MEMORANDUM CIRCULAR NO. _____
(Series of 1992)

TO: ALL CONCERNED LICENSED/AUTHORIZED AGENCIES/ENTITIES

RE: ACCREDITATION AND CONTRACT PROCESSING PRIVILEGES FOR RECIPIENTS OF AWARDS OF DISTINCTION AND HALL OF FAME

Further to MC No. 29 (Series of 1992) on the implementation of the incentive package for recipients of POEA Performance Awards and in pursuance of the deregulation of accreditation and contract processing requirements, all recipients of Awards of Distinction and Hall of Fame awards shall be entitled to the following:

1. Open Job Order

   All concerned licensed agencies and entities shall be exempted from requesting approval of job orders/crew complement for their accredited foreign principals/employers/enrolled vessels. Aside from the regular requirements for accreditation, only the list of positions and salary rates per principal/vessel shall be submitted for evaluation and approval of the Accreditation Branch.

2. POEA Issuance of Pre-Numbered Overseas Employment Certificates (OECs) to Awardees for their In-House Processing

   The Employment Contracts processing Branch shall issue pre-numbered Overseas Employment Certificates (OECs) upon submission by these concerned agencies and entities of the following:

   a. Letter Request for Pre-Numbered OEC's

   b. Submission of a One-time Undertaking to state that:

      b.1. deployment of OCEWs/seafarers shall be effected only to duly accredited principal/s and/or enrolled vessels and the salary rates applied have been duly approved by the Administration;
b.2. OCWs/seafarers for deployment are with appropriate entry permits or working visas or its equivalent;

b.3. the OCWs/seafarers for deployment are not included in the watchlist;

b.4. OCWs/Seafarers for deployment shall be governed by the terms and conditions of the Master Employment Contract submitted to and approved by the Administration and the individual OCWs/seafarers shall be given copies of employment contracts prior to their departure;

b.5. as Overseas Employment Certificates are accountable forms, the OEC usage and consumption shall be the full responsibility of the agency and that it shall be liable for any loss or misuse thereof;

b.6. Corresponding repatriation bonds are duly secured in the case of individual departing OCWs (individual) as reflected in the deployment list prior to departure;

b.7. Concerned agencies/entities shall be subject to quarterly audit and/or spot inspection on the privilege being enjoyed.

3. OEC Preparation

Concerned agencies and entities shall prepare the individual Overseas Employment Certificates (OECs) for their departing contract workers/seafarers for their accredited principals/projects/enrolled vessels.

Validity of OECs issued by agencies and entities shall be at least one week from the expected date of departure.

Specimen signatures of agencies' entities' authorized signatories to the OEC shall be included in the list of POEA authorized signatories and shall be properly advised to airline companies.

4. Submission of Deployment List at the Labor Assistance Center (LAC)

The Labor Assistance Center (LAC) under this scheme shall collect the following documents for every departure:
4.a. OCWs/Seafarers Deployment List/s by principal/project/vessels and date of departure duly signed by the authorized agency representative (Sample form of deployment list attached). These lists shall be a pre-requisite by LAC in allowing the departure of concerned OCWs/Seafarers.

4.b. LAC copies of OECs

4.c. PDOS Certificate

4.d. For checking purposes and stamping/validation where necessary, valid passport/s, NOE/Employment and air ticket for the land based workers; valid Seaman’s Registration Card and Seaman’s Service Record Book and employment contract for seafarers; and the workers’ copy of OEC for validation.

The LAC shall forward the deployment lists the following day to the Employment Contract Processing Branch for data capture of the processed/deployed OCWs/Seafarers.

5. Monthly Audit on OEC Stock and Usage

Concerned agencies and entities shall submit a monthly report to ECPB on the consumption of OECs issued to them.

Spoiled OECs and/or missing OECs shall be assessed corresponding fees and full travel tax payments.

6. Payment of Processing Fees and Contributions to Overseas Workers Welfare Fund (OWWA)

a. Payment of processing fees and OWWA contributions of processed/deployed OCWs/Seafarers shall be done on a monthly basis.

b. Manager’s checks and cashier’s check shall be honored for payment purposes.

c. Immediately on the first working day of the succeeding month, concerned agencies and entities shall be issued Monthly Order of Payments (MOPs) for Processing Fees and OWWA contributions for their processed/deployed OCWs/seafarers for the previous month based on the Deployment List/s being forwarded by LAC to ECPB.

7. Post Deployment submission of Documentary Requirements to ECPB

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a. The xerox copies of the Official Receipts (ORs) shall be attached to the Monthly Order of Payments (MOPs) being paid for together with the following documentary requirements:

**LANDBASED WORKERS**

- Accomplished OCW Info Sheets for Processed Deployed OCWs
- Accomplished ID Sheets
- Repatriation bond per OCW
- POEA DEC Copies

**SEABASED WORKERS**

- Accomplished Seafarers Info Sheets of Processed/Deployed OCWs
- Accomplished ID Sheets
- POEA DEC Copies

b. As employment contracts and notice of employment shall no longer be submitted for processing, it shall be the responsibility of the agency/entity to provide each contract worker/seafarer a copy of the employment contract duly signed by the worker and employer or where appropriate by the agency stating therein among others, the specific employment particulars reflected in the Deployment List/s duly validated by LAC.

9. QUARTERLY AUDIT OF PERFORMANCE AND SPOT INSPECTION

a. To ensure compliance to those Guidelines, quarterly audit of performance and spot inspection shall be undertaken by the Administration.

b. ECRB-PSO shall conduct close monitoring of compliance with the documentary requirements and undertaking executed on the enjoyment of these incentives.

9. Revocation of Privilege

The Administration reserves its right to recall this privilege and incentive should there be established cases of non-compliance or violations of POEA rules and regulations. Automatic preventive suspension shall be imposed in the case of violation/s of these Guidelines.

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10. Special Processing Cases

Gold lane contract processing facility shall be extended to recipients in the following special cases:

a. Deployment of performing artists to Japan wherein presentation of duly processed individual employment contracts is required in the stamping of employment visas;

b. Deployment of seafarers whose destinations would require visa stamping where presentation of processed individual employment contracts is being imposed by embassies/consulates concerned;

c. Deployment of OCWs/Seafarers to principals/projects/vessels requiring the processing of individual employment contracts by concerned government authorities and are furnished copies thereof, for their official records.

This supersedes all other previous issuances inconsistent herewith.

This Order takes effect immediately.

[Signature]
Manuel G. IMSON
Deputy Administrator
and
Officer-In-Charge

Encl: as stated

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Validated By:

Name & Signature of Authorized Representatives

Name & Signature of LAC Officer

Designation
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