TO: ALL CONCERNED MANNING AGENCIES  
SUBJECT: NEW GUIDELINES ON THE REGISTRATION AND DOCUMENTATION/PROCESSING OF EMPLOYMENT CONTRACTS OF SEAFARERS

In pursuance of the thrust of the Administration to facilitate the mobilization of Filipino seafarers, an enhanced computer and information management system for the registration of seafarers, registration/accreditation of shipping principals and the documentation/processing of employment contracts of seafarers shall be adopted effective 22 August 2006. The following guidelines are hereby issued for the efficient application of the new system:

I. Registration of Seafarers

a. The classification of seafarers registered shall be based on a revised classification standards prepared with reference to the Minimum Requirements and Qualification Standards (MRQS) for Entry and Promotion to Grade of Filipino Seafarers.

b. Additional details on seafarer such as the name of school attended, contact numbers and beneficiaries shall be captured through a revised Seafarers Registration Form and Monitoring Sheet. (attached for reference).

II. Registration / Accreditation of Shipping Principals

The revised system on the registration / accreditation of shipping principals adopts the revised classification standards in recording the crew order of principals.

III. Documentation / Processing of Employment Contracts of Seafarers

a. All agencies currently registered and participating in the In-House Processing System are required to register for the use of the Version 3 of the Enhanced In-House through Electronic Submission System not later than 22 August 2006.

b. Agencies participating in the regular processing system and the Enhanced In-House through Electronic Submission System shall be required to use the revised classification standards prepared with reference to the Minimum Requirements and Qualification Standards (MRQS) for Entry and Promotion to Grade of Filipino Seafarers in classifying the seafarers they submit for documentation / processing.
A copy of the classification table is attached for reference. A soft copy of the table is likewise included in the installation CD of the Enhanced In House e Submit System and may be printed by the participating agencies.

c. The POEA database shall capture the classification based on the revised standards. However, agencies may indicate in the seafarers contract the position classification required by the principal together with the classification under the revised standards (e.g. AB General / Able Seaman).

d. Agencies documenting their seafarers through the regular processing system shall avail of the above program in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Agency name starting with</th>
<th>Shall be registered by:</th>
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<tbody>
<tr>
<td>A - F</td>
<td>Sept. 30</td>
</tr>
<tr>
<td>G - L</td>
<td>October 31</td>
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<tr>
<td>M - R</td>
<td>Nov. 30</td>
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<td>S - Z</td>
<td>Dec. 31</td>
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</tbody>
</table>


e. The following are the documentary requirements for the registration with the Enhanced In-house e-Submit System:

a. letter request from agency
b. specimen signatures of the agency’s signatories authorized to sign the employment contract, OEC, SIRB validation, guarantee undertaking, and other documents related to in-house processing
c. specimen of rubber stamps to be used for processing the employment contracts and for SIRB validation
d. affidavit of undertaking ensuring compliance to the requirements of the program and assuming responsibility for the use of the OEC
e. duly accomplished contract with the service provider, Apollo Technologies, Inc.

f. Agencies using the regular processing system shall use the attached information sheet which captures additional details on the seafarers.

For compliance.

ROSALINDA DIMAPILIS-BALDOZ
Administrator

11 August 2006
PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION
OVERSEAS WORKERS' WELFARE ADMINISTRATION
PHILIPPINE HEALTH INSURANCE CORPORATION

INFORMATION SHEET

DO NOT WRITE ON THIS SPACE
(For POEA, OWWA, Philhealth Use Only)

CG No: __________________________
RFP No: __________________________
Assessment No: __________________________
Assessed Amount: __________________________
POEA: __________________________
OWWA: __________________________
PHILHEALTH: __________________________

I. PERSONAL DATA

Name (Family Name (Apelyido) First Name (Pangalan) Middle Name (Gitnang Apelyido) __________ __________ __________
Address in the Philippines: (Tirahan): __________________________
Telephone No: __________________________ Cellphone no: __________________________ e-mail address: __________________________ Date of Birth: ________________ Sex: [ ] M [ ] F Civil Status: [ ] Single [ ] Widowed [ ] Married [ ] Separated
Place of Birth: ____________________________ Passport No: __________________________ Highest Educational Attainment: __________________________ Name of Spouse (if married): __________________________ Mother's Full Maiden Name: __________________________ Legal Beneficiaries (Mga tatanggap ng benepisy o mula sa OWWA) __________________________
Name: __________________________ Relationship to Worker: __________________________ Address: __________________________

Allottee (Itinalaga na padadalhan ng bahagi ng sahod ng OFW/Seafarer)

Legal Dependents (Mga tatanggap ng benepisy o mula sa Philhealth):

<table>
<thead>
<tr>
<th>Name of Spouse/Children/Parent</th>
<th>Sex</th>
<th>Relationship of Dependent to Worker</th>
<th>Date of Birth</th>
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</thead>
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II. CONTRACT PARTICULARS

Name of Principal / Company / Employer: __________________________
Address: __________________________ e-mail address: __________________________
Jobsite/Country of Destination: __________________________ Tel No: __________________________
Position of OFW/Seafarer: __________________________ Contract Duration: __________ month,
Monthly Salary: __________________________ Currency: __________________________
Last date of arrival in the Phils. of the OFW balik-manggagawa/seafarer: __________________________
Date of scheduled departure / return of balik-manggagawa to the jobsite: __________________________

Name of Philippine Recruitment/Manning Agency (if applicable): __________________________

I hereby certify that the above statements are true and correct and further declare that the above-named dependents have not been declared by my spouse/brother/sister. (Ako ay nagpapatunay na ang nasa itaas na pahayag ay totoo at tama at dagdag kong inihahayag na ang mga nasabing makikinabang sa itaas ay hindi inihayag ng aking asawa o kapatiid)