TO

ALL MANNING AGENCIES

SUBJECT: Standard Form of the Contract of Employment for Filipino Seamen Employed in Ocean-Going Vessels

Upon the recommendation of the associations of manning agencies after proper consultations, the following standard format of the Contract of Employment for Filipino seamen employed in ocean-going vessels shall be used by agencies when processing contracts at the Seafarer Contract Processing Division (SCPD) effective 15 April 1984.

Please note that the contract covering page where the parties affix their signatures and Appendix 3 (Crew Contract) where the particulars of salaries/compensation are indicated for evaluation by POEA are printed back-to-back. This is done to ease the amount of paper involved in contract processing as well as to speed up the processing itself. Under the scheme suggested by the associations of agencies which POEA is adopting, only the contract covering page with Appendix 3 duly accomplished shall be submitted in appropriate copies to the Contract Processing Dept. (CPD) when processing contracts for seamen. CPD shall, after evaluation and approval of the compensation package, retain one copy of the contract covering page for its files and return the rest to the agency. The agency shall thereafter furnish the seaman a copy of the duly processed contract covering page and Appendix 3 together with the three other pages of the employment contract stapled into it. For further clarification of the mechanics of contract processing, agencies may get in touch with either Seafarers Accreditation Division or Seafarers' Contract Processing Division.

For information and compliance of all concerned.

4 April 1984.

PATRICIA A. STO. TOMAS
Administrator