MEMORANDUM CIRCULAR No. 010
(Series of 2004)

TO: ALL CONCERNED

SUBJECT: GUIDELINES ON THE E-SUBMISSION OF CONTRACTS OF FILIPINO SEAFARERS THRU LICENSED MANNING AGENCIES

Pursuant to the e-Link for OFWs program of the Department of Labor and Employment and the thrust of the Administration to streamline processes and documentary requirements in order to facilitate the mobilization of Filipino seafarers to join their foreign going vessels, the contract e-submission shall be implemented by the Seabased Employment Accreditation and Processing Center (SEAPC).

The e-submission system is envisioned to provide licensed manning agencies the electronic tool to submit seafarers’ contracts and accreditation details for electronic processing by the Seabased Employment Accreditation and Processing Center. It shall also cut down transaction delays and human intervention by using a secure computer technology and the internet.

I. REQUIREMENTS

Participating agencies shall maintain a dedicated personal computer with the following minimum specifications:

HARDWARE
- PENTIUM 4 Class (1.8 Gz)
- 256 MB RAM
- 8MB Video RAM
- SVGA Monitor
- 40 GB Standard IDE Drive-Storage

Operating System Software
- Windows 2000
- Windows XP (Home or Professional)

Network
- Stable Internet Connection

UPS
- At least two-minutes power to allow proper Shutdown

Personnel
- IT personnel/team/unit

CONTROLLED AND DISSEMINATED

BY CRO CH: AUG 05 2004
II. MECHANICS ON E-SUBMISSION OF EMPLOYMENT CONTRACTS

The SEAPC shall provide participating agencies with a free Seafarers e-submission software installer. Subject agencies shall provide the SEAPC with a blank CD and a blank diskette for this purpose. Each software installer is designed to be a unique copy containing security and confidential data that can be useful only to the requesting agency and the user's manual.

Participating agencies shall be required to register online using the build in seafarers’ contract e-submission software registration. Upon registration, the SEAPC shall activate the agency’s e-submission mailbox so that it can commence the contract e-submission with the following procedures:

A. Seabased In House Processing thru E-Submission

1. The agency submits to the SEAPC the request for approval of issuance of pre-numbered Overseas Employment Certificates (OECs)

2. The SEAPC issues pre-paid OECs to the agencies availing of the in house e-submission system.

3. The agency encodes the contract particulars and the information sheet of the seafarer (sample copy of the revised info sheet attached).

4. The agency ensures that the OEC number to be applied to a particular seafarer is also encoded.

5. The agency posts the contracts and OEC data to the POEA Seabased database. The bulk of the processing rests in the POEA computer system, which performs the computerized monitoring of the status of the agency, principal, the vessel and the OFW verification from the watchlist.

6. The agency then processes the employment contracts and issues the OECs to hired seafarers.

7. The agency submits to the Central Records Division copies of the set of the following documents processed during the reporting period:

   a. POEA Copy of the OEC
   b. One Page Employment Contract
   c. Full Text of the Standard Employment Contract
B. Regular contract E-Submission

1. Agency encodes the contract particulars and the information sheet of the seafarers (copy of sample revised info sheet attached) and submits the encoded data to the SEAPC thru internet.

2. The Center automatically downloads data and post the same to the POEA seabased data base.

3. The Center then electronically notifies the agency of the result of posting.

4. Agency receives the notification from the Center, which indicates the Request to Process Seafarers (RPS) Number.

5. The agency fills up the e-submit request and monitoring form (copy attached) and presents this to the assessment counter at the Seabased Center.

6. The set of employment contracts (covering page and full text) together with the Seaman's Identification and Record Book (SIRB) shall be presented to the POEA counter for stamping and signature by the designated officer of the Center simultaneous with assessment and payment of fees.

7. As a matter of procedure, agency representative pays the assessed amount/s at the Cashier Counter at the Center within three days from date of posting. Corresponding number of E-receipts are issued for exit clearances of the seafarers. Copies of the One Page Employment Contract and Full Text of the Standard Employment Contract are retained.

III. PARTICIPATION COST

All agencies participating in the in house e-Submission program shall course their request for processing through a service provider that is recognized by POEA. The service provider shall charge a minimal fee of P550.00 for the maintenance of the hosting services of the agency's mailbox per month for 100 contracts to be billed on an annual basis. An incremental cost is charged for contracts submitted beyond the prescribed quota of 100 contracts.
IV. PROJECT DESK HELP

Participants in the e-submission system may still avail of the present system and procedure for contract processing and in house processing scheme.

The Seabased Employment Accreditation and Processing Center shall maintain a project desk help located at the Office of the Director II of the Center to ensure the smooth implementation of the e submission system.

These guidelines shall take effect immediately.

ROSALINDA DIMAPILIS-BALDOZ
Administrator

22 July 2004

Encl.: as stated.
Revised Info sheet
E-Submit Request and Monitoring Form
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR & EMPLOYMENT
PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION
OVERSEAS WORKERS WELFARE ADMINISTRATION
SEAFARER INFORMATION SHEET

ASSESSMENT
OWWA MEMBERSHIP
PROCESSING FEE

PERSONAL DATA

Name:

Birthdate: M D Y Y

Sec: M F

Religion:

Civil Status: S M W

Married

Separated

Permanent Address:

No. / Lot:

Street / Barangay:

Municipality / City:

Province:

Zip Code:

Tin No.:

Contact Address in the Phils.:

Telephone No.:

Foreign Address:

Mother's Passport No.:

Maiden Name:

Highest Educational Attainment:

SRC No.:

CONTRACT PARTICULARS

Name of Principal/Company/Employer:

Address:

Vessel Name:

Registry:

E-Mail Address:

Tel. / Fax No.:

Position:

Contract Duration: mos days

Basic Monthly Salary:

Currency:

Departure Date:

Name of Agency:


BEENEFICARY DATA

Beneficiary Name:

Family Name:

First Name:

Middle Name:

Relationship to Seafarer:

Tel. No.:

Address:

No. / Lot:

Street / Barangay:

Municipality / City:

Province:

Zip Code:

Allottee Name:

Family Name:

First Name:

Middle Name:

Relationship to Seafarer:

Tel. No.:

Address:

No. / Lot:

Street / Barangay:

Municipality / City:

Province:

Zip Code:

MEDICARE DEPENDENTS DATA

Name of Spouse

Birthdate: M D Y Y

Name of Children

Birthdate: M D Y Y

Sex: M F

Status: S M W

Employed: Y N

Single Disabled Children Listed Above

Nature of Disability:

Date Sustained:

M D Y Y

Name of Parent

Birthdate:

Father/Mother:

Employed/Retired:

Signature of Seafarer

Authorized Agency Representative
# E-SUBMIT REQUEST AND MONITORING FORM

**Agency:**

<table>
<thead>
<tr>
<th>NAME OF SEAFARER</th>
<th>POSITION</th>
<th>SALARY</th>
<th>RPS NUMBER</th>
<th>CREW STATUS (Engaged/Re-engaged/Cadet/PRV)</th>
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Prepared by:  
RPS Sent by:  

Signature over printed name  
Agency IT In Charge  

Signature over printed name  
Agency Authorized Signatory  

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POEA use only  

Verified by:  
Control No.:  

Date: