MEMORANDUM CIRCULAR No. 32
(Series of 1989)

TO : All Manning Agencies, Shipping Companies, Seabased Principals and Seafarers

SUBJECT : Processing of Seafarers' Employment Contracts During Week-Ends and Holidays

In line with the flexitime scheme prescribed by the Civil Service Commission and in order to provide emergency processing services to manning agencies and shipping companies with immediate deployment on week-ends and holidays, this Administration shall establish a week-end and holiday contract processing machinery effective 04 July 1989.

Contract processing during week-ends and holidays shall be based on the following guidelines:

1. Processing Days : Saturdays and Holidays except Christmas Day, New Year's Day, Holy Thursday and Good Friday

2. Time : 9:00 to 5:00 p.m.

3. Validity period for Travel Exit Pass (TEP) : On the date of departure which falls on a week-end or holiday

4. Payment of Required Fees : Processing fee and Welfund contribution shall be paid immediately on the following working day. A promissory note to this effect executed by an officer of the agency/company shall be submitted as a requirement for processing.
All manning agencies and shipping companies availing of this scheme shall have adequate payrolling system and shall see to the completeness of the documentation requirements including the proper accreditation of their principals and vessels.

Meantime that arrangements are being made with the Philippine Tourism Authority (PTA) concerning the issuance of Travel Exemption Certificate (TEC) on the days specified in this Circular, agencies and companies availing of the scheme shall pay the full travel tax subject to refund upon presentation of the necessary requirements to the PTA.

For the guidance of all concerned.

[Signature]
TOMAS D. ACHACOSO
Administrator