El (Seafarer's House) est. 2018
- Sailor's Home 3 est. mid 2023

## BACOLOD

- AMOSUP Bacolod Extension Facility est. October, 2022

## CAGAYAN DE ORO

- SOON TO RISE

## DAVAO

- Gig Oca Robles Seamen's Hospital Davao est. Aug. 2008
- AMOSUP-JSU Multipurpose Center/ Sailors Home – est. 2009
- AMOSUP-JSU Sports Complex est. 2012
- AMOSUP-JSU Activity Center - est. 2014

# HOSPITALS

We care for your health and your family's wellbeing.

## AMOSUP SEAMEN'S HOSPITAL MANILA

Cabildo St. corner San Jose St., Intramuros, Manila

**Tel. No.:** 02 85278116 to 20 /  
02 85232692

**E-mail:** [shospadm@gmail.com](mailto:shospadm@gmail.com)  
[contact.shmanila@gmail.com](mailto:contact.shmanila@gmail.com)

**Fax No.:** 02 85273554

The Union's first medical facility which started as a small out patient clinic in the early 70's at the Port area. A few years later, a 50-bed secondary hospital was built to expand the services of the Union it provides to its members. The hospital was named Roberto S. Oca Workers' Clinic (RSOWC) after its founder. In less than a decade, the AMOSUP Seamen's Hospital Manila was established in 1987. This 100-bed well equipped Level-3 hospital, with training and teaching facilities, is also in the forefront of minimally invasive surgery. This type of service benefits our patients, especially our member seafarers, because of its faster healing and recovery after the procedure.



## AMOSUP SEAMEN'S HOSPITAL CEBU

Camino Vicinal St., Umapad, Mandaue City, Cebu 6014

**Tel. Nos.:** 032 2366871 to 72 /  
032 2364773 to 74

**Email:** [shc\\_cebu@yahoo.com.ph](mailto:shc_cebu@yahoo.com.ph)  
[amosupcebu@gmail.com](mailto:amosupcebu@gmail.com)

To continuously, provide better healthcare for members, the Leadership helped initiate moves to bring the Union's welfare service to its Visayas-based members. The AMOSUP Seamen's Hospital Cebu, a 60-bed Level 2 medical facility came to operate in 1997. It replicates the architectural design of SH Manila and at the same time provides a wide range of services to the Visayas-based members. Aside from the hospital, an Activity and Wellness Center is also available in the hospital's compound.



# HOSPITALS

We care for your health and your family's wellbeing.

## SEAMEN'S HOSPITAL ILOILO

Oñate St., Mandurriao, Iloilo City

**Tel. No.:** (+6333) 397-2254

(+6333) 321-2438

(+6333) 330-7800 to 04

**Fax. No.:** (+6333) 397-2254

**Email:** [shosp\\_ilo@amosup.org](mailto:shosp_ilo@amosup.org)

The vision of the leadership continued as the second medical facility in the Visayas started to operate in 2005. The establishment of AMOSUP Seamen's Hospital in Iloilo offers the convenience of availing of quality healthcare by the members and their family within this region. Similarly, this Level 2, 42-bed facility provides a wide range of services and even continues to improve its capabilities to deliver quality health care.



## GIG OCA ROBLES SEAMEN'S HOSPITAL AGDAO, DAVAO CITY

R. Castillo St., Brgy. Centro, Agdao, Davao City

**TeleFax:** (082) 285 – 6215

**Email:** [shd\\_davao@yahoo.com](mailto:shd_davao@yahoo.com)

**Tel. No.:** (082) 234 – 8266

The Union's first medical facility in Mindanao, the Gig Oca Robles Seamen's Hospital Davao is the third hospital built by the Union to bring healthcare services closer to the members and their families residing in Mindanao. This Level 2 medical facility inaugurated in 2008, also provides a wide array of healthcare services. SH Davao has also its Activity and Wellness Center.



# HOSPITALS

We care for your health and your family's wellbeing.

## AMOSUP CLINIC DAGUPAN

3rd Floor, Annex Bldg., Dagupan  
Doctors Villaflor Memorial Hospital

**Tel. No.:** (+6375) 653-0037

**E-mail:** [amosup.satelliteclinic@gmail.com](mailto:amosup.satelliteclinic@gmail.com)

**Mobile No.:** (+63917) 886-0064

As part of the expansion program of the Union and to reach our members in the Northern part of Luzon, a hospital-based satellite clinic was established in June 2013. It provides our members an out-patient consultation which also can request laboratory tests and diagnostic exams such as chest x-ray, ECG, etc.



AMOSUP Clinic Dagupan

## AMOSUP BACOLOD EXTENSION FACILITY

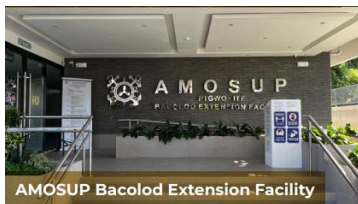
17th Lacson St., Brgy. 7, Bacolod City,  
Negros Occidental

**Tel.No.:** 034 4586890

**Email:** [amosupbcd@gmail.com](mailto:amosupbcd@gmail.com)

**Mobile No.:** 09183715858

AMOSUP Bacolod Extension Facility was inaugurated in October 2022 as a DOH licensed multi-specialty clinic and the first to be accredited as a Primary Care Facility in Region 6. It has an Out Patient Clinic, Dental Clinic, Minor Operating room, Clinical Laboratory, a Pharmacy and provides X-ray and Ultrasound services. It also has an Administrative Office, a Sailor's Home, a canteen with its own kitchen and an Ecumenical Chapel. The facility was built to continue the legacy of excellence of its founder, Capt. Gregorio S. Oca, through the efforts of the president, Dr. Conrado F. Oca, to provide quality healthcare services to the seafarers of Bacolod City, Negros Occidental and part of Negros Oriental.



AMOSUP Bacolod Extension Facility

# SAILOR'S HOME

Sailor's Home – your home away from home.



To view facilities click the name of each Sailor's Home

## SAILOR'S HOME MAIN

Cabildo Street cor. Sta. Potenciana Street,  
Intramuros Manila

**Tel. No.:** +632 2541798

**Email:** [sailorshome@amosup.org](mailto:sailorshome@amosup.org)

(Front of AMOSUP Seamen's Center  
Intramuros)

## SAILOR'S HOME ANNEX

Cabildo Street, Intramuros Manila

**Tel. No.:** +632 2541798

**Email:**

[amosupsailorshome.manila@gmail.com](mailto:amosupsailorshome.manila@gmail.com)

(Beside AMOSUP Seamen's Center  
Intramuros)

## SAILOR'S HOME 3

Cabildo Street, Intramuros Manila

**Tel. No.:** +632 2541798

**Email:** [sailorshome@amosup.org](mailto:sailorshome@amosup.org)

(Beside AMOSUP Slop Chest Intramuros)

## SAILOR'S HOME ILOILO

Oñate St., Mandurriao, Iloilo City,  
Iloilo

**Tel. No.:** (+6333) 323-3130

## AMOSUP-JSU Multipurpose Center SAILOR'S HOME DAVAO

R. Castillo Street, Brgy. Centro, Agdao,  
Davao City

**Tel. No.:** (082) 234-6281

**Email:** [shd\\_davao@yahoo.com](mailto:shd_davao@yahoo.com)

(2nd floor of the AMOSUP-JSU  
multipurpose center behind the Seamen's  
Hospital Davao)

## SAILOR'S HOME CEBU

Camino Vicinal Street, Mandaue City,  
Cebu

**Tel. No.:** 032 236 6871-72 local 106

**Email:** [ashc.sailorshome@gmail.com](mailto:ashc.sailorshome@gmail.com)

(Ground floor, Sailor's Home building)

## SAILOR'S HOME BACOLOD CITY

17th Lacson St., Brgy. 7, Bacolod City

**Tel. No.:** (034) 4586890 local 101



# SAILOR'S HOME MAIN





# SAILOR'S HOME ANNEX



# SAILOR'S HOME ILOILO



# **AMOSUP-JSU MULTIPURPOSE CENTER SAILOR'S HOME DAVAO**



# ACTIVITY CENTERS

First established in Cebu in December 2012, AMOSUP Activity and Wellness Centers in the regions are the latest facilities that have been added to the wide range of services and benefits for AMOSUP members and their dependents. Davao's centre was established in 2014 while that in Iloilo was completed in 2016.

The facilities are perfect wholesome venues for the maritime community. At present there are three (3) AMOSUP Activity and Wellness Centers and these are located in Cebu, Davao and Iloilo.

## Activity Center / Swimming Pool / Covered Court



## Gym And Recreational Activities



### MANILA

Sen In No Ei (Seafarer's House)  
Cabildo Street, Intramuros Manila

### CEBU

AMOSUP Activity Center  
Camino Vicinal Street,  
Mandaue City, Cebu

### ILOILO

AMOSUP Activity Center  
Oñate St., Mandurriao, Iloilo City,  
Iloilo

### DAVAO

AMOSUP-JSU Activity Center  
R. Castillo Street, Brgy. Centro,  
Agdao, Davao City



# MARITIME ACADEMY OF ASIA AND THE PACIFIC

For more details please click the pages 80-84



## Bataan Campus Office

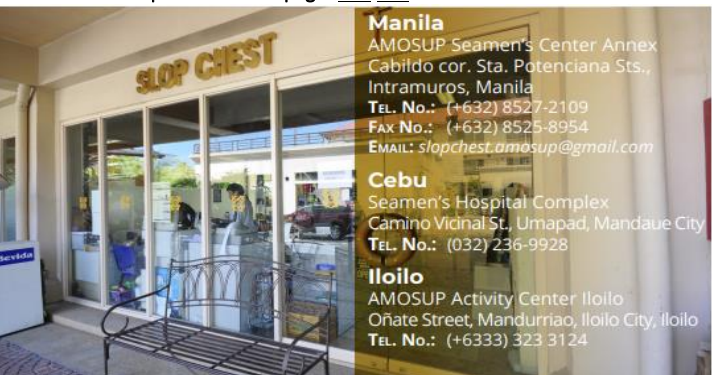
Kamaya Pt., Brgy. Alas-asin,  
Mariveles, Bataan  
TEL. Nos.: (+632) 8784-9100 / (047) 237-3355  
EMAIL: [info@maap.edu.ph](mailto:info@maap.edu.ph)

## Manila Office AMOSUP

Annex Building  
Cabildo Corner Sta. Potenciana Street  
Intramuros, Manila  
EMAIL: [satelliteoffice@maap.edu.ph](mailto:satelliteoffice@maap.edu.ph)  
TEL. No.: (+632) 8570-0457

# SLOP CHEST

For more details please click the pages 103-104



## Manila

AMOSUP Seamen's Center Annex  
Cabildo cor. Sta. Potenciana Sts.,  
Intramuros, Manila  
TEL. No.: (+632) 8527-2109  
FAX No.: (+632) 8525-8954  
EMAIL: [slopchest.amosup@gmail.com](mailto:slopchest.amosup@gmail.com)

## Cebu

Seamen's Hospital Complex  
Camino Vicinal St., Umapad, Mandaue City  
TEL. No.: (032) 236-9928

## Iloilo

AMOSUP Activity Center Iloilo  
Oñate Street, Mandurriao, Iloilo City, Iloilo  
TEL. No.: (+6333) 323 3124

# SEAMEN'S VILAGE

For more details please click the pages 101-102



Brgy. Piela, Sampaloc 3 Dasmarinas City, Cavite  
TEL. No.: +639178443694  
EMAIL: [seamensvillage.cavite@gmail.com](mailto:seamensvillage.cavite@gmail.com)

# PROVIDENT FUND

We endeavor to help you prepare for the future.



The **Provident Fund** is a benefit scheme for AMOSUP members wherein Participating Companies contribute to the Fund of the seafarer's account. It was established by the union under several CBAs it negotiated with various shipowners' associations.

The Provident Fund Office manages various fund agreements. Each type of agreement has a separate fund contributed by the participating companies/shipowners for the members on board participating vessels. The scheme is non-contributory and therefore, not deducted from the members' wages on board.

The contributions are directly remitted by the participating companies to the designated depository bank/s. Contributions also vary in amount depending on the provisions of each CBA.

The funds are invested and managed by different reputable financial institutions or fund managers, both locally and abroad, in accordance with the directives of the Provident Fund Board of Trustees. Each fund, under each CBA, has a different set of Trustees and its own rules and regulations. The Board of Trustees is normally composed of a balanced number of representatives from the union and the participating companies/shipowners.

The Rules and Regulations of each Fund are detailed in the Provident Fund Passbook.

The passbook is issued to qualified members through the manning agent that serves as a record of contributions for Participating Vessels. The member should regularly update the passbook with the manning agent and validate said contributions with the Provident Fund Office.

At present, AMOSUP had successfully negotiated eighteen (18) CBAs with the Provident Fund provision, as follows: Belgian, British, Crystal Cruises, Danish, Dutch, FKSU, Fred Olsen, French, Italian, JSU, LSA, NCL, NIS, NCSU, PRV, SMOU, Swedish and TCC.

*See next page*

## BENEFITS:

The qualified members are entitled to receive the total amount of contributions made in their favor by the Participating Company, plus any interest/income that may have been earned in accordance with the Funds Rules and Regulations.

The qualified member receives, in lump sum and in Philippine pesos, the entire amount contributed under his/her name, plus 100% of the earnings or interest.

## QUALIFIED MEMBERS:

All AMOSUP members who have served under any of the participating vessels of the participating companies may qualify under the scheme depending on the provisions of the CBAs mentioned.

Members are therefore encouraged to check with the Provident Fund Office on the status of the vessels they have previously served on board or the current vessels they are serving.

**A member is qualified to claim his contributions if he/she is either:**

- Fifty (50) years old; or
- A member of the Fund for ten (10) years;
- Inactive from the Fund for two (2) years counted from date of last disembarkation.
- Permanently unfit for sea duties; or
- Demise

Recently, the office launched an online e-form wherein members can file their claim wherever they are. They can access the form by using this link:

<https://amosup Provident Fund.thereforeonline.com/Client/Forms/embed/14/?allowanonymous=1>

or by scanning the **QR code** for easier access.



**Members will need the following requirements:**

1. Valid Passport
2. Valid Government issued ID
3. AMOSUP ID (optional)
4. Updated Endorsement Letter from participating manning agencies
5. Updated Retirement Booklet from participating manning agencies
6. Signed Data privacy consent form (*please refer to the e-form*)
7. Proof of ownership for bank account (*i.e. Passbook/deposit slip*)
8. 3 Specimen Signatures
9. Selfie with government issued ID

**Note:** Kindly upload clear digital copies (either in .pdf or .jpeg format) of the requirements. Minimum of 10KB to maximum of 1.5MB size only is allowed per file.

See next page



# PROVIDENT FUND



On extraordinary cases like disability or death, there will be additional requirements such as:

## Disability

– Medical certificate stating the type of sickness and declaring the member as Permanently unfit for sea duties.

## Death

– all of the above plus the following:

1. PSA copy of death certificate of the member;
2. PSA copy of certificate of no marriage of the member;
3. PSA copy of marriage contract of the member (if married);
4. Master's report & death certificate issued at the location of demise (if death onboard); and 5. Physical copy of the member's retirement booklet which will be submitted directly or can be delivered to our office located at Ground Floor, AMOSUP Sailor's Home Annex building, Cabildo St. Intramuros, Manila 1002

**Note:** Kindly upload clear digital copies (either in .pdf or .jpeg format) of the requirements. Minimum of 10kb to maximum of 1.5mb size only is allowed per file.

An automatic email will be sent to the member stating the status of his/her application. If there are pending requirements, the procedure is stated in the said email on how he/she should comply. Or if the application is denied, the reason will also be stated in the same manner.

After the claim has been processed, the member will receive his/her quit claim and voucher for signing to be submitted again on the e-form accessible from the link in the automatic email. Once the documents have been verified, the check will be deposited to the member's account.

See next page

# PROVIDENT FUND

For further questions, please visit or call:

## **AMOSUP Provident Fund Office**

Ground Floor, Sailor's Home Annex  
Cabildo Street, Intramuros Manila  
Tel. Nos.: (+632) 527-8491 to 98  
Email: [provfund@amosup.org](mailto:provfund@amosup.org)

## **AMOSUP Provident Fund Office-Cebu**

2nd Floor, Seamen's Hospital Building  
Tel. Nos.: 032-236-6871  
loc. 210 / 032- 238-0460  
Email: : [shc.cebup@gmail.com](mailto:shc.cebup@gmail.com)

There are two (2) types of Funds that are not being managed by AMOSUP, the **Danish Provident Fund** and **Norwegian Pension Fund**.

The **Danish Provident Fund** which was established in 1994 is being managed by FWU Life Insurance S.A. with the following details:

## **FWU Life Insurance S.A.**

**Address** : H20 Building (Building B 1<sup>st</sup> floor)  
33, Rue de Gasperich  
5826 Hesperaruge  
Luxembourg  
**Tel. No.** : +352 26 49 42 00  
**Fax No.** : +352 26 49 43 00  
**Email** : [atl@fwugroup.com](mailto:atl@fwugroup.com)  
**Contact Person:** Rikke Sandhoj Olsen  
**Email:** [r.sandhoj@FWUGroup.com](mailto:r.sandhoj@FWUGroup.com)  
**Tel. No.:** +352 26 49 42 54

The retirement age for this type of Fund is sixty (60) years old. However, members have the option to claim their contributions when they become inactive from the Fund counted from the date of their last disembarkation. Inactive members can only file their claim every January of each year and there is a corresponding deduction of ten (10%) per cent on their total principal contribution plus bank charges for remitting the funds to their personal bank account.

Inactive members who are interested to claim their contributions can visit the AMOSUP Provident Fund Office to file for the withdrawal of the same. The required documents are the following:

1. Certificate/Statement of membership to the Danish Provident Fund;
2. Valid Passport;
3. AMOSUP I.D. or any valid government I.D.;
4. Bank account number registered under the member's name.

The Norwegian Pension Fund was established in 1988 and is being managed by Uni-Storebrand Pension Services A/S with the following details:

## **Uni-Storebrand Pension Services A/S**

**Address** : Professor Kohts vei 9  
P.O. Box 455  
1327 Lysaker  
Norway  
**Tel. No.** : +47 22 31 11 00  
**Fax No.** : +47 22 31 13 75  
**Email** : [provident.fund@storebrand.no](mailto:provident.fund@storebrand.no)  
**Contact Person:** Nina M. Bolge

A members in their requirements with regards the **NIS Pension Fund**. Herein below are the details of the office:

## **NIS Pension Fund**

**Address** : G/F ECJ Building  
Real corner Arzobispo Streets  
Intramuros, Manila  
**Tel. No.** : +632 405 0210  
**Fax No.** : +632 405 0220  
**E-mail** : [filnor@info.com.ph](mailto:filnor@info.com.ph)

All types of Provident Fund carry the same qualifications that will allow a member to claim his/her contributions except for the Swedish and New Swedish Provident Funds. The Funds' rules state that a member can only withdraw his contributions upon reaching the retirement age of 55 years old.

*next page*

# **The FAMILY MEDICAL AND DENTAL PLAN (FMDP)**

**We care for your health and your family's wellbeing.**

To view queries click the button

**HOSPITAL AND CLINIC LOCATIONS**

**ENTITLEMENT TO THE BENEFITS (Who are entitled to avail?)**

**DOCUMENTS / REQUIREMENTS**

**HOSPITAL SERVICES**

**INSTRUCTIONS FOR INSULARS'S MEDICAL REIMBURSEMENT**

**DEPENDENT'S ID APPLICATION PROCESS / STEPS**

**REFILL BOOKLET POLICIES**

**PRE AND POST EMPLOYMENT MEDICAL EXAMINATIONENTS**

**TELEMEDICINE**

**FREQUENTLY ASKED QUESTIONS**

**AMOSUP SEAMEN'S HOSPITAL SERVICES**

# The FAMILY MEDICAL AND DENTAL PLAN (FMDP)

We care for your health and your family's wellbeing.

Our Family Medical and Dental Care Plan (FMDP) ensures quality health care for you and your dependents. Through the Seamen's Hospital in Manila, a level three hospital with teaching and training facilities, level two hospitals in Cebu, Iloilo and Davao, a hospital-based satellite clinic in Dagupan, Pangasinan, and the newly-constructed Extension Facility in Bacolod, AMOSUP brings hospitalization, treatment and medicines free-of-charge to qualified members and dependents.

We are continuously improving and expanding the facilities of the Seamen's Hospitals to address more of your health concerns. For the Hospital's future expansion, the Union is carefully studying locations where it can offer specific services that will be of greater benefit to more members.



## HOSPITAL AND CLINIC LOCATIONS

### MANILA

Cabildo St. corner San Jose St.,  
Intramuros, Manila

**Tel. Nos.:** 02 85278116 to 20 \* 02 85232692

**Fax No:** 02 85273554

**E-mail:** [shospadm@gmail.com](mailto:shospadm@gmail.com)  
[contact.shmanila@gmail.com](mailto:contact.shmanila@gmail.com)

### CEBU

Camino Vicinal Street, Umapad,  
Mandaue City, Cebu 6014

**Trunkline:** 032 236 6871 to 72; 032 236  
4773 to 74; 032 505 2775

**Medical Records:** 032 236 6870; 032 259  
0397; 032 259 0480

**Admin:** 032 346 2598

**Email:** [shc\\_cebu@yahoo.com.ph](mailto:shc_cebu@yahoo.com.ph) /  
[amosupcebu@gmail.com](mailto:amosupcebu@gmail.com)

### ILOILO

Onate Street, Mandurriao, Iloilo City

**Tel Nos.:** 033 3212438 \*

033 3307800 7804

**Fax No.:** 033 3972254

**E-mail:** [shosp\\_ilo@yahoo.com](mailto:shosp_ilo@yahoo.com)

### DAGUPAN

Room 302 Annex Bldg,  
Dagupan Doctors Villaflor  
Memorial Hospital Mayombo District,  
Dagupan City, Pangasinan

**Tel No.:** 075 653-0037

**Mobile No.** 09178860064

**E-mail:** [amosup.satelliteclinic@gmail.com](mailto:amosup.satelliteclinic@gmail.com)

### BACOLOD

17th Lacson Street, Brgy. 7, Bacolod City

**Tel No.:** (034) 4586890 local 116

**Mobile No.:** (+63)9183715858/  
(+63)9198950323

**E-mail:** [amosupbcd@gmail.com](mailto:amosupbcd@gmail.com)

### DAVAO

R. Castillo St, Brgy. Centro, Agdao,  
Davao City

**Tel No.:** (082) 234-8266

**Telefax:** (082) 285-6215

**E-mail:** [shd\\_davao@yahoo.com.ph](mailto:shd_davao@yahoo.com.ph)

# ENTITLEMENT TO THE BENEFITS (Who are entitled to avail?)

## Am I qualified?

**Answer:** If you are an active bona fide member of AMOSUP, you and your legal dependents are qualified to avail of the benefits under the Family Medical and Dental Plan (FMDP).

## Who are my qualified dependents?

### **Answer:**

#### **If you are married:**

- Your legitimate wife or husband
- Your legitimate unmarried children below 18 years old

#### **If you are single with no children:**

- Your natural parents
- Your unmarried brothers and sisters below 18 years old

#### **If you are single with children:**

- Your legitimate unmarried children below 18 years old

## DOCUMENTS / REQUIREMENTS

**Question:** What are the documentary requirements needed to avail of the Hospital Services?

### **Answer:**

**MEMBER-** Member's ID issued by AMOSUP & Seaman's Book or photocopy of the page bearing the member's personal data & last vessel covered by AMOSUP CBA

**DEPENDENT-** Dependent's ID - issued by Seamen's Hospitals & Latest allotment slip bearing the name of the vessel covered by AMOSUP CBA

**NOTE:** Entitlement to the benefits under the Family Medical and Dental Plan (FMDP) is based on the membership status of the member. If you are an active / bonafide member, you or your qualified dependents can avail of the services of the hospital by going to the nearest AMOSUP Hospital branch and present your requirements for verification/screening purposes, at the Medical Records Section. Each branch may differ/vary in their initial registration process such as the use of queuing system and the triaging of patients in the general outpatient department as practiced by Seamen's Hospital Manila.

**Question:** What if one of the documentary requirements is lacking, can I still avail of the hospital services?

**Answer:** You will be requested to secure a verification slip from the Hospital's Health Information Management Department (HIMD) or Record Section of the Seamen's Center (for Manila). Also, you may present any of the documents. This will allow the member / dependent to temporarily avail of the hospital services only on the day of his/her visit.

- Any government issued ID
- Employment certificate /contract with the current vessel
- Marriage contract & birth certificate of children (PSA copy),
- CENOMAR for parents

# DOCUMENTS / REQUIREMENTS

**Question:** What if I don't have an AMOSUP Member's and or Dependent's ID yet?

**Answer:** You may avail of the free Medical and Dental services even if you do not

have the AMOSUP Member's or Dependents ID on hand. You will be requested to secure a verification slip from the Hospital's Health Information Management Department (HIMD) or Record Section of the Seamen's Center (for Manila). Also, you may present any of the documents listed below. This will allow the member / dependent to temporarily avail of the hospital services only on the day of his/her visit

- Any government issued ID
- Employment certificate /contract with the current vessel
- Marriage contract & birth certificate of children (PSA copy),
- CENOMAR for parents

**Question:** My husband/ wife is an AMOSUP member, so why should I bring a verification slip or Seaman's book?

**Answer:** A verification slip and Seaman's book are necessary to determine the embarkation and disembarkation dates of the member so that the entitlement to the benefits can be verified.

**Question:** Why do we have to submit marriage contracts and birth certificates with registry numbers?

**Answer:** The Seamen's Hospitals seek to extend its quality services only to the true, legal dependents of its members. To accomplish this, we need to verify the legality of marriage contracts and birth certificates to guard against unauthorized use of the benefits.



*See next page...*

**Question:** What are the benefits?

**Answer:** As a qualified bona fide member, you and your legal dependents can avail of consultations, be provided with medicines, treatment, hospitalization and examinations free-of-charge subject to availability of services and supplies at the Seamen's Hospitals/ Clinics.

**NOTE:** AMOSUP Seamen's Hospitals do not handle medico-legal cases of members and dependents. However, it is prepared to give first aid treatment before the patient is transferred to a government hospital with a medico-legal officer or offers the procedure. Please refer to the List of Services by Department or you may visit our website at [www.amosup.org](http://www.amosup.org) for a more detailed list of services offered by each branch.

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**Question:** How long can I avail of these benefits?

**Answer:** All qualified members and their dependents can avail of the benefits at the Seamen's Hospitals from the date of embarkation of the member up to six months after disembarkation. Please be reminded that it is only when you are on board a vessel covered by an AMOSUP CBA that your ship owner is required to contribute to the funds that help run the Seamen's Hospital and entitles you and your dependents to the benefits.

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**Question:** What are the available services offered by Seamen's Hospitals?

**Answer:** AMOSUP Seamen's Hospitals are composed of Level III and Level II Hospitals so the availability of services may vary from one AMOSUP Seamen's Hospital to another. Please refer to the Services by Branch chart for the availability of services.

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**Question:** Can a member/dependent be transferred from a non-AMOSUP Hospital to any AMOSUP Seamen's Hospital?

**Answer:** Yes. If an active member/dependent requests for a transfer to any AMOSUP Seamen's Hospital, there are two basic procedures needed to be done:

1. Verification of membership status of the seaman. For telephone verification, always note the correct spelling of the vessel's name.
2. Doctor-to-Doctor coordination must be done prior to transfer to check for the availability of service and bed, so as not to cause inconvenience on the patient.

**Always bring the required documents for verification purposes.**

See next page...



# SERVICES

**Question:** Can we go to other medical facilities and just reimburse our expenses with AMOSUP Seamen's Hospital?

**Answer:** No. The benefit is available only at the service units established under the FMDP program such as the AMOSUP Seamen's Hospitals & Clinics.

However, AMOSUP has introduced a Cost-Plus Arrangement under the Group Hospitalization Plan in partnership with Insular Life. The plan provides for the reimbursement of the actual, necessary, customary, reasonable and eligible expenses for covered disabilities for confinement as a registered bed patient for at least six (6) hours. The program was expanded with the inclusion of maternity-related cases like delivery/birth of child, and several out-patient benefits limited to chemotherapy/dialysis procedure and medicines, radiation therapy procedure, Endoscopic Retrograde Cholangiopancreatography Procedure (ERCP), administration of Intravenous Immunoglobulin (IVIG) for patients with Kawasaki disease, administration of Factor 8 for patients diagnosed with Leukemia, and implant for cataract patients known as posterior intraocular lens (IOL) as well as implants, braces and screws for orthopedic patients.

Basic considerations for coverage under the Cost-Plus Arrangement are (1) non-availability of service in the Seamen's Hospital, only for admitted cases; (2) proximity to Seamen's Hospitals; and (3) emergency situation for admitted cases. The reimbursement has a maximum limit of P20,000 per family unit and may be availed only once a year (with March 15 of each year as our anniversary date).

The policy on the eligibility of member applies – meaning, only those with active membership are eligible to claim the benefit from Insular Life.

The qualified dependents of married and unmarried members are:

**A. For married members**

- Your legitimate wife, 18-64 years old, auto term at age 65
- Your unmarried, legitimate, legitimated, legally adopted and acknowledged children, 0-17 years old, auto term at age 18
- Your unmarried and unemployed illegitimate children, 0-17 years old, provided the insured parent can present birth certificate to establish parentage and is actually living under the care of the insured parent

**B. For single members (with no children)**

- Your natural parents up to age 64
- Your unmarried brothers and sisters, 0-17 years old

*See next page...*

## C. For single members (with children)

- Your legitimate unmarried children below 18 years old
- Your unmarried and unemployed illegitimate children, years old, provided the insured parent can present birth certificate to establish parentage and is actually living under the care of the insured parent.

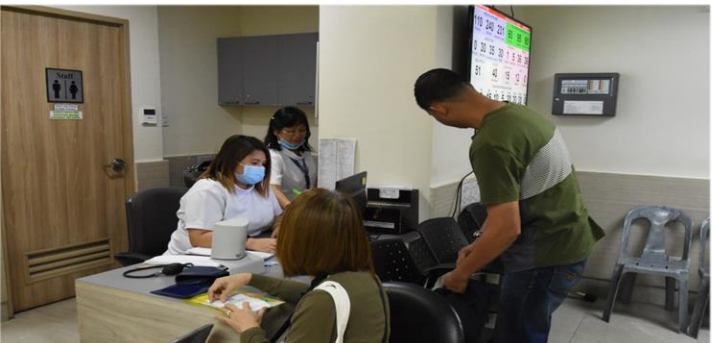
The filing of the claims should be done and completed within ninety (90) days from the date of discharge of the patient.

All claims received with valid and complete documents will be processed and settled by Insular Life within thirty to forty-five (30 to 45) days.

Claims with lacking document will be communicated to AMOSUP based on Insular Life's evaluation. The seafarer and/or his/her dependent will be notified in case there are documents that need to be complied with and fulfilled.

AMOSUP shall be informed by Insular Life of the approved claims and disbursement of check may be done at any Insular Life branches nationwide to be designated by the seafarer-member and/or his/her authorized dependent/representative. The benefit check will be issued in the name of the seafarer-member for deposit to his peso account only.

In case the seafarer is not available to claim the check, his/her dependent may claim the check, provided that his/her authorization letter and/or special power of attorney and two (2) valid government-issued identification card of the seafarer will be presented.



*See next page...*

# INSTRUCTIONS FOR INSULARS'S MEDICAL REIMBURSEMENT

1. Application forms and consent forms (due to Data Privacy Act) are available at the AMOSUP facilities indicated in No. 4

2. Please fill up Parts I, III & IV of the form. Part I should be filled up by the member; Part III by the Hospital (only if the Statement of Account from the Hospital is not detailed and wherein the room and board charges are billed separately from the other charges; and Part IV by the Attending Doctor.

3. Please attach to the form the following:

- Original official receipt (OR) with TIN from the Hospital where the Patient (member or qualified dependents) was confined
- Original summarized and itemized statements of account from the Hospital/ facility
- Medical Certificate, in case Part IV of the claim form is not readable
- Original official receipt (OR) with TIN from the attending physician, if any, if his professional fee was separately
- AMOSUP ID of member-seafarer or any of his valid government issued identification card.
- Authorization letter and/or special power of attorney, in case filing will be done through his authorized representative together with his valid government-issued identification card
- Printed 201 File from the AMOSUP Records Department

4. Submit the form together with the above required documents to any of the following facilities:

- AMOSUP Seamen's Hospitals - Business Office/Executive Office  
(Manila/Cebu/Iloilo/Davao)
- AMOSUP Clinic in Dagupan Doctors Villaflor Memorial Hospital,  
Pangasinan
- AMOSUP Bacolod Extension Facility – Administration Office
- AMOSUP Seamen's Center Attn: Legal Department

*See next page...*

# INSTRUCTIONS FOR INSULARS'S MEDICAL REIMBURSEMENT

If you cannot visit any of these offices due to your location, you may send it thru a courier to any of these offices with a note how we may be able contact you. Please provide your active contact number.

All claims received with valid and complete documents will be processed and settled by Insular Life within thirty to forty-five (30 to 45) days.

Claims with lacking document will be communicated to AMOSUP based on Insular Life's evaluation. The seafarer and/or his/her dependent will be notified in case there are documents that need to be complied with and fulfilled.

AMOSUP shall be informed by Insular Life of the approved claims and disbursement of check may be done at any Insular Life branches nationwide to be designated by the seafarer-member and/or his/her authorized dependent/representative. The benefit check will be issued in the name of the seafarer-member for deposit to his peso account only.

In case the seafarer is not available to claim the check, his/her dependent may claim the check, provided that his/her authorization letter and/or special power of attorney and two (2) valid government-issued identification card of the seafarer will be presented.



*Instructions For Insulars's Medical Reimbursement end page*

# PROCESS / STEPS

**Question:** How to apply for a Dependent's ID?

**Answer:** Seafarer's legal dependents can apply for a Dependent's Identification Card by submitting the following documents:

1. Duly accomplished Dependent's ID Application Form – issued by AMOSUP Seamen's Hospital or can be downloaded from the AMOSUP website (Family Data Registration Form) and
2. Two (2) sets of the required documents (original & photocopy) indicated in the application form

Only complete application will be accepted / processed. The ID card will be released on the same day.

**Question:** Where should I go to apply for an AMOSUP or Dependent's ID?

**Answer:** Once you have all the necessary documentary requirements for your Member's or Dependent's ID, please proceed to the following areas.

## MANILA

Ground Floor Sen In No le Building, AMOSUP Seamen's Center.

**Operating Hours** – 8:00AM to 3:00PM Mondays to Fridays

## CEBU

Provident Fund 2nd Floor, Main Hospital Building.

**Operating Hours** – 8:00AM to 5:00PM Mondays to Fridays

## ILOILO

Medical Records Department, Main Hospital Building.

**Operating Hours** – 8:00AM to 5:00PM Mondays to Fridays

## DAVAO

Medical Records Department, Ground Floor Main Hospital Building.

**Operating Hours** – 8:00AM to 4:30PM Mondays to Fridays

## DAGUPAN

Reception Area of the Clinic, Ground Floor

**Operating Hours** – 8:00AM – 5:00PM Mondays to Fridays

## BACOLOD

Medical Records Department, Ground Floor Main Building

**Operating Hours** – 8:00AM to 3:00PM Mondays to Fridays

8:00am to 10am Saturdays

*See next page...*

# PROCESS / STEPS

**Question:** Do I need to pay for the ID application?

**Answer:** No. For initial application, there is no fee required. However, for lost/stolen/dilapidated ID, the following fees will be collected:

First replacement -	P 50.00
Second Replacement -	P 75.00
Third Replacement -	P 100.00

**Question:** Where can I get the verification slips?

**Answer:** You can get your verification slip by filling up the “Temporary Verification Form” from these departments.

## MANILA

1) Ground Floor Sen In No Ie Building, (AMOSUP Seafarers` House)

**Operating Hours** – 8:00AM to 3:00PM Mondays to Fridays

2) Health Information Management Department (HIMD),

1st Level Main Building, AMOSUP Seamen`s Hospital Manila

**Operating Hours** – 8:00AM to 3:00PM Mondays to Fridays

## CEBU

Medical Records Department, Ground Floor Main Hospital Building.

**Operating Hours** – 8:00AM to 5:00PM Mondays to Fridays

## ILOILO

Medical Records Department, Main Hospital Building.

**Operating Hours** – 8:00AM to 5:00PM Mondays to Fridays

## DAVAO

Medical Records Department, Ground Floor Main Hospital Building.

**Operating Hours** – 8:00AM to 4:30PM Mondays to Fridays

## DAGUPAN

Reception Area of the Clinic, 3rd Floor

**Operating Hours** – 8:00AM – 5:00PM Mondays to Fridays

## BACOLOD

Medical Records Department, Ground Floor

**Operating Hours** – 8:00AM to 3:00PM Mondays to Fridays

*See next page...*

# PROCESS / STEPS

**Question:** What should I do next after acquiring my verification slip?

**Answer:** Once you have been issued a verification slip, you may now submit it to the requesting department of the hospital for the continuation of your transaction.

**Question:** I am already at the Hospital. What steps should I do next?

**Answer:** Once you have the necessary requirements needed to avail of the medical and dental services including consultation, please approach the following:

Please note that each branch may differ/vary in their initial registration process such as the use of queuing system and the triaging of patients in the general outpatient department as practiced by Seamen's Hospital Manila. Further instruction is given by the staff during registration.

All offices in Manila, Cebu, Iloilo, Davao, Dagupan & Bacolod handling the registration start at **8:00AM**

## MANILA – Strictly by appointment

Please proceed to the Security Personnel's Desk at the Cabildo gate and present your appointment details. The security officer will verify it and issue the corresponding queueing number according to the area of your transaction.

For consultation, the Health Information Management Department (HIMD) will process the registration before issuing a separate number for Out-Patient Consultation.

## CEBU

Please proceed to the Security Personnel's Desk at the front gate to acquire a queueing number for the encoding of information at the Medical Records Section before being issued a separate number for Out-Patient Consultation.

## ILOILO

Please proceed to the Medical Records Section and they will issue the Verification Slip and queueing number for the Out-Patient Consultation.

## DAVAO

Please proceed to the Security Personnel's Desk at the front gate to acquire a queueing number for the encoding of information at the Medical Records Section before being issued a separate number for Out-Patient Consultation.

## DAGUPAN

Please proceed to the reception counter, once issued with the Verification Slip, the clinic staff will ask you to log your name in the patient's OPD Logbook for queueing purposes.

*See next page...*



## BACOLOD

- Get a number & Health Declaration form Security Guard
- Give the Health Declaration to Information Personnel
- Proceed to waiting room, wait your number to be called
- After verification proceed to OPD

**Question:** I already have a request for diagnostic examinations from the Seamen's Hospital Physician (only request from SH Physician is accepted). What should I do next?

**Answer:**

## Manila

### Laboratory

For laboratory tests with fasting:

- On your appointment, get a queueing number from the Security Personnel at the Cabildo gate.
- Wait for your number to be flashed on the monitor before entering the Extraction Room.
- Have your request verified by the Staff Medical Technologist on duty.
- Once verified, the Staff Medical Technologist on duty will collect the sample based on the request.
- The Staff Medical Technologist on duty will collect the sample based on the request of the SH Physician.

Instructions on how to get results will be provided to you before you leave the extraction room.

### Radiology

#### Diagnostic X-Ray, Ultrasound, Mammography

- Proceed to the Radiology Department Reception area, present your Member's ID/Dependent's ID and have your request verified by the staff Radiologic Technologist on duty.
- Once verified, the staff Radiologic Technologist will inform you of your schedule, instructions for the preparations, if any.
- On your appointment, the staff Radiologic Technologist will perform the test as ordered by the SH Physician

X-Rays without preparations are done on the same day of the request. Results are released the following day while ultrasound results are released on the same day.

*See next page...*

## Cardio-Laboratory

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ECG, Stress Test, 2D Echo

- Proceed to Cardio-Laboratory, present your valid AMOSUP Member's and Dependent's ID for verification and have your request verified by the staff on duty. Once verified, the staff will give the instructions, schedules specific for each of the following test: ECG, Stress Test, 2D-Echo.

## Computed Tomography (CT) Scan

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- Proceed to the CT-SCAN Section, present your Member's ID / Dependent's ID have your request verified by the staff Radiologic Technologist on duty.
- Once verified, the staff Radiologic Technologist will inform you of your schedule, instructions for the preparations, if any. He will give the pre-screening form, consent form for you to accomplish and will be presented on the day of the procedure.
- On your appointment, the staff Radiologic Technologist will perform the test as ordered by the SH Physician

Procedures without preparations are done on the same day of the request. The date of the release of the result will be provided to you by the radiologic technologist on duty.

## Magnetic Resonance Imaging (MRI)

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- Proceed to the MRI Section, present your Member's ID / Dependent's ID have your request verified by the staff Radiologic Technologist on duty.
- Once verified, the staff Radiologic Technologist will inform you of your schedule, instructions for the preparations, if any. He will give the pre-screening form, consent form for you to accomplish and will be presented on the day of the procedure.
- On the day of the procedure, the staff Radiologic Technologist will perform the test as ordered by the SH Physician

Procedures without preparations are done on the same day of the request. The date of the release of the result will be provided to you by the radiologic technologist on duty.

*See next page...*

## Cebu

### Laboratory

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For laboratory test with fasting:

- While observing the fasting instructions provided by the physician or OPD Nurse, proceed to the waiting area of the Extraction Room located at the ground floor.
- Wait for your queue before entering the Extraction Room.
- The Laboratory Staff will verify if you have followed the fasting period. If yes, proceed to the extraction area. If not, you are advised to return the next day and to follow the fasting requirement.
- Once verified, the Laboratory Staff will collect samples based on the request of the physician.
- Instructions on how to claim your results will be provided by the Laboratory Staff before you leave the room

For Laboratory test without fasting:

- Proceed to the waiting area of the Extraction Room located at the ground floor.
- Wait for your queue before entering the Extraction Room.
- The Laboratory Staff will collect samples based on the request of the physician.
- Instructions on how to claim your results will be provided by the Laboratory Staff before you leave the room

### Radiology

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#### Diagnostic X-Ray, Ultrasound

- Once your request is generated in the Doctor's Module by your in-house Attending Physician, please proceed to the Radiology Department Receptionist and have your procedure scheduled by presenting your Member's ID / Dependent's ID.
- Once scheduled, the Radiologic Technologist will perform the requested procedure as ordered by the Physician unless special preparations must be followed prior to the procedure.

**Note:** *Ultrasound examinations are scheduled procedures and information on preparation will be provided by the Radiologic Technologist. X-Rays without preparations are done on the same day of the request while those with preparations are scheduled.*

- The results will be forwarded to the Medical Records to be attached at the patient's chart

*See next page...*

## Computed Tomography (CT) Scan Sections

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- Once your request is generated in the Doctor's Module by your in house Consultant, please proceed to the CT-Scan Section and present your Member's ID / Dependent's ID.
- A request form will be provided to you along with other forms to be filled out. Verbal and written instructions regarding your preparations for your procedure will also be provided.
- If CT Procedure requires contrast media, conduct Creatinine test first.

**Note:** *If the result of the Creatinine Test is normal, proceed with the CT Scan as ordered. If not, advise to meet with the attending physician.*

- Instructions regarding the release date of the result will be provided to you by the radiologic technologist on duty.

## Cardio-Pulmonary

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### ECG

- ECG request is given by the Consultant / Attending Physician.
- Instruct patient to proceed to the ER for the procedure.
- Inform patient when to get the result.

**Note:** *ECG Results will be forwarded to MRS.*

## 2D Echo

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- 2D Echo request is given by the IM Consultant / Attending Physician.
- Instruct patient to proceed to Radiology Department for scheduling and Instructions.
- Procedure is only available every Thursday, the technician will perform the requested procedure as ordered.

**Note:** *2D Echo Results will be forwarded to MRS*

- Instruction for claiming of test results will be provided by the technician who performed the procedure

*See next page...*

## Davao

### Laboratory

For Laboratory test with fasting:

- While observing the fasting instructions provided by the Physician or OPD Nurse, proceed to the extraction area located on the hospital's ground floor and wait for your name to be called by the medical technologist on duty.
- Instructions for claiming of your test results will be provided to you by the receptionist from the extraction room.

For Laboratory test without fasting:

- Proceed to the extraction area located on the hospital's ground floor and wait for your name to be called by the medical technologist on duty.
- Instructions for claiming of your test results will be provided to you by the receptionist from the extraction room.

### Radiology

Diagnostic X-Ray, Ultrasound (ONLY)

- Once your request is generated in the Doctor's Module by your in-house Attending Physician, please proceed to the Radiology Department Receptionist and have your procedure scheduled if request is an Ultrasound examination. For X-ray examinations, you will be catered the same day upon the presentation of your request form.

**Note:** *Ultrasound examinations are scheduled procedures and information on preparation will be provided by the Radiologic Technologist. X-Rays without preparations are done on the same day of the request while those with preparations are scheduled.*

- For ultrasound examinations, your examination shall be performed on the scheduled date and time provided by the Radiology Department Receptionist. Pre-procedural preparations must be strictly followed otherwise you will be rescheduled on the nearest possible date.
- X-Ray results are release based on the availability of the Radiologist which is usually the following day after the procedure. Ultrasound results are released on the same day of the procedure.

See next page...

## Iloilo

### Laboratory

You will be advised by your AMOSUP Physician or OPD Nurse on duty if your laboratory test will require you to go on fasting.

For Laboratory test with fasting:

- While observing the fasting instructions provided by the Physician or OPD Nurse, please secure a queuing number from the Pathology Department near the Emergency Room.
- After securing your queuing number, please proceed to the Waiting Area of the Extraction Room located at the Ground Floor. Wait for your number to be called before entering the Extraction Room.
- Instructions for claiming of your test results will be provided to you by the receptionist from the extraction room.

For Laboratory test without fasting:

- Secure your queuing number from the Pathology Department then proceed to the Waiting Area of the Extraction Room located at the Ground Floor near the Emergency Room. Wait for your number to be called before entering the Extraction Room.
- Instructions for claiming of your test results will be provided to you by the receptionist from the extraction room.

### Radiology

#### Diagnostic X-Ray and Ultrasound

Please proceed to the Radiology Department Receptionist and have your procedure scheduled by presenting your Member's ID / Dependent's ID. Once scheduled, the Radiologic Technologist will perform the requested procedure as ordered by the Physician unless special preparations must be followed prior to the procedure.

**Note:** *Ultrasound examinations are scheduled procedures and information on preparation will be provided by the Radiologic Technologist. X-Rays without preparations are done on the same day of the request while those with preparations are scheduled.*

X-Ray and ultrasound results are release the following day.

See next page...

## Cardio-Pulmo

(ECG, Spirometry, Stress Test, 2D Echo)

Proceed to ECG Room situated at the ground floor near the Radiology Department. Present your request form and Valid AMOSUP Member's and Dependent's ID.

Proceed to ECG Room situated at the ground floor near the Radiology Department. Present your request form and Valid AMOSUP Member's and Dependent's ID.

Instructions for claiming of your test results will be provided to you by the OPD Nurse.

## Bacolod

### Laboratory Exam

- Get a number & Health Declaration Form from guard
- Give the Health Declaration form to the Information Personnel
- Proceed to waiting area to check if there is a Request for Lab
- After check if you can proceed to Lab

Blood Extraction (by appointment):

- Monday, Wednesday & Friday

For Clients with Preparation of Fasting:

- Blood extraction time is 8am to 9am

### Radiology Department

- Get the number & Health Declaration form from guard
- Give the Health Declaration to Information Personnel
- Proceed to waiting area to check if there is a Request for Ultrasound or X-Ray
- After check if you can proceed to Radiology Department

**Question:** How will I claim my medications after my consultation and what is a refill booklet?

**Answer:** Please follow these simple steps when claiming your medications from our Pharmacy Department.

*See next page...*



# PROCESS / STEPS

## Manila

- After your consultation with the in-house OPD Physician / Consultant, your medications will be encoded in the system indicating the name and dosage of the drug.
- After the consultation, please proceed to the Pharmacy and present the following requirements to claim your medications, (Seamen: AMOSUP ID and Seaman's Book or Contract of Employment, Verification Slip from records section Dependents: Dependent's ID, Latest Verified Allotment Slip (original copy) Verification Slip from records section) otherwise, if provided with the "Request for Refill Booklet Slip" please proceed to the Director's Office to claim the Refill Booklet.
- After claiming your Refill Booklet, please proceed to your Attending Physician and present your Refill Booklet.
- Once your Attending Physician is done writing down all your medications in the refill booklet, please proceed to the pharmacy to claim your prescribed medications with the above-mentioned requirements. The Refill Booklet will facilitate faster transactions with the Pharmacy Department every time you visit for a refill of your prescribed medications, and it will keep track of your medication history.  
Please see Refill Booklet Policies.

## Cebu

- After the consultation with the OPD Physician/Consultant, the medications will be written in the Doctor's prescription indicating the name and dosage of the drug.
- Inform the OPD Nurse of the availability of the refill booklet. Upon confirmation of the physician orders, you will be provided with the said refill booklet.
- The patient may now proceed to the Pharmacy Department for the dispensing of the medications upon presentation of their refill booklet.

**Note:** *In case there is unavailability of the prescribed medication, the Pharmacist may provide a drug with the same effectiveness as the one prescribed based on the list of drugs/formulary.*

*See next page...*

# PROCESS / STEPS

- The Pharmacist will then note the number of tablets/capsules dispensed and the signature/date corresponding to the medications given as indicated in the refill booklet.
- The Pharmacist is only allowed to issue medications sufficient for 10 days.
- Prescription refills will be issued only every 10 days. If the amount prescribed has not yet been consumed, the patient will not be issued the succeeding amounts prescribed.
- Once all the prescribed amount of medicine has been consumed, the patient is required to follow-up at the OPD to be reassessed by the physician for the continuity of care and prescription of appropriate medications.
- The physician shall make sure that the quantity of medications to be prescribed to the patient must be for a month's consumption for maintenance medication.
- In cases where the patient has new symptoms to consult, he/she must first have a consultation at the Out-Patient Department and must be examined and referred appropriately. The patient will be provided a new prescription for the new condition, if warranted. Please see Refill Booklet Policies.

## Davao

- After your consultation with the in-house OPD Physician / Consultant, Prescription will be written and Rx will be given to Pharmacy.
- Present to the Pharmacy the following mentioned requirements to claim your medications, (Seamen: AMOSUP ID and Seaman's Book or Contract of Employment, Verification Slip from records section Dependents: Dependent's ID, Latest Verified Allotment Slip (original copy) Verification Slip from records section).
- For Non-Maintenance Rx, a 3-day medication regimen will be provided for Davao City based members and dependents. In an instance, a member / dependent wants to avail of the remaining medication balance. He/She will go back to step 1 and provide an "UPDATED RX-Prescription". For non-Davao residents, a full course medication regimen will be provided.

For ANTI-TB Medications, the patient will be given a one-month supply of medicine which is refillable 2-3 days before his/her supply is fully consumed.

*See next page...*

# PROCESS / STEPS

Maintenance medicines will be written in the Refill Booklet which will be provided by the OPD nurse.

After claiming your Refill Booklet, please proceed to your Attending Physician and present your Refill Booklet.

- Once your Attending Physician is done writing down all your medications in the refill booklet, please proceed to the pharmacy to claim your prescribed medications with the above-mentioned requirements. The Refill Booklet will facilitate faster transactions with the Pharmacy Department every time you visit for a refill of your prescribed medications, and it will keep track of your medication history. Please see Refill Booklet Policies

## Iloilo

After the consultation, please proceed to the Pharmacy and present the following requirements to claim your medications, (Seamen: AMOSUP ID and Seaman's Book or Contract of Employment, Verification Slip from records section Dependents: Dependent's ID, Latest Verified Allotment Slip (original copy) Verification Slip from records section) otherwise, if provided with the "Request for Refill Booklet Slip" please proceed to the Director's Office to claim the Refill Booklet.



*Process/Steps end page*

# REFILL BOOKLET POLICIES

ONLY ACTIVE members and their dependents may claim the Refill Booklets. Prescribed medications may only be claimed three times a month, that is every 10 days starting from the last date of acquisition of medicines. Change in prescription may only be done by an in-house physician / consultant after a consultation.

Always bring your Refill Booklet and requirements with you every time you visit AMOSUP Seamen's Hospital for Medication Refill. If the Refill Booklet is not available upon your visit, you will be required to undergo consultation before being issued your prescribed medications and the amount of medication to be dispensed will be based on the minimum number of medicines allowed for that day.

Schedule for dispensing medications using the Refill Booklet is from Monday to

Friday 8:00am to 4:30pm and Saturdays 8:00am to 11:30am only.

Only patients are allowed to claim their medications from the Pharmacy.

**Note:** *Medications dispensed by the Pharmacy Department are regulated by the Policies and Procedures set by AMOSUP Seamen's Hospital Manila.*

**Question:** Are vaccines included in the Family Medical and Dental Plan of Members and their Dependents?

**Answer:** No. Vaccines are not included as free benefits in the Family Medical and Dental Plan. We only provide free first dose of BCG and Hepatitis B vaccines to newborns as part of the Hospital's Newborn Package.



# PRE AND POST EMPLOYMENT MEDICAL EXAMINATION

**Question:** I was instructed by my company to start my Pre-Employment Medical Examination, what do I need to start in my PEME?

**Answer:** Once issued by the company with a written referral letter or has been given instructions to start their PEME with an understanding with the PEME Department. The seafarer may start his/her medical examination by:

- Providing the PEME Staff with valid identification such as: AMOSUP ID, Seaman's Book, passport, PRC ID and other Government-issued ID's with pictures for validation.
- The seafarer is then required to log their names at the DOH Master Logbook.
- The Seafarer will fill out the complete PEME Information Slip for recording in the computer database indicating the nature of medical services to be provided.
- The PEME Card (Blue Card) is then provided to the seafarer to be presented to each of the hospital staff of the sections/departments involved in the Pre-Employment Medical Examination.

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**Question:** When will the results be released?

**Answer:** All hospital sections/departments shall ensure prompt results of PEME within seventy-two (72) hours from time of examination.

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**Question:** I was not cleared by the PEME Examining Physician, what possibly went wrong?

**Answer:** The Examining Physician is responsible for evaluating the results and may require additional test/s, treatments, and or referral to Specialist for clearances prior to declaration of Final Recommendation (Fit or Unfit). Results of the PEME may not be within the normal or acceptable levels thus a referral to a specialist may be necessary.

Please note that the Specialist must indicate that you are cleared by affixing his notes and signature at the back of the PEME Card.

*See next page...*

# PRE AND POST EMPLOYMENT MEDICAL EXAMINATION

**Question:** What is the validity period of my PEME?

**Answer:** A fit to work PEME Certificate shall be valid only for ninety (90) days from the date of fitness or less as may be required by the host country/ employer prior to deployment. If for any reason the applicant is not deployed within ninety (90) days after the date of fitness, the applicant shall be required to undergo a complete basic DOH PEME.

For seafarers, a fit for duty PEME Certificate shall be valid for maximum period of two (2) years, on the condition that the applicant is deployed within ninety (90) days from the date he or she was declared fit.

Exception applies in the following cases:

1. Examinee is below 18 years old in which case the maximum period of validity shall be one (1) year:
2. Examinee has limitations due to health reasons.



*Pre and Post Employment Medical Examination end page.*

A joint project of IMMAJ and AMOSUP, Tele-Health is a program made available at the AMOSUP Seamen's Hospital Manila. This service is open to all seafarers, regardless of nationality, on board JSU/AMOSUP-IMMAJ CBA-covered vessels and to all seafarers, regardless of nationality, on-board Japanese-flagged vessels of IMMAJ members. Through its Telemedicine program with a dedicated physician to answer and handle your mental and medical concern.

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**Question:** What services does the Telehealth Program offer?

**Answer:** Members can avail of telephone or email support if they are experiencing any medical or mental health concerns.

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**Question:** How can I reach the Telehealth Services of AMOSUP?

**Answer:** You can reach the Telehealth services through phone or email.

Telemedicine system operates on a **24/7** schedule with the following contact details:

## Mental/Medical Telemedicine

### Onboard

**Telephone No:** (+632)8243-1758 /  
(+632) 8732-9536 /  
(+632) 8732-9416

**Fax No.:** (+632) 8243-1759

**Email:** [amosupshtelehealth@gmail.com](mailto:amosupshtelehealth@gmail.com)

### Local

**Telephone No:** (+632) 8527-8116 to 20  
(+632) 8523-2692 loc. 2119 and 2129

**Email:** [amosup.medkonek@gmail.com](mailto:amosup.medkonek@gmail.com)



# FREQUENTLY ASKED QUESTIONS



More of your **Frequently Asked Questions**, answered:

**Question:** Am I qualified?

**Answer:** If you are an active bona fide member of AMOSUP, you and your legal dependents are qualified to avail of the Seamen's Hospitals' services

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**Question:** Who are my qualified dependents?

**Answer:** **If you are married:**

- your legitimate wife
- your legitimate unmarried children below 18 years old

**If you are single with no children:**

- your natural parents
- your unmarried brothers and sisters below 18 years old

**If you are single with children**

- your legitimate unmarried children below 18 years old
- 

**Question:** Where can I avail of the benefits under the Family Medical and Dental Plan (FMDP)?

**Answer:** At the different facilities established by the AMOSUP such as the Seamen's Hospital Manila in Intramuros, Seamen's Hospital Cebu in Mandaue, the Seamen's Hospital Iloilo in Madurriao, Gig Oca-Robles Seamen's Hospital in Davao and the AMOSUP Clinic in Dagupan City.

*See next page...*

# FREQUENTLY ASKED QUESTIONS



**Question:** How can I avail of the services of the Hospital?

**Answer:** Entitlement to the benefits under the Family Medical and Dental Plan (FMDP) is based on the membership status of the member. If you are an active bona-fide member, you or your qualified dependents can avail of the services of the hospital by going to the nearest AMOSUP Hospital branch and present for verification/screening purposes, the following documents upon registration at the Medical Records Section. Please note that each branch may differ/vary in their initial registration process such as the use of queuing system and the triaging of patients in the general outpatient department as practiced by Seamen's Hospital Manila.

- **Member** – Member's ID issued by AMOSUP & Seaman's Book or photocopy of the page bearing the member's personal data & last vessel
- **Dependent's ID** – issued by Seamen's Hospital
- Latest allotment slip bearing the name of the vessel covered by AMOSUP CBA

In the absence of the above documents, the patient may temporarily present the following: verification slip from the Record Section of the hospital or Seamen's Center, employment certificate/contract, marriage contract & birth certificate of children (PSA copy), CENOMAR for parents.

Accommodation of patients is done on a **"first-come, first served"** basis except for emergency cases wherein the patient is directed to the Emergency Room for immediate management.

**Note:** Application of ID is encouraged to avoid delays when availing of the services at the hospital. The medical record personnel may require additional requirements as part of the verification process. For members and dependents residing in the provinces of Cebu, Iloilo and Davao, you are encouraged to apply for your ID in any AMOSUP Seamen's Hospital branch near you. For Manila, member's ID and dependent's ID are processed at the Seamen's Center. To speed up the releasing of your ID, please make sure to bring all the required documents (original copy and one photocopy of each document). For further information about the ID application, please visit the AMOSUP website at [www.amosup.org](http://www.amosup.org).

See next page...

# FREQUENTLY ASKED QUESTIONS



**Question:** My husband is an AMOSUP member.

Why should I bring a verification slip or Seaman' book?

**Answer:** A verification slip and Seaman's book are necessary to determine the embarkation and disembarkation dates of the member so entitlement to the benefits can be verified.

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**Question:** Why do we have to submit marriage contracts and birth certificates with registry numbers?

**Answer:** The Seamen's Hospitals seek to extend its quality service only to the true legal dependents of its members. To accomplish this, we need to verify the legality of marriage contracts and birth certificates to guard against unauthorized availing of the benefits.

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**Question:** How long can I avail of this benefit?

**Answer:** All qualified members and their dependents can avail of benefits at the Seamen's Hospital from the date of embarkation of the member up to six months after disembarkation. Please be reminded that it is only when you are onboard a vessel covered by an AMOSUP CBA that your shipowner is required to contribute to the funds that help run the Seamen's Hospital and entitles you and your dependents to the benefits.

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**Question:** What are the benefits?

**Answer:** As a qualified bona fide member, you and your legal dependents can avail of consultations, be provided with medicines, treatment, hospitalization and examinations free-of-charge subject to availability of services and supplies.

*See next page...*

# FREQUENTLY ASKED QUESTIONS



Seamen's Hospital **does not** handle medico-legal cases for members and their dependents. However, it is prepared to give first aid treatment before the patient is transferred to a government hospital with a medico-legal officer or offers the procedure.

You may visit our website at [www.amosup.org](http://www.amosup.org) for more detailed list of services offered by each branch.

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**Question:** Transfer of admitted members / dependents to AMOSUP Seamen's Hospital

**Answer:** Transfer of patient to AMOSUP Seamen's Hospital requires two basic procedures:

1. Verification of membership status of the seafarer must be established. For telephone verification, always note the correct spelling of the vessel's name to ensure proper verification. Always bring the required documents for verification purposes.
2. Doctor-to Doctor coordination must be done prior to transfer to check for the availability of service and bed, so as not to inconvenience the patient.



*Frequently Asked Questions end page*

## AMOSUP SEAMEN'S HOSPITAL SERVICES

SERVICES	MANILA	CEBU	ILOILO	DAVAO	BACOLOD	DACUPAN
<b>DEPARTMENT OF ANESTHESIOLOGY</b>						
Anesthesia requirement to all surgical departments	✓	✓	✓	✓		
Pain management	✓	✓	✓	✓		
<b>DEPARTMENT OF COMMUNITY AND FAMILY MEDICINE</b>						
Innovative & Traditional Residency Training Program	✓	✓				
Health Education	✓	✓				✓
Primary care, counselling & health care (Adult & Elderly)	✓	✓	✓			✓
Promotion of wellness	✓	✓	✓			✓
Telemedicine (Medical & Mental)	✓	✓				
<b>DEPARTMENT OF DENTAL MEDICINE</b>						
General Dentistry	✓	✓	✓	✓		✓
Occupational Oral and Dental examination	✓	✓	✓	✓		✓
Panoramic X-ray	✓					
<b>DEPARTMENT OF EYES, EARS, NOSE &amp; THROAT</b>						
<b>Ophthalmology</b>						
Diagnostic, medical and surgical management of ophthalmological cases	✓	✓	✓	✓		✓
Color Vision Acuity Test (Ishihara)	✓	✓				
<b>ENT, Head &amp; Neck Surgery</b>						
Diagnostic, medical and surgical management of ENT cases	✓	✓	✓	✓		✓
Audiometry	✓	✓				
<b>DEPARTMENT OF MEDICINE</b>						
Diagnostic and therapeutic management of medical cases	✓	✓	✓	✓		
Cardiology	✓	✓	✓			✓**
Dermatology	✓		✓			✓**
Endocrinology	✓		✓			✓**
Gastroenterology	✓	✓				✓**
Hematology	✓			✓		✓**
Infectious Disease	✓					✓**
Internal Medicine	✓	✓		✓		✓**
Nephrology	✓					✓**
Neurology	✓					✓**
Oncology	✓					✓**
Pulmonology	✓		✓			✓**
Psychiatry	✓					✓**
Respiratory Therapy	✓		✓	✓		✓**
<b>Treatment Units/Clinics</b>						
Chemotherapy	✓		✓			
Hemodialysis Unit	✓					
TB-DOTS Clinic	✓	✓	✓	✓		
<b>DEPARTMENT OF NUCLEAR MEDICINE</b>						
Bone Densitometry	✓					
Imaging /Scan Examinations	✓					
<i>Bone, Cardiac, GI Bleed, Hepato-Biliary, Liver, Lung,</i>	✓					
<i>Parathyroid, Renal, Thyroid, Spleen</i>	✓					
<i>Cintimammography</i>	✓					

\* PLEASE SEE LEGEND BELOW FOR THE AVAILABLE SERVICES IN DACUPAN

**LEGEND:** \* OUT PATIENT SERVICES ONLY FOR THE FOLLOWING DEPARTMENTS:  
 - MEDICINE - PEDIATRICS - EENT - OB-GYNE - SURGERY  
 \*\* BY APPOINTMENT ONLY

See next page

## AMOSUP SEAMEN'S HOSPITAL SERVICES

SERVICES	MANILA	CEBU	ILOILO	DAVAO	BACOLOD	DACUPAN
<i>Dacryoscintigraphy</i>	✓					
<i>Lymphocintigraphy</i>	✓					
Radio Active Iodine Therapy	✓					
Thyroid Uptake	✓					
<b>DEPARTMENT OF OBSTETRICS AND GYNECOLOGY</b>						
Diagnostic and therapeutic management of obstetrics & gynecological cases	✓	✓	✓	✓	✓	
Deliveries and C-Sections	✓	✓	✓	✓		
Gynecologic Oncology	✓		✓		✓	
Laparoscopic & Hysteroscopic Surgery	✓					
Pre & Post-natal check-up	✓	✓			✓	
Reproductive Medicine	✓					
Residency Training Program (Accredited)	✓					
Sonology	✓		✓		✓	
<b>DEPARTMENT OF PATHOLOGY</b>						
Bacteriology	✓		✓	✓		
Blood Bank	✓					
Blood Station	✓	✓	✓	✓		
Clinical Chemistry	✓	✓	✓	✓	✓	
Clinical Microscopy	✓	✓	✓	✓	✓	
Drug & Alcohol	✓	✓				
Exfoliative Cytology & Biopsy	✓	✓	✓	✓	✓	
Hematology	✓	✓	✓	✓	✓	
Histopathology	✓	✓				
HIV Test	✓					
Immunology	✓	✓	✓	✓		
Parasitology	✓	✓	✓	✓	✓	
Phlebotomy	✓	✓	✓	✓	✓	
Serology	✓		✓	✓	✓	
<b>DEPARTMENT OF PEDIATRICS</b>						
Diagnostic and therapeutic management of pediatric cases						
Allergology	✓				✓**	
Cardiology	✓				✓**	
General Pediatrics	✓	✓	✓	✓	✓	
Hematology	✓			✓	✓**	
Infectious Disease	✓		✓		✓**	
Neonatology	✓		✓		✓**	
Neurology	✓		✓		✓**	
Pulmonology	✓			✓	✓**	
<b>DEPARTMENT OF RADIOLOGY</b>						
Computerized Tomographical (CT) Scan	✓	✓				
Fixed Digital X-Ray Examinations	✓	✓	✓	✓	✓	
Interventional Radiology	✓					
Magnetic Resonance Imaging (MRI)	✓					
Mammography	✓					
Portable X-ray Examinations	✓			✓		
Ultrasonography	✓	✓	✓	✓	✓	
Ultrasonography with Doppler and 2-D Echo	✓		✓		✓	

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 \*\* BY APPOINTMENT ONLY

See next page

## AMOSUP SEAMEN'S HOSPITAL SERVICES

SERVICES	MANILA	CEBU	ILOILO	DAVAO	BACOLOD	DACUPAN
<b>DEPARTMENT OF REHABILITATION MEDICINE</b>						
Physical Rehabilitation Services	✓			✓		
Wellness Program	✓			✓		
Student Internship Program (CHED accredited)	✓					
<b>DEPARTMENT OF SURGERY</b>						
General Surgery	✓	✓	✓	✓	✓	
Laparoscopic Surgery	✓	✓	✓	✓		
Minimally Invasive Surgery	✓					
Minimally Invasive Surgery Preceptorship Training Program	✓					
Neurosurgery	✓					
Orthopedic Surgery	✓			✓		
Pediatric Surgery	✓					
Thoracic & Vascular Surgery	✓					
Urology	✓					
<i>Stone Treatment Center</i>	✓					
Extracorporeal Shock Wave Lithotripsy (ESWL)	✓					
<b>OTHERS</b>						
<i>Cardio-Pulmonary Laboratory</i>						
ECG	✓	✓	✓	✓	✓	
Stress-Test	✓					
Pulmonary Function Test	✓					
<i>Molecular &amp; PCR Laboratory</i>						
Specimen Collection for RT-PCR & Antigen Tests	✓					
Fully-automated, cartridge-based RT-PCR Test	✓					
<i>Neuro-Science Laboratory</i>						
EEG	✓					
EMG-NCV	✓					
<i>Pre &amp; Post Employment Medical Examination (ISO CERTIFIED)</i>						
> Regular Pre-employment medical examination according to the ILO-IMO Standards & the Department of Health	✓	✓	✓			
> Issuance of Health Certificates for International Maritime Affiliates : Swedish, Liberian, Panamanian	✓					
<i>Psychometric Screening Section</i>	✓	✓	✓			
<i>Venous &amp; Duplex/Peripheral Studies</i>						
Arterial Duplex Scan	✓					
Carotid Scan	✓					
Renal Duplex Scan	✓					
Vein Mapping	✓					
Venous Duplex Scan	✓					
<i>Administrative Services</i>						
<i>Ambulance Service</i>	✓	✓	✓	✓		
<i>Breastfeeding Station</i>	✓	✓	✓	✓		
<i>Continuing Professional Development Program</i>	✓	✓	✓	✓		
<i>Dietary</i>	✓	✓	✓	✓		
<i>Newborn Hearing Screening Test</i>	✓	✓	✓	✓		
<i>Nursing Services</i>	✓	✓	✓	✓		
<i>Pharmacy - 8:00am-3:00pm (* 24-hour )</i>	*✓	*✓	*✓	*✓	✓	
<i>Research Unit</i>	✓					
<i>Tele-Health</i>	✓	✓			✓	

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 \*\* BY APPOINTMENT ONLY

FMDP end page

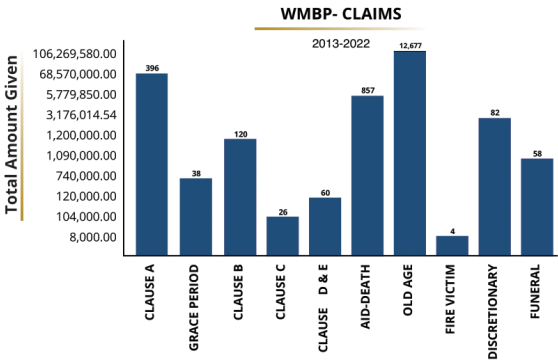


# WELFARE AND MUTUAL BENEFIT PLAN

We ensure your welfare in times of need.

The WMBP seeks to provide members and their legal dependents with welfare and financial benefits. Instead of the member, the participating employers who sign CBAs with WMBP provision make the contributions for the upkeep and maintenance of the Plan.

Below are the data of AMOSUP members who have received Benefits under the WMBP program:



**Question:** Who are qualified for the Plan?

**Answer:** All active bonafide members whose CBAs provide for WMBP.

**Question:** How is the WMBP funded?

**Answer:** AMOSUP negotiates for CBAs with the WMBP provision recognized by the employer. The employer agrees to contribute to the WMBP for the seafarer per month while onboard a CBA-covered vessel.

**Question:** Does the seafarer contribute to the WMBP while on board.

**Answer:** No, the WMBP contributions is non-participatory for the seafarer, only the employer is obliged to contribute to the WMBP as agreed in the CBA.

See next page

# WELFARE AND MUTUAL BENEFIT PLAN

We ensure your welfare in times of need.

**Question:** Where can I apply for WMBP benefit?

**Answer:**

**Manila** – at **Ground floor Sailor's Home Annex**

Cabildo Streets, Intramuros, Manila, Philippines

(+632) 8527-84 91 to 98 loc.831

[amosupwmbp@gmail.com](mailto:amosupwmbp@gmail.com)

**Cebu** – at **2nd floor AMOSUP Seamen's Hospital**

Camino Vicinal Street, Umapad, Mandaue City, Cebu, Philippines

(+6332) 238-04-60

[shc.cebu@gmail.com](mailto:shc.cebu@gmail.com)

**Iloilo** – at **Ground Floor AMOSUP Seamen's Hospital**

Oñate Street, Mandurriao, Ilo-Ilo City,

Ilo-Ilo, Philippines

(+6333) 323-22-11

[shosp\\_ilo@yahoo.com](mailto:shosp_ilo@yahoo.com)

**Davao** – at **Ground floor GIG Oca Robles Seamen's Hospital**

R. Castillo St, Brgy. Centro, Agdao Davao City, Davao, Philippines

(082) 234 – 8266

[shd\\_davao@yahoo.com](mailto:shd_davao@yahoo.com)

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**Question:** What services are covered by the WMBP?

**Answer:**

I. Death of a member while onboard which includes:

- a. Funeral Services
- b. Airport Assistance
- c. Financial Assistance

II. Death of Member within Grace Period

III. Death of Dependent while Member is onboard

IV. Financial Assistance and Funeral Allowance not covered under III above

V. Old Age Financial Assistance

VI. Financial Assistance for Fire Victims

*See next page*

# WELFARE AND MUTUAL BENEFIT PLAN

We ensure your welfare in times of need.

**Question:** What are the requirements:

1. Letter of request for benefit addressed to Dr. Conrado F. Oca, AMOSUP President
2. REGISTERED Death Certificate
3. REGISTERED Marriage Certificate (if married)
4. REGISTERED Birth Certificate and Certificate of No Marriage (CENOMAR) if single
5. Marriage Certificate of Parents (if single)
6. Service Record duly certified by the Company/Employer Dependents (for Old Age Assistance)
7. Certification from Barangay Chairman (for Fire Victims)
8. Special Power of Attorney for Claimant Representative
9. Consent Form (AMOSUP Data Privacy)
10. Two (2) valid government ID

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**Question:** If I received my Provident Fund can I still apply for Old Age Financial Assistance?

**Answer:** Yes, provided you satisfy the requirements of the Old Age Assistance benefits.

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**Question:** If a seafarer dies after disembarkation, is the seafarer entitled to funeral service benefits similar to death while on board?

**Answer:** No, said benefit is limited only to seafarers while on board CBA-covered vessels.

*See next page*

# WELFARE AND MUTUAL BENEFIT PLAN

We ensure your welfare in times of need.

**Question:** What are the benefits for members in time of death?

**Answer:**

## I. Death of a member while onboard

Should death occur to a member while on board a vessel under a valid and subsisting CBA between AMOSUP and the shipowner and during the effectivity of said CBA, the services offered are:

**FUNERAL SERVICES** – rendered to all bona fide members FREE-OF-CHARGE under the Plans contracted by AMOSUP with St. Peter Life Plan\*\*. All extra charges such as upgrading and extra kilometers (if remains will be bought to the province), airline or ship fare will be charged to the family or to the company. Plan limit is 25 kilometers.

**AIRPORT ASSISTANCE** – provided in cooperation with the manning agent to help the widow process the release of the remains of the deceased up to servicing by the mortuary.

For CBAs with WMBP provision, AMOSUP agrees IMMEDIATELY to pay the designated beneficiary/ies the amount of:

- A. Master and Chief Engineer – P 250,000.00
- B. Other Officers – P 210,000.00
- C. Rating – P170,000.00 on submission of documentary requirements.

*See next page*

# WELFARE AND MUTUAL BENEFIT PLAN

We ensure your welfare in times of need.

## II. Death of Member within Grace Period

If the member is no longer working on board the vessel due to completion of contract, expiration of CBA, naval/maritime risks and hazards ceases, and within the grace period of 30 days from arrival in Manila, death or

serious disabling physical injuries occurs, the reduced benefits and schedules are granted:

- Loss of life within 30 days grace period – ₱ 20,000.00
- Partial Permanent Disability – ₱ 5,000.00

**Note:** *this is applicable to CBAs where employers recognize the WMBP provision*

**Question:** What are the provisions/benefits entitlement for death of dependents under the WMBP?

**Answer:**

## III. Death of Dependent while Member is onboard

After two years of continued contributions by the shipowner and while he is still working on board a vessel with an existing CBA, should death occur to a dependent of said member, benefits are:

- Legitimate spouse of a married member – ₱ 10,000.00
- Either parents of an unmarried member – ₱ 10,000.00

After three years of continued contribution by shipowner and while he is working on board a vessel with an existing CBA member will receive:

- Legitimate minor children below 18 years old and unmarried  
- P 4,000.00

*See next page*

# WELFARE AND MUTUAL BENEFIT PLAN

**We ensure your welfare in times of need.**

**Question:** For any other cases but seaman is a bonafide member of the AMOSUP who has been active for at least two years, the benefit is:

**Answer:**

## IV. Financial Assistance and Funeral Allowance

Member's spouse/child/parents – P 2,000.00

**Question:** For bonafide member who no longer work on board:

**Answer:**

## V. Old Age Financial Assistance

A bona fide member for a minimum of 5 years onboard vessels covered by AMOSUP Collective Bargaining Agreement and has reached the age of 55 years old and can no longer work on board shall receive an Old Age Financial Assistance approved by the Union President as follows;

- a. For the first year of service– P 2,000.00
- b. For each year of service thereafter – P 500.00

If a member is below 55 years old and is physically and medically unfit for any kind of work, he or she can avail of said benefit.

This is payable in lump sum but shall not exceed the total number of years you have actually served on board vessel/s with the Union CBA.

## VI. Financial Assistance for Fire Victims

**Question:** In case the member/beneficiary is unable to file the claims?

**Answer:** The member/beneficiary claims can be settled through a member/beneficiary Savings Account limited to the covered bank by the WMBP Office.

## Limitation or Exclusion of Benefits

No benefits or financial assistance shall be drawn or granted under the WMBP in case of death by suicide, war or acts of war and/ or civil commotion, insurrection, rebellion, uprising or similar political controversies, earthquakes, tidal waves or acts of God.

*See next page*

# WIDOW / WIDOWER SURVIVORSHIP PENSION FUND



To provide the surviving widow/widower or other designated next of kin assistance in time of need, the Survivorship Fund was established. The benefit is a fixed regular and reasonable stream of funds for a limited period of time and given, when applicable, on top of the existing death benefit provided under the CBA.

The employers, through their Philippine manning agents, shall remit to the Benefit Fund US \$5.00 per seafarer covered by the CBA. The monthly contributions shall be remitted to the designated account which is maintained with a depository bank. The Fund is administered and implemented by a Board of Trustees in accordance with the implementing rules and regulations of the Fund. The Board of Trustees is composed of representatives designated by the Union and by participating companies/shipowners.

CBAs that are covered by the **Pension Benefit Fund**:

1. JSU
2. TCCC-IMEC
3. TCCC-NON IBF
4. NIS
5. Norwegian MODEL AGREEMENT

*See next page*



# WIDOW / WIDOWER SURVIVORSHIP PENSION FUND

## FREQUENTLY ASKED QUESTIONS



**Question:** Who are qualified to the Pension Benefit Fund?

**Answer:** An officer or rating, who is working on board, or while traveling to or from, a vessel under any of the CBAs mentioned above as of the effective date of the benefit is covered by the Pension Fund Plan as of such date.

Any seafarer employed under an existing CBA after this date, shall be covered by the Plan on the first day of the month coincident with or next following his working on board a covered vessel.

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**Question:** How much is the monthly Pension Benefit?

In the event of death of a Seafarer, while working on board or while traveling to or from a covered ship or vessel, his/her designated beneficiary/ies will receive the following death benefits:

### **For CBA of JSU:**

- If the deceased Seafarer is a RATING, the beneficiary will receive a monthly benefit of THREE HUNDRED THIRTY DOLLARS (US\$330.00).
- If the deceased Seafarer is an OFFICER, the beneficiary will receive a monthly benefit of FOUR HUNDRED NINETY FIVE DOLLARS (US\$495.00).

### **For CBA of TCCC-IMEC:**

- If the deceased Seafarer is a RATING, the beneficiary will receive a monthly benefit of THREE HUNDRED SIXTY SIX DOLLARS & 02/100 (US\$366.02).
- If the deceased Seafarer is an OFFICER, the beneficiary will receive a monthly benefit of FIVE HUNDRED FORTY NINE DOLLARS & 03/100 (US\$549.03).

*See next page*

# WIDOW / WIDOWER SURVIVORSHIP PENSION FUND

## For CBA of NIS/Model:

- If the deceased Seafarer is a RATING, the beneficiary will receive a monthly benefit of THREE HUNDRED TWO DOLLARS & 50/100 (US\$302.50).
- If the deceased Seafarer is an OFFICER, the beneficiary will receive a monthly benefit of FOUR HUNDRED FIFTY THREE DOLLARS & 75/100 (US\$453.75).

## For CBA of TCCC NIBF:

- If the deceased Seafarer is a RATING, the beneficiary will receive a monthly benefit of TWO HUNDRED FIFTY DOLLARS (US\$250.00).
- If the deceased Seafarer is an OFFICER, the beneficiary will receive a monthly benefit of THREE HUNDRED SEVENTY FIVE DOLLARS (US\$375.00).

**Question:** Who are the qualified Beneficiaries of the Pension Benefit Fund?

**Answer:** For JSU, TCC IMEC and TCCC NON IBF CBAs

A Seafarer may nominate any of the persons listed below in the same specified order:

1. The surviving legitimate spouse, if the seafarer is married;
2. The seafarer's legitimate unmarried child or children under the age of 21 at the time of nomination, if the legitimate spouse pre-deceases the seafarer;
3. The surviving parents or parent, in case the seafarer is unmarried; and
4. Any other person or entity named by the seafarer, in the absence of the foregoing.

If at the death of a Seafarer, he has not made valid nomination of his/her beneficiary/ies the following persons then surviving, will be the beneficiary/ies, in the order stated below:

1. Legitimate spouse;
2. Legitimate unmarried child or children under the age of 21;
3. Parent / Parents

*See next page*

# WIDOW / WIDOWER SURVIVORSHIP PENSION FUND

## B. FOR NIS and MODEL Agreement CBAs

A Seafarer may nominate any of the persons listed below in the same specified order:

1. The surviving legitimate spouse, if the seafarer is married;
2. The seafarer's legitimate children, if the legitimate spouse pre-deceased the seafarer;
3. The surviving parents or parent, in case the seafarer is unmarried.

If at the death of a Seafarer, he has not made valid nomination of his/her beneficiary/ies the following persons then surviving, will be the beneficiary/ies, in the order stated below:

1. Legitimate spouse
2. Children
3. Parents

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**Question:** What are the Procedures in applying for the benefit?

**Answer:**

1. Upon the release of claim in the Death Benefit Section (For CBAs of JSU, TCCC-IMEC, TCCC-NON IBF, Norwegian Model Agreement or upon filing for benefits in the Fil-Norgain General Assistance and Information Office, Manila (For CBA of NIS Agreement), the widow/beneficiary will Assistance and Information Office, Manila (For CBA of NIS Agreement), the widow/beneficiary will submit all the requirements to the Widow's Pension Fund Section, Ground Floor, Sailor's Home Annex, AMOSUP Seamen's Center;

*See next page*

# WIDOW / WIDOWER SURVIVORSHIP PENSION FUND

2. After twenty four (24) months following the valid and due payment of the death compensation under the CBA, the Secretariat will send a letter to the widow/beneficiary informing him/her of the benefit and inquiring about their preferred branch of the Trustee Bank where the benefit will be deposited;
3. The widow/beneficiary will fill out and return the attached letter informing the Secretariat of the bank branch address and other information;
4. The Secretariat will advise the widow/beneficiary when to open an account with the branch of the Trustee Bank;
5. The branch will coordinate with the Trustee Bank for payment of the monthly pensions.

**Question:** What are the requirements?

**Answer:**

1. Consent Form
2. Registered Birth Certificate
3. Registered Marriage Certificate
4. Registered Birth Certificate
5. Complete Service Record
6. Employment Contract
7. Master`s Report
8. Photocopy of Seaman`s Book
9. Photocopy of Airway Bill
10. AMOSUP ID
11. Photocopy of Quit claim/s

*See next page*

# WIDOW / WIDOWER SURVIVORSHIP PENSION FUND

**Question:** Will there be cases when the payment of benefits may be denied?

**Answer:** Yes, if the death of a Seafarer arises on account of self-inflicted injuries, suicide or any criminal act attributable to him, no benefit under the Pension Fund Plan shall be paid to the Beneficiary.

The monthly benefit shall also be subject to review and may be adjusted by the Board of Trustees. Unless otherwise determined by the Board of Trustees, no death benefit shall be paid to the designated beneficiary unless remittances by the Employer of the monthly contribution to cover the deceased Seafarer at the time of his death are complete or made current and up-to-date.

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**Question:** What if a nominated beneficiary dies?

**Answer:** The Seafarer may then nominate or appoint another person or persons as his/her beneficiary/ies in the order specified in the Pension Fund Plan (see Beneficiaries above).

**Question:** What if a nominated widow/widower remarries?

**Answer:** Upon the remarriage of the surviving legitimate spouse, who was named as a beneficiary, he/she shall immediately lose the right to receive the unpaid balance of the monthly benefit, which shall be forfeited in favor of the Fund. The Fund shall be reimbursed for any payments made to and received by the surviving legitimate spouse in bad faith after such remarriage.

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**Question:** How will the benefits be received by the Beneficiary?

**Answer:** The payments of the monthly pensions shall be made to an account (USD Savings Account) opened and maintained by the Beneficiary with any branch of the Philippine National Bank (PNB).

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**Question:** When will the Benefit of the monthly Pension commence?

**Answer:** After the death of a Seafarer, the payment of the monthly benefit shall commence twenty four (24) months following the valid and due payment of the death compensation. However, no monthly benefit shall commence to be paid until after final resolution of any pending actions/disputes arising from such payment of the death compensation.

*See next page*

# WIDOW / WIDOWER SURVIVORSHIP PENSION FUND

**Question:** Is a repatriated seafarer due to sickness who died off board ship qualified for the Benefit?

**Answer:** No, only a Seafarer who died on board is qualified to the Pension Benefit Fund.

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**Question:** Is the Pension Benefit a lifetime benefit?

**Answer:** No, for JSU, TCCC IMEC and TCCC NIBF CBAs, the pension benefit is paid for a fixed non-extendible period of sixty (60) months. For NIS/Model CBAs, the pension benefit is paid for a fixed non-extendible period of one hundred twenty (120) months effective December 2020.

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**Question:** Is the Pension Benefit be received in lumpsum?

**Answer:** No, it is payable monthly.



*Widow / Widower Survivorship Pension Fund end page*

# SAILOR'S HOME

Your home away from home.



The **Sailor's Home Program** was established for the board and lodging needs of transient members domiciled in the provinces away from Metro Manila. The program began in 1978 to provide temporary residence to AMOSUP members who are waiting to go on board or have disembarked and are on their way home to their domicile in the different provinces.

Since the beginning, AMOSUP has provided its free use to all members in good standing. At present, there are four Sailor's Home locations: Intramuros Manila, Cebu, Davao and Iloilo which can accommodate 1,024, 150, 54, 35, 44 members respectively, in fully air-conditioned dormitory-style rooms. Each location has amenities for recreation of the Union members. The Cebu and Davao facilities have adjacent union sports and social amenities that members and their guests can conveniently avail of, while the Intramuros facility has an arrangement with the AJSU / AMOSUP Multipurpose Sports Complex in Malate for the use of their facilities by the members. Plans are under way to provide the same in house for Intramuros.

*See next page*

# **SAILOR'S HOME**

**Your home away from home.**

To view queries click the button

**SAILOR'S HOME CONTACT DETAILS**

**FREQUENTLY ASKED QUESTIONS**

**RESERVATION PROCEDURE**

**RULES AND REGULATIONS FOR THE USE OF  
AMOSUP ILOILO FUNCTION HALL**



# SAILOR'S HOME

Should you have more questions, please contact:

## Sailor's Home Main

Cabildo Street cor. Sta. Potenciana Street,  
Intramuros Manila

**Tel. No.:** (+632) 8254-1798

**Email:** [sailorshome@amosup.org](mailto:sailorshome@amosup.org)

*(In front of AMOSUP Seamen's Center Intramuros)*



Sailor's Home Main

## Sailor's Home Annex

Cabildo Street, Intramuros Manila

**Tel. No.:** (+632) 8254-1798

**Email:** [sailorshome@amosup.org](mailto:sailorshome@amosup.org)

*(Beside AMOSUP Seamen's Center Intramuros)*



Sailor's Home Annex

## Sailor's Home Cebu

Camino Vicinal St., Umapad,  
Mandaue City, Cebu

**Tel No.:** 032 236 6871-72 local: 106

**Email:**

[ashc.sailorshome@gmail.com](mailto:ashc.sailorshome@gmail.com)

*(2nd floor of the multipurpose building behind the Seamen's Hospital Cebu)*



Sailor's Home Cebu

*See next page*

# SAILOR'S HOME

Should you have more questions, please contact:



AMOSUP-JSU Multipurpose Center  
Sailor's Home Davao

## AMOSUP-JSU Multipurpose Center Sailor's Home Davao

R. Castillo Street, Brgy. Centro, Agdao, Davao City

**Tel No.:** (082) 234-6281

**Email:** [shd\\_davao@yahoo.com](mailto:shd_davao@yahoo.com)

*(2nd floor of the AMOSUP-JSU multipurpose center behind the Seamen's Hospital Davao)*



Sailor's Home Bacolod City

## Sailor's Home Bacolod

17th Lacson St., Brgy 7, Bacolod City

**Tel No.:** (034) 4586890 local 101

## Sailor's Home Iloilo

Oñate St., Mandurriao, Iloilo City, Iloilo

**Tel No.:** (+3633) 323-2211 local 202

*See next page*

# SAILOR'S HOME

## FREQUENTLY ASKED QUESTIONS



**Question:** Who can avail of the Sailor's Home?

**Answer:** AMOSUP provides free use of the Sailors Home to all members of good standing. The program provides temporary residence to AMOSUP members who are waiting to go on board or have disembarked and on their way home to their provinces.

**Question:** What are the requirements?

**Answer:** AMOSUP members need to present the following during check-in to the facility:

- AMOSUP I.D. Card or
- Proof of line-up or disembarkation (Seamen's Book, dispatch slip, allotment slip, etc.)
- Accomplished Request for Sailor's Home, Registration Form, Conformed and Accountability

**Question:** Is the use of Sailor's Home free?

**Answer:** Sailor's Home and its benefits are free-of-charge to active bona fide members of AMOSUP.

**Question:** Where are the Sailor's Homes located and how many guests can it accommodate?

**Answer:** At present there are four Sailor's Home locations in Intramuros Manila, Cebu, Davao, Bacolod and Iloilo which can accommodate: **Intramuros Manila – 1,024, Cebu – 150, Davao – 54, Bacolod – , Iloilo – 35 members**, respectively.

**Question:** I am a bona fide member of AMOSUP. Am I qualified to avail of Sailor's Homes board and lodging facilities?

**Answer:** All active members are qualified to avail of this privilege limited only by the bed space available. Priority will be given to those (1) newly-arrived from overseas and those with (2) scheduled embarkation (3 – 5 days prior scheduled date).

**Question:** Is the use of Sailor's Home free?

**Answer:** Yes. Your stay in the Sailor's Home is *free-of-charge* including breakfast.

*See next page*

# SAILOR'S HOME

## FREQUENTLY ASKED QUESTIONS



**Question:** I am DISEMBARKING from a Vessel with AMOSUP CBA, how do I apply to use the Sailor's Home?

**Answer:** On arrival at Manila airport, seafarer may proceed directly to Sailor's Home Intramuros but will need to provide information on last vessel (Seamen's Book) and union membership. Seafarer may contact Sailor's Home prior to arrival in Manila to advise your need to use service.

### Sailor's Home Main

Cabildo Street cor. Sta. Potenciana Street,  
Intramuros Manila

**Tel. No.:** (+632) 8254-1798

**Email:**

[amosupsailorshome.manila@gmail.com](mailto:amosupsailorshome.manila@gmail.com)

### Sailor's Home Annex

Cabildo Street, Intramuros Manila

**Tel. No.:** (+632) 8254-1798

**Email:** [sailorshome@amosup.org](mailto:sailorshome@amosup.org)

### Sailor's Home 3

Cabildo Street, Intramuros Manila

**Tel. No.:** (+632) 8254-1798

**Email:** [sailorshome@amosup.org](mailto:sailorshome@amosup.org)

### Sailor's Home Iloilo

Oñate St., Mandurriao, Iloilo City, Iloilo

**Tel No.:** (+3633) 323-2211 local 202

### Sailor's Home Cebu

Camino Vicinal Street, Mandaue City,  
Cebu

**Tel No.:** +6332) 236-9928,  
(+6332) 236-4773, (+6332) 343-9928

**Email:** [ashc.sailorshome@gmail.com](mailto:ashc.sailorshome@gmail.com)

### AMOSUP-JSU Multipurpose Center

#### Sailor's Home Davao

R. Castillo Street, Brgy. Centro, Agdao,  
Davao City

**Tel. No.:** 082) 234-6281

**Email:** [shd\\_davao@yahoo.com](mailto:shd_davao@yahoo.com)

### Sailor's Home Bacolod

7th St., Brgy. 7, Bacolod City

**Tel. No:** (034) 4586890 Local 101

**Question:** I am EMBARKING on a Vessel with an AMOSUP CBA, how do I apply to use the Sailor's Home?

**Answer:** Seafarer will need to provide information on scheduled vessel/departure schedule (Proof of Line up from Manning agent) and will be given priority within 3 – 5 days from actual date of departure from Manila port.

**Question:** What if I am not disembarking from a vessel with an AMOSUP CBA and/or scheduled within 3-5 days departure?

**Answer:** Members are requested to avail of the Reservation Procedure if On Training & Upgrading Course, Undergoing Review Class, Renewing Documents, & Embarking but Without A Definite Schedule for Departure (no 3-5 day departure schedule), etc.

*See next page*

# SAILOR'S HOME

## FREQUENTLY ASKED QUESTIONS



**Question:** What if a seafarer cannot arrive on agreed check in date scheduled with the Sailor's Home?

**Answer:** Members who do not arrive on the agreed date of Check-In will be re-scheduled subject to the reservations registered/logged (First-Come-First-Served) with the Sailor's Home. Please advise by text msg /email/phone the Sailor's Home if you cannot arrive on the agreed date of Check-In

### Sailor's Home Main

Cabildo Street cor. Sta. Potenciana Street,  
Intramuros Manila

**Tel. No.:** (+632) 8254-1798

**Email:** [sailorshome@amosup.org](mailto:sailorshome@amosup.org)

### Sailor's Home Annex

Cabildo Street, Intramuros Manila

**Tel. No.:** (+632) 8254-1798

**Email:** [sailorshome@amosup.org](mailto:sailorshome@amosup.org)

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Cabildo Street, Intramuros Manila

**Tel. No.:** (+632) 8254-1798

**Email:** [sailorshome@amosup.org](mailto:sailorshome@amosup.org)

### Sailor's Home Iloilo

Oñate St., Mandurriao, Iloilo City,  
Iloilo

**Tel No.:** (+3633) 323-2211 local 202

### Sailor's Home Cebu

Camino Vicinal Street, Mandaue City, Cebu

**Tel No.:** 032 236 6871-72 local 116

**Email:**

[ashc.sailorshome@gmail.com](mailto:ashc.sailorshome@gmail.com)

Ground floor of the Multipurpose Building (beside slop chest and behind the seamen's hospital)

### AMOSUP-JSU Multipurpose Center Sailor's Home Davao

R. Castillo Street, Brgy. Centro, Agdao, Davao City

**Tel. No.:** (082) 234-6281

**Email:** [shd\\_davao@yahoo.com](mailto:shd_davao@yahoo.com)

### Sailor's Home Bacolod

7th St., Brgy. 7, Bacolod City

**Tel. No:** (034) 4586890 Local 101

*See next page*

# SAILOR'S HOME

## RESERVATION PROCEDURE

**Question:** What is the Reservation Procedure?

**Answer:** Seafarers are requested to call or email the Sailor's Home unit for reservation as there is limited bed space. Reservation will be on a 'FIRST-COME-FIRST-SERVED' basis based on the logged call/email received. Please keep record of your email/voice call. The Sailor's Home will log all communicated requests for use of the facility.

**Question:** Reservation: What are the contact details of the Sailor's Home?

### Sailor's Home Main

Cabildo Street cor. Sta. Potenciana Street,  
Intramuros Manila

**Tel. No.:** (+632) 8254-1798

**Email:** [sailorshome@amosup.org](mailto:sailorshome@amosup.org)

### Sailor's Home Annex

Cabildo Street, Intramuros Manila

**Tel. No.:** (+632) 8254-1798

**Email:** [sailorshome@amosup.org](mailto:sailorshome@amosup.org)

### Sailor's Home 3

Cabildo Street, Intramuros Manila

**Tel. No.:** (+632) 8254-1798

**Email:** [sailorshome@amosup.org](mailto:sailorshome@amosup.org)

### Sailor's Home Cebu

Camino Vicinal Street, Mandaue City,  
Cebu

**Tel No.:** (+6332) 236-9928,  
(+6332) 236-4773, (+6332) 343-9928

**Email:** [ashc.sailorshome@gmail.com](mailto:ashc.sailorshome@gmail.com)

*(Please include Sailor's Home in Subject)*

Ground floor of the Multipurpose  
Building (beside slop chest and behind the  
seamen's hospital)

### AMOSUP-JSU Multipurpose Center

#### Sailor's Home Davao

R. Castillo Street, Brgy. Centro,  
Agdao, Davao City

**Tel. No.:** 082) 234-6281

**Email:** [shd\\_davao@yahoo.com](mailto:shd_davao@yahoo.com)

*(Please include Sailor's Home in Subject)*

### Sailor's Home Iloilo

#### (AMOSUP ACTIVITY CENTER)

Oñate St., Mandurriao, Iloilo City,  
Iloilo

**Tel No.:** (+3633) 323-2211 local 202

**Email:** [shosp\\_ilo@amosup.org](mailto:shosp_ilo@amosup.org)

*(Please include Sailor's Home in Subject)*

### Sailor's Home Bacolod

7th St., Brgy. 7, Bacolod City

**Tel. No:** (034) 4586890 Local 101

See next page

# SAILOR'S HOME

## RESERVATION PROCEDURE

**Question:** How long before desired check-in date does a seafarer need to inform the Sailor's Home?

**Intramuros Manila** - Scheduling of reservations will depend on the occupancy situation at the Sailor's Home. Please try to make your reservation one (1) month in advance or longer before your desired date of check-in. If you were scheduled on a later date than your desired date, please do follow-ups for possible cancellation of earlier reservations made by other members.

**Cebu** – There is no need for a reservation. Occupancy is on a FIRST COME, FIRST SERVED BASIS.

**Iloilo** – Reservation is encouraged.

**Davao** – No need for reservation, FIRST COME, FIRST SERVED.

**Question:** Checking In: What are the requirements that I need to submit to the Sailor's Home?

**Answer:** Upon check in, please present the following to the staff at the reception:

- AMOSUP I.D. Card
- Accomplished request for Sailor's Home Registration Form, Conformed and Accountability Form (To be provided by Sailor's Home), Consent Form for DPA (To be Provided by Sailor's Home)
- Other proof of bona fide membership requested (ie. Seamen's Book, Contract, etc.)

**Question:** How can a disembarking crew ensure having a bed space at the Sailor's Home?

**Answer:** Disembarking crew from CBA-covered vessels are given priority in the use of Sailor's Home facilities on their date of repatriation to Manila. It is the goal of the Sailor's Home for all disembarking crew to be accommodated. Sailor's Home Intramuros requests members to advise them beforehand so the staff can manage the limited bed space available.

*See next page*

# SAILOR'S HOME

## RESERVATION PROCEDURE

**Question:** How long can I stay at the Sailor's Home?

**Answer:** : A member may only be accommodated for a maximum of fifteen (15)

consecutive days. Any request for extension to a maximum of 15 days will depend on the occupancy and the ability of the Sailor's Home to accommodate members arriving from overseas, those embarking and seafarers with reservations that have been logged. Extensions over the above 15 days have been discontinued due to the increasing volume of members applying for the benefit.

---

**Question:** Can I and/or my dependents stay at the Sailor's Home and reserve a room for five (5) people?

**Answer:** No. The current Sailor's Home facility in Manila is exclusive for AMOSUP members. The facility currently does not have family rooms or co-ed room— only rooms with bunk beds for the male members and a separate area with bunk beds for female members. There are separate quarters for male and female members.

---

**Question:** Is there a shuttle service from the airport to the Sailor's Home?

**Answer:** No. What we have is a transport service for members from the Sailor's Home to the airport

### Schedule:

**Manila:** Tuesday-Saturday (03:00hrs; 08:00hrs; 11:00hrs; 15:00hrs) / Sunday (03:00hrs; 08:00hrs)

**Cebu/Davao/Iloilo/Bacolod:** No Service

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**Question:** How do I use the shuttle service to the airport?

**Answer:** There will be a Sign-Up List available at the front desk daily (except Mondays) for every trip the shuttle service is scheduled to do. Please sign up the day before the scheduled trip. The front desk will advise those who have signed up for any possible cancellation but please check on any change/cancellation of schedule.

*See next page*



# SAILOR'S HOME

**Question:** How do I Check Out of the Sailor's Home?

**Answer:** Please inform Sailor's Home Desk a day in advance and secure necessary clearances for issued items from authorized personnel on the day of checking out. Please refer to the Rules and Regulation Conformed you signed

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**Question:** Why is it that your Air condition is not operating on a 24/7 basis?

**Answer:** It is part of AMOSUP's energy saving measure plus the fact that occupants are not around for the entire 24 hours.

---

**Question:** What are the Rules and Regulations for the use of the Sailor's Home?

**Answer:** Upon Check In of the member, he/she will be asked to read and sign a conformed on the current rules and regulations, as well as a data privacy consent form.

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**Question:** Who is allowed to use the AMOSUP Iloilo function hall and chapel?

**Answer:** Active members and their declared dependents are allowed to use the function hall and chapel for their birthday, wedding, and baptism regardless of religious affiliation.

---

**Question:** What are the booking requirements for the Iloilo function hall and chapel?

**Answer:** The requirements are the photocopy of AMOSUP or dependent's ID, photocopy of livebirth of the celebrant, personal request letter for the use of function hall or chapel and photocopy of latest contract or latest allotment slip or Seaman's Book (last entry & disembarkation page)

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**Question:** How can we check the availability of the Iloilo function hall and how can we make a reservation?

**Answer:** You can check the availability and make reservation (*FIRST COME, FIRST SERVED BASIS*) by personally inquiring or calling the AMOSUP Activity Center through:

**Tel. Nos.:** (033) 323-02211; (033) 323-3124,

**Mobile:** 0909-218-7182

**Email Address:** [amosupactivitycenter@gmail.com](mailto:amosupactivitycenter@gmail.com)

*See next page*

# SAILOR'S HOME

## RULES AND REGULATIONS FOR THE USE OF AMOSUP ILOILO FUNCTION HALL

**Question:** Is the use of Iloilo Function Hall Free?

**Answer:** Facilities and amenities of AMOSUP Activity Center are free of charge for active members of AMOSUP and their dependents (Gym, Basketball Court, Game room, Function Hall, Chapel, Swimming Pool).

**Question:** What are the requirements for the use of basketball court, game room and gym?

**Answer:** The requirements are AMOSUP member's ID or dependent's ID and latest contract / Seamans book last entry and disembarkation page / latest allotment slip.

**Question:** What are the rules and regulations for the use of AMOSUP Iloilo Function Hall?

**Answer:** Rules and policies for the use of Activity Center Function Hall for Members and Dependents:

- Function hall can only accommodate 100 persons. All Bookings are subject to change with prior notice. (2 weeks before the event)
- No paints, staples, nails, tacks, or tape permitted on walls or ceiling.
- No glitter, confetti, rice, sand, birdseed, or bales of hay allowed within the pool area.
- Decoration is allowed one (1) hour before the event starts.
- Each member/dependent will only be allowed to use the function hall for three (3) hours for their occasions (birthday, wedding, baptism).

**TIME: 11AM-2PM / 2PM-5PM**

- Catering/Decorator in-charge will submit 1 valid ID before entering the function hall.
- Clean up of the hall / tables and chairs will be the responsibility of the member and their family or the hired catering services. (1 hour after the event)
- Members/dependents will control and discipline the crowd/visitors. Failure to do so will be our basis for denying future use of the activity center.

*See next page*

# SAILOR'S HOME

## RULES AND REGULATIONS FOR THE USE OF AMOSUP ILOILO FUNCTION HALL

- No Swimming allowed during the event.
- Function Hall will close at **6:00 PM**.
- Liquors will be limited in moderation during parties, it will only be served inside the function hall/No drinks and foods allowed at the swimming pool.
- Smoking is strictly prohibited inside the facility.

**Failure to abide by any of these policies may result in blocking your name from using our Activity Center again.**



*Sailor's Home end page*

# SEAFARER'S TRAINING, UPGRADING AND EDUCATION PROJECT

We support aspiring seafarers to maximize their potential.



The *Training Fund* and the *Maritime Education Project Fund* were established to be used for the following programs:

- 1) scholarship for young Filipino students to become qualified seafarers to ensure the industry's future,
- 2) support for on board cadets training programs,
- 3) training of seafarers and instructors to increase the educational level and training skills at the training centers and
- 4) funding for the acquisition of training aids for maritime schools or training centers.

The **Training Fund Office** manages various training funds established under several collective bargaining agreements such as the JSU, TCCC (IMEC/NONIBF), AMOSUP, NIS, DIS, Nautilus Int., Italian, FKSU and RBSA CBAs. The administration of each training fund is governed by the CBA establishing them, which also provides the amount that the employer must contribute per seafarer per vessel per month. The contributions are remitted to the designated bank account under the CBA.

*See next page*

# SEAFARER'S TRAINING, UPGRADING AND EDUCATION PROJECT

## PROGRAMS

Programs supported by Training Fund and Maritime Education Fund:

### 1) Cadet Scholarship

- MAAP/Cadet Scholarships

### 2) On Board Training

- MAAP Cadets (including stipend)
- Non-MAAP Cadets

### 3) Trainings for Seafarers/Instructors

- Upgrading of MAAP Instructors and
- Japanese Instructors
- Trainings conducted by MAAP (listed in the MAAP section of this primer)
- Training Courses conducted by the following Training Centers

### 4) Training Aids for Maritime Schools and Centers

- Continued Allocation for the following (For JSU Agreement:
  - a) MV Kapitan Gregorio Oca (KGO) Operation
  - b) IMMAJ-PJMCC Training Center in Ermita, Manila
  - c) MAAP and Non-MAAP Allowances/Stipend
  - d) MAAP Text Book, TSKFO Onberth Training, TSKFO Repair and Maintenance Costs
- Upgrade of Lab-Volt Facilities
- Payment for Dry-Docking of MV Kapitan Felix Oca
- Purchase of Computer Based Training (CBT) system for Independent, Specific, Marine Engineering Modules

*See next page*

# SEAFARER'S TRAINING, UPGRADING AND EDUCATION PROJECT

## PROGRAMS

- Equipment's purchased for MAAP IMMAJ Campus include the following:
  - a) SHP Handling Simulator –TCCC-IMEC Fund
  - b) LNG Cargo Handling –AMOSUP Fund
  - c) Technical Training Equipment – AMOSUP Fund
  - d) Integrated Navigation System – Dutch Fund
  - e) Additional Ship Models for Simulator-TCCC-IMEC Fund
- Equipment's purchased for MAAP
  - a) Welding Machines and Facility, Freefalls and Conventional Lifeboats – DIS Fund
  - b) Marine Radar – Dutch Fund
  - c) Full Engine Simulator and Binocular Panel View
- AMOSUP Fund
  - d) Additional Ship Models for Simulator- TCCC-IMEC Fund
  - e) Full Mission Crane Simulator-AMOSUP Fund
  - f) Three (3) new buses – MAAP Contributions



*See next page*

# SEAFARER'S TRAINING, UPGRADING AND EDUCATION PROJECT

## FREQUENTLY ASKED QUESTIONS



**Question:** Is the contribution deducted from the member's salary?

**Answer:** No. The employers agreed to contribute to the fund and this should not be deducted from the member's salary.

**Question:** Can the members apply for grant to subsidize their own trainings?

**Answer:** No. The training fund may support training programs and facilities maintained by certain employers, who may offer training courses for free or at subsidized rates. The member may inquire from the manning company if this is available. There are also training courses available in MAAP.

(Please see under <https://www.maap.edu.ph>)

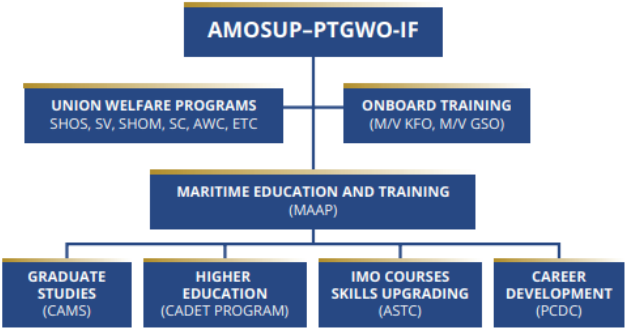


See next page

# MARITIME ACADEMY of ASIA AND THE PACIFIC

We provide topnotch maritime education and training for world-class Filipino seafarers.

The functional chart below will give you an understanding of how AMOSUP is involved in Maritime Education and Training with its existing MET facilities. After MAAP was established and registered, most of the union's MET facilities were placed under its operational control.



AMOSUP has always been committed to making Filipino seafarers competitive with the best in the world by providing creative advancement programs to upgrade their skills as global maritime professionals. We want to be instrumental in giving Filipino seafarers opportunities to advance in their careers, earn a good living and support their families as they do their country proud.

Over the years, AMOSUP has established all the learning institutions and facilities necessary to cover all the aspects and phases of the seafarer's career.

Maritime Academy of Asia and the Pacific  
Kamay Pt., Alas-asin, Mariveles, Bataan

See next page



# MARITIME ACADEMY of ASIA AND THE PACIFIC

We provide topnotch maritime education and training for world-class Filipino seafarers.

To view queries click the button

PROGRAM OFFERINGS

ON-BOARD TRAINING

AMOSUP SEAMEN'S TRAINING CENTER (ASTC)

COURSES (STC Courses, MAAP Simulator Courses, OFFSHORE Courses)

CENTER FOR ADVANCE MARITIME STUDIES (CAMS)

# MARITIME ACADEMY of ASIA AND THE PACIFIC

## PROGRAM OFFERINGS

**Question:** What are the Program Offerings?

**Answer:**

- Bachelor of Science in Marine Transportation (BSMT) (4 yrs.)
- Bachelor of Science in Marine Engineering (BSMarE) (4 yrs.)
- Bachelor of Science in Marine Engineering and Electronics Technology (BSMEET) (4 yrs.)
- Bridging Program for BSM Mechanical Engineering (BSME) to Marine Engineering (1 yr.)

---

**Question:** What are the benefits for the baccalaureate degree programs?

**Answer:**

- Full scholarship grant, four-year college education
- Free board and lodging
- Insured while enrolled in the Academy
- In-house shipboard training
- Assurance of employment after graduation
- State-of-the-art equipment and facilities; same modern instructional methods used in global maritime institutions. Lucrative employment on board modern vessels

*See next page*

# MARITIME ACADEMY of ASIA AND THE PACIFIC

## PROGRAM OFFERINGS

**Question:** What are the Qualification Requirements?

**Answer:**

1. Male or Female, single
2. Natural born Filipino
3. Physically fit
4. Morally upright and has no derogatory record
5. Aged 18 & not more than 23 years old by Dec. 31 of the year of examination
6. May be a high school graduate (old/basic education curriculum), college level/graduate, senior high school graduate graduating student, or ALS passer
7. Minimum height: 5'4" (162.5 cm) for male and 5'2" (157.5 cm) for female
8. Has a GPA of at least 83%
9. Has never been officially admitted at MAAP

**Note:** Strictly comply with the qualification requirements; inaccurate records may disqualify an applicant.



*Program Offerings end page*

# MARITIME ACADEMY of ASIA AND THE PACIFIC

## ONBOARD TRAINING



**M/V Kapitan Felix Oca (T/S KFO)**

**M/V Kapitan Gregorio Oca (M/V KGO)**

**MAAP Pier, Alas-Asin, Mariveles, Bataan & Manila South Harbor**

- Onboard Training to complete Baccalaureate Courses
- Specialized Training for maritime industry partners  
(user-specified)

**Question:** How does MAAP support the maritime education and training (MET) development of its students?

**Answer:** In support to its MET development, MAAP continually improves its academic, research, and information and communication facilities and programs.

- **State-of-the-art facilities**
  - Laboratories and simulators
  - Information and Computer Technology
  - Library
- **Enhancement and development programs**
  - Academic Ramp Program
  - Simulator Familiarization Program
  - Instructional Material & Curriculum Development Program (LMS, MAAP SEAS, etc.)

*See next page*

# MARITIME ACADEMY of ASIA AND THE PACIFIC

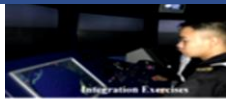
## ONBOARD TRAINING

- Accommodation for students
- Caring for students' needs
- Health and wellness programs
- Guidance and counselling services
- Foster parents' program

**Question:** What are the other midshipmen/women fleet activities?

**Answer:**

- Semi-regimented training
- Leadership development scheme
- Co-curricular and extra-curricular activities
- Sports and recreation
- Community involvement



*On-Board Training end page*

# MARITIME ACADEMY of ASIA AND THE PACIFIC

**AMOSUP SEAMEN'S TRAINING CENTER (ASTC)**  
MAAP-CGSO Campus, Alas-Asin, Mariveles,



Center's training facilities: The center has facilities that provide realistic scenario for practical exercises of courses:

- Fire Fighting Complex (SBFF, ATFF, etc.)
- Sea Survival Complex (BST, PSCRB, etc.)
- Offshore Training Complex (BOSIET, HUET, etc.)

**Question:** Who are qualified?

**Answer:** Both active and inactive members are qualified. Non-members can also enroll subject to payment of training fees.

**Question:** What are the benefits of the Center?

**Answer:** If you are a qualified member, you may enroll in a course of your choice at subsidized costs. There is also a free transportation – service bus is available in front of the AMOSUP Seamen's Center every Sunday: ETD 1900H for MAAP; and every Friday ETD 1700H at MAAP bound for Manila

**Note:** Schedules are subject to change without prior notice.

**Question:** Is studying at the AMOSUP Seamen's Training Center Free?

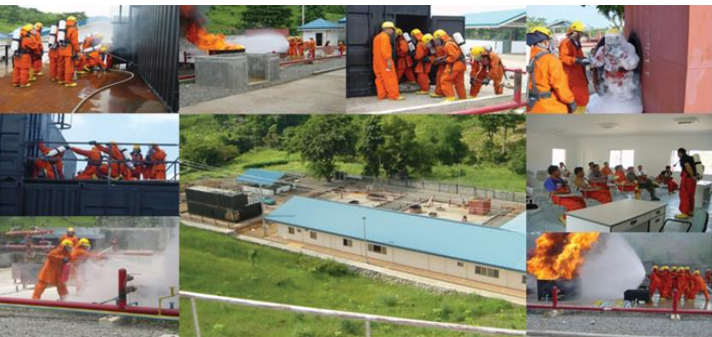
**Answer:** All training courses are subsidized.



# MARITIME ACADEMY of ASIA AND THE PACIFIC

## STCW Courses

- Advance Fire Fighting (AFF) (5.75 days)
- Refresher Course on AFF (2.5 days)
- Basic Training (BT) (10.31 days)
- Refresher Course on BT (3.56 days)
- Basic Training for Oil & Chemical Tanker Cargo Operations (BTOCTCO) (6.31 days)
- Survival Craft and Rescue Boat other than Fast Rescue Boats (SCRB other than Fast Rescue Boats) (5.44 days)
- RCSCRB other than Fast Rescue Boats (1.69 days)
- Security Awareness Training & Seafarers with the Designated Security Duties (SAT & SDSD) (1.2 days)



*See next page*

# MARITIME ACADEMY of ASIA AND THE PACIFIC

## MAAP Simulator Center Courses



- Chemical Product Tanker Simulator Course (CPTS)
- Advance Tanker Cleaning Course (ATCC)
- Train the Simulator Trainer and Assessor (TSTA) (IMO 6.10)

## OFFSHORE Courses



- HUET w/ EBS (1 day)
- FOET (1 day)
- BOSIET (3 days)

*Courses end page*



# MARITIME ACADEMY of ASIA AND THE PACIFIC

**CENTER FOR ADVANCE MARITIME STUDIES (CAMS)**  
MAAP – JSU - IMMAJ Campus, Alas-Asin, Mariveles, Bataan



- Master of Science in Marine Transportation (2 years)
- Master of Science in Marine Engineering (2 years)
- Advance Management Program and Research Services

**Question:** Who are qualified to study for the Master's Program?

**Answer:** Senior maritime officers and other maritime professionals sponsored by the Union's social partners may be admitted to undertake advance education subject to admission guidelines prescribed and implemented by an Executive Committee.

**Question:** Name some of MAAP's International affiliations.

**Answer:**

- International Maritime Employers' Council (IMEC)
- International Mariners Management Association of Japan – Philippine Japan Manning Consultative Council, Inc. (IMMAJ-PJMCC)
- International Association of Maritime Universities (IAMU)
- Global Maritime Education and Training Association (GlobalMET)
- Nautical Institute (NI)
- Institute of Marine Engineering, Science and Technology (IMaREST)
- Asia Maritime and Fisheries Universities Forum (AMFUF)
- Institute of Maritime Management-Royal Institution (RI)
- Asia-Pacific Economic Cooperation-Seafarers Excellence Network (APEC-SEN)
- World Maritime University (WMU)

*See next page*

# MARITIME ACADEMY of ASIA AND THE PACIFIC

**Question:** Name some of MAAP's International affiliations.

**Answer:**

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- Institute of Marine Engineering, Science and Technology (IMaREST)
- Asia Maritime and Fisheries Universities Forum (AMFUF)
- Institute of Maritime Management-Royal Institution (RI)
- Asia-Pacific Economic Cooperation-Seafarers Excellence Network (APEC-SEN)
- World Maritime University (WMU)



*MAAP end page*

# THE LEGAL AFFAIRS DEPARTMENT

We strive to protect your legal rights.



Legal services are dispensed by the union's Legal Affairs Department, housed at the 3rd Floor of the Seamen's Center, Cabildo corner Sta. Potenciana St., Intramuros, Manila. This is headed by a Director for Legal Affairs and complemented by seasoned lawyers and paralegal officers mainly tasked to perform:

1. Legal counseling
2. Giving of information about the provisions of AMOSUP CBAs, employment contracts, benefits, & relevant maritime labor laws
3. Hearing of Grievances.

These services may be availed by any AMOSUP member and their dependents.

Members who reside outside Metro Manila may submit their query through the Legal Department's email address, AMOSUP website's "Contact Us," or thru the landline contact numbers.

*See next page*

# THE LEGAL AFFAIRS DEPARTMENT

**We strive to protect your legal rights.**

The Legal Affairs Department also addresses other union matters requiring legal opinion, and inquiries from companies on the interpretation and implementation of Collective Bargaining Agreement (CBA) provisions vis-a-vis the POEA individual Standard Employment Contracts (SECs) and other related maritime labor laws, rules and regulations.

Fully aware of the dynamic nature of the maritime industry, the Legal Affairs Department continuously reviews provisions of the AMOSUP Collective Bargaining Agreements with International Conventions and Regulations and recommends revisions thereto to be compliant and uniform with the requirements of international regulations and maritime labor laws.

The Legal Affairs Department is likewise the venue for dispute settlement through grievance machinery.



*See next page*

# THE LEGAL AFFAIRS DEPARTMENT

We strive to protect your legal rights.

## LEGAL ASSISTANCE/COUNSELING

**Question:** How can I avail of the services of the Legal Affairs Department?  
AMOSUP members or their declared dependent may either avail of the services of the legal department through the following means:

**Answer:**

### 1. By visiting our office

You can approach any of the legal department employees and inform them that you would like to seek some legal advice. Legal Assistance Forms is to be accomplished by the member or the next-of-kin/dependent as may be applicable.

### 2. Thru electronic mail: [legal.amosup@gmail.com](mailto:legal.amosup@gmail.com)

Kindly use the subject "LEGAL ASSISTANCE"

### 3. Thru the AMOSUP website "Contact Us"

Click the "Contact Us" tab in the AMOSUP Website.

Fill the necessary details for verification of AMOSUP membership. Then click the box "Legal" so that your message will be directed to the Legal Department.

All information submitted will be treated and kept in strict confidence.

### 4. By calling the Legal Department

The Legal Department will take necessary steps to verify the identity of the caller to assure the security of our members.

*See next page*

# THE LEGAL AFFAIRS DEPARTMENT

**We strive to protect your legal rights.**

Complex issues are recommended to be submitted thru electronic mail or via the Contact Us section of the AMOSUP website.

Sensitive personal information will not be required through a telephone communication unless we have verified that the caller is an AMOSUP member.

---

**Question:** Are all kinds of legal assistance entertained?

**Answer:** Usually, only queries that are related to the employment of a member on board an AMOSUP CBA covered vessel may be entertained. However, AMOSUP members may approach our friendly lawyers if there are any legal matters bothering them. Our lawyers are more than willing to extend a helping hand to any AMOSUP member on matters requiring legal expertise comment/opinion.

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**Question:** Who can avail of the services of the Legal Affairs Department?

**Answer:** Any AMOSUP member may avail of the services of the Legal Affairs Department. AMOSUP members may approach any of our lawyers in case they need any legal advice. But as much as possible, please limit your legal queries on matters relating to your employment on-board an AMOSUP CBA-covered vessel. Nevertheless, you may still ask our lawyers any other legal questions.

Our members' dependents are also very welcome to avail of the services of the Legal Department. But dependents must take note that only matters relating to an AMOSUP member's employment on-board an AMOSUP CBA-covered vessel may be entertained. Our Lawyers may refuse to answer certain queries if the same are deemed violative of our members' privacy.

*See next page*

# THE LEGAL AFFAIRS DEPARTMENT

We strive to protect your legal rights.

## GRIEVANCE

AMOSUP firmly believes in the advantage of settling a dispute amicable since it avoids the rigors and challenges brought about by prolonged litigation, and more importantly, it maintains the good and friendly relationship between the parties. The AMOSUP Legal Department is at the forefront of this pursuit as the venue of Grievance Proceedings. The Legal Affairs Department handles all Grievance Conference with the aim of encouraging the parties to settle all dispute amicably by maintaining a friendly atmosphere during these meetings. Dialogue, negotiation, mediation, and conciliation are the elements of the grievance procedure.

## FREQUENTLY ASKED QUESTIONS ABOUT GRIEVANCE MACHINERIES

**Question:** What is a “*Grievance Machinery*”?

**Answer:** Grievance machinery is the process of amicably settling the disputes and claims that are related to the contents of the Collective Bargaining Agreement including the disputes between the seafarer, the company, and the union.

**Question:** What are the advantages of availing of the Grievance Procedure?

**Answer:** A grievance proceeding aims to lessen the hassle to both the parties.

The grievance procedure ensures that the discussion between a seafarer and the employer remains non-adversarial. It encourages a more friendly and open discussion between the parties, avoiding technicalities that are present in a legal proceeding.

See next page

# THE LEGAL AFFAIRS DEPARTMENT

**We strive to protect your legal rights.**

**Question:** Where are grievance proceedings conducted?

**Answer:**

The venue where the Grievance Proceedings are held would depend if it is a Grievance Machinery provided in Section 16 of the POEA Standard Employment Contract or if it is a Grievance Machinery provided in Title VII-A, Book Five of the Labor Code.

The Grievance Proceedings conducted in accordance with Section 16 of the POEASEC is usually held at the Master's office or ship's conference room. However, there is no definite place stated in the POEA-SEC where such proceedings shall be held. A similar or equivalent provision involving on-board dispute resolution can be found in different AMOSUP CBAs.

The Grievance Proceedings conducted in accordance with the Labor Code is conducted at the Legal Affairs Department of AMOSUP.





# AMOSUP SEAMEN'S VILLAGE

We aim to help you build your dream home.



The **Seamen's Village (Pilot Medium Cost Housing Project)** is an auxiliary program of the union with its individual members and not with any company,

Principal or shipowner and thus separately governed by the rules and regulations of the Seamen's Village Administration (SVA); from Application to Approval, to Reimbursement directly to SVA by the way of monthly tender, including other Financial Requirements and Obligations.

*See next page*

# AMOSUP SEAMEN'S VILLAGE

We aim to help you build your dream home.



SINGLE DETACHED	DUPLEX	TOWNHOUSE
<ul style="list-style-type: none"> <li>• Two Storeys</li> <li>• Floor Area starting from 96 Sq M</li> <li>• 3 and 4 Bedroom Units</li> <li>• 3 Pax Toilet and Bath</li> <li>• Powder Room</li> <li>• Trellised Carport</li> <li>• Colored and Insulated Long span roofing</li> <li>• Tiled Floors</li> <li>• Front Lawn</li> <li>• Generous and Secured Utility Area</li> </ul>	<ul style="list-style-type: none"> <li>• Two Storeys</li> <li>• Floor Area starting from 96 Sq M</li> <li>• 3 and 4 Bedroom Units</li> <li>• 3 Pax Toilet and Bath</li> <li>• Powder Room</li> <li>• Trellised Carport</li> <li>• Colored and Insulated Long span roofing</li> <li>• Tiled Floors</li> <li>• Front Lawn</li> <li>• Generous and Secured Utility Area</li> </ul>	<ul style="list-style-type: none"> <li>• Two Storeys</li> <li>• Floor Area starting from 96 Sq M</li> <li>• 2 Bedroom Units</li> <li>• Toilet and Bath</li> <li>• Trellised Carport</li> <li>• Colored and Insulated Long span roofing</li> <li>• Tiled Floors</li> <li>• Front Lawn</li> <li>• Generous and Secured Utility Area</li> </ul>

*Seamen's Village end page*

# SLOP CHEST

Your family's one-stop-shop for basic commodities.



**Slop Chest** addresses the basic food and non-food requirements of members like you. As a “Convenience Store” open only to **AMOSUP members**, it provides goods at competitive prices and purchases can be made on credit basis within designated credit limits with no interest. The purchases can then be reimbursed to AMOSUP through your allotments with participating manning agents. You may also purchase appliances at competitive prices, payable in six (6) months with zero interest.

---

**Question:** Who are qualified to shop at the Slop Chest?

**Answer:** An active bona fide member of the AMOSUP and his/her designated allottees, can avail of this privilege.

---

**Question:** What are the requirements?

**Answer:** AMOSUP I.D. / ALLOTTEES I.D. (Allottees I.D. is required if seaman is on board)

- Allotment Slip or Latest Pay slip
- Employment contract (photocopy)

*See next page*

# SLOP CHEST

Your family's one-stop-shop for basic commodities.



**Question:** What are the benefits?

**Answer:** Purchase at the Slop Chest on credit based on the ff. credit limits:

Designation	Groceries	Appliances
Officer	P6,000.00	P36,000.00
Petty Officer	P5,000.00	P30,000.00
Rating	P4,000.00	P24,000.00

- Payment is on an interest-free deferred payment scheme basis, via salary deduction on your succeeding allotment through the cooperation of manning agents.
- You and/or your dependents can use the privilege more than once, providing previous purchases have been settled through the allotment.

These privileges will cease two months before termination of your employment contract. In case your contract has been extended, you must present documents to verify extension.

---

**Question:** Am I allowed to bring my family and friends to shop at the Slop Chest?

**Answer:** Yes, your family and friends can shop with you. However, if the facility is full, the management reserves the right to limit the number of people who can enter.

*Slop Chest end page*

# RECORDS DEPARTMENT

The AMOSUP Records Department is the repository and custodian of the files of AMOSUP Members.

Records Department also issues AMOSUP cards for the members and dependents which is necessary for transactions with different AMOSUP operating units.

## WHO CAN APPLY FOR THE AMOSUP MEMBERSHIP ID?

All Filipino seafarers who boarded a vessel enrolled under an AMOSUP Collective Bargaining Agreement is a bona fide member and must acquire an AMOSUP membership card. All qualified members can acquire the membership I.D. up to six months after disembarkation.

## WHEN CAN I GET MY AMOSUP MEMBERSHIP ID?

You can apply for your AMOSUP Membership ID within six months after your disembarkation date from an AMOSUP-registered vessel.

## WHAT ARE THE AMOSUP MEMBERSHIP ID REQUIREMENTS?

Please bring any of the following:

- Seaman's Book (page w/ last vessel's name and sign off date stamp)
- Latest pay slip / allotment slip
- Updated passbook from Provident Fund
- Certificate of Sea Service from manning agent
- Last contract of employment.

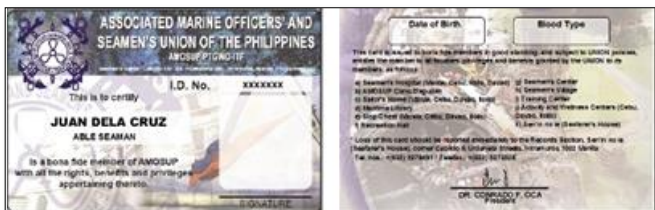
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# RECORDS DEPARTMENT

## HOW TO APPLY FOR YOUR AMOSUP MEMBERSHIP ID & DEPENDENTS ID:

1. Visit us at our office located in Manila or any Satellite Offices listed below.
2. Present your requirements for verification.
3. Fill out forms completely. (Forms are available at our office mentioned above.)
4. Submit form together with the verified documents.
5. Wait to be called for I.D. capturing
6. Claim your AMOSUP Membership I.D.

## AMOSUP MEMBERSHIP ID SAMPLE



FRONT

BACK

See next page

# RECORDS DEPARTMENT

## ACTIVE AND INACTIVE MEMBERS

**Active** - These are members who are onboard AMOSUP-registered vessels with Collective Bargaining Agreement (CBA), the member will be classified as such within six months from his/her last disembarkation date.

**Inactive** – These are members whose date of disembarkation from a vessel covered by an AMOSUP CBA is beyond six months.

## WHERE TO APPLY AMOSUP MEMBERSHIP ID AND DEPENDENT'S ID:

- **MANILA** – AMOSUP Records Department, G/F SEN'IN NO IE (Seafarer House) Building, Cabildo corner Urdaneta Streets, Intramuros, Manila.  
Monday to Friday,  
9am to 12pm & 1pm-3pm.  
(+632) 8 372-1277
- **CEBU** – Provident Fund Office, Camino Vicinal St., Umapad Mandaue City, Cebu  
Monday to Friday,  
8am to 11am & 1pm-4pm.  
(+6332) 238-0460
- **DAVAO** – Records Department G/F GIG OCA ROBLES Seamen's Hospital, R. Castillo St., Agdao, Davao City  
Monday to Friday,  
8am to 12pm & 1pm to 4pm  
(+6382) 234-8266
- **ILOILO** – Seamen Hospital Iloilo, Records Department,  
Onate St., Mandurriao, Iloilo City.  
Monday-Friday,  
8am-11am & 1pm to 3pm  
(+6333) 321-2438) / (+6333) 330-7800 to 04
- **BACOLOD** – AMOSUP Bacolod Extension Facility, Records Department, 17th Street Cor. B.S Aquino Drive, Brgy. 7, Bacolod City  
Monday-Friday,  
8am-11am & 1pm to 3pm  
(034) 4586890 local 116
- **DAGUPAN** – Room 302 Annex Bldg, Dagupan Doctors Villaflor Memorial Hospital  
Mayombo District, Dagupan City, Pangasinan  
075 653-0037 / 09178860064  
[amosup.satelliteclinic@gmail.com](mailto:amosup.satelliteclinic@gmail.com)  
(DEPENDENT'S ID ONLY)

*See next page*

# RECORDS DEPARTMENT

## OTHER GUIDELINES/BUSINESS RULES:

- Applicants without requirements will not be accepted and processed.
- For lost/stolen Membership ID, please submit any of the requirements mentioned above.

## ID Payment:

- Free for new application
- Retake and change rank - Php10.00
- Replacement for lost I.D. – Php50.00

## WHO CAN APPLY FOR DEPENDENT'S ID?

Qualified dependent may apply for an AMOSUP Dependent's ID until five (5) months from the last disembarkation date of the member/seafarer from an AMOSUP-registered vessel.

## WHO ARE THE QUALIFIED DEPENDENTS AND WHAT ARE THE REQUIREMENTS?

You must bring all of the following documents for the Dependent's ID BASED ON THE FOLLOWING CIVIL STATUS OF MEMBER:

**1. IF SINGLE WITHOUT CHILDREN** (If the member/seafarer is SINGLE without children, qualified dependents are Parents and unmarried siblings 17 years old and below.)

- PSA Registered Birth Certificate of member
- PSA Registered Certificate of No Marriage (CENOMAR) of member
- PSA Registered Marriage Contract of Parent
- PSA Registered Birth Certificate of unmarried seaman's siblings 17 years old & below
- Latest Allotment Slip or Last Contract

*See next page*



# RECORDS DEPARTMENT

**2. IF MARRIED** (If the member/seafarer is MARRIED, qualified dependent is the Spouse and unmarried child/children 17 years old and below.)

- PSA Registered Marriage Contract of Member
- PSA Registered Birth Certificate of unmarried children 17 years old & below
- Latest Allotment Slip or Last Contract

**3. IF SINGLE with child/children** (qualified dependent is the unmarried child/children 17 years old and below.)

- PSA Registered Birth Certificate of unmarried children 17 years old & below
- Latest Allotment Slip or Last Contract

**4. IF WIDOW/WIDOWER** (If the member/seafarer is WIDOWED, qualified dependent is the unmarried child/children 17 years old and below.)

- PSA Registered Birth Certificate of unmarried children 17 years old & below
- PSA Registered Death Certificate of deceased spouse
- Latest Allotment Slip or Last Contract



*See next page*

# RECORDS DEPARTMENT

## OTHER GUIDELINES/BUSINESS RULES:

- Application with incomplete requirements will not be accepted and processed.
- Only valid PSA documents are accepted as requirements for the issuance of the Dependent's ID.
- For Onboard seafarer, PSA CENOMAR (Certificate of No Marriage) is valid until 1 year from the date issued.
- For Not Onboard seafarer, PSA CENOMAR (Certificate of No Marriage) is valid until 3 months from the date issued.
- Dependent's ID cannot be issued if the member doesn't have an AMOSUP Membership ID.
- Photo of the ID holder will be taken on site via webcam/camera

## ID Payment:

- Free for new application.
- Php 50.00 for the 2nd issuance of each lost ID.
- Php 75.00 for the 3rd issuance of each lost ID.
- Php 100.00 for the 4th issuance of each lost ID.

## AMOSUP Dependent ID Sample



Parent's ID Lay-out



Child/Sibling ID Lay-out



Spouse ID Lay-out



Dependent's ID Back Lay-out

*See next page*

# RECORDS DEPARTMENT

## WHAT IS A VERIFICATION SLIP?

A Verification Slip is an approved clearance from AMOSUP records department to ensure the member and the dependent is a bona fide member of the Union and to inform AMOSUP hospitals medical records department on the member's total vessel experience covered by the Union.

## WHO CAN SECURE THE AMOSUP VERIFICATION?

- Dependents who cannot present their allotment slip and dependents ID in the hospital.
- Members who cannot present their Seaman's Registration Book (Seaman's Book) and membership ID in the hospital.
- Or the member has disembarked more than six (6) months from his/her last AMOSUP registered vessel.

## HOW TO ACQUIRE THE AMOSUP VERIFICATION SLIP:

- MEMBERS SHOULD UPDATE AMOSUP RECORD/201 FILE- It is necessary to update your record every time you board an AMOSUP registered vessel. Please update your record within six months from your last disembarkation date and bring your seaman's book or one of the requirements listed above for verification
- Member must present any of the following:
  - Seaman's Book (page w/ last vessel's name and sign off date stamp)
  - Updated Certificate of Sea Service from manning agent

## OTHER GUIDELINES/BUSINESS RULES:

Same procedure as acquiring the member's 201 File, the member must update his/her records first to be able to get a copy of their 201 file.

*Records Department end page*



# AMOSUP

ASSOCIATED MARINE OFFICERS'  
AND SEAMEN'S UNION OF THE PHILIPPINES

