ADVISORY No. 33
Series of 2019

TO	:	**ALL LANDBASED HIRING AGENCIES** **POEA FRONTLINE UNITS/OFFICES**
SUBJECT	:	**PROCEDURES FOR INSTALLING THE POEA ONLINE PROCESSING SYSTEM FOR LANDBASED (POPS-LaB)**

Due to the invalid transactions encountered using the payment module of the e-Contracts System, that affected thousands of landbase deployments since 19 October 2019, we are pleased to announce the deployment of the **POEA Online Processing System for Landbased** (POPS-LaB). This enhanced system will allow the processing and payment of landbase contracts, and the printing of the corresponding OEC, to resume. The procedures for the installation of said system are attached as per Annex "A".

To ensure quality of performance, this system has specific requirements. Not complying with the same may cause the system to behave differently.

For a smooth transition, we recommend that contracts already evaluated and/or for payment, should continue with their present track of manual payment. While those contracts that have not yet undergone evaluation should be processed using the POPS-LaB.

Contracts that have already been evaluated and classified as *"For Manual Payment"* under the old e-Contracts System shall be reclassified as *"For Payment"* under the POPS-LaB, to allow the concerned hiring agencies to pay for the same using the latter.
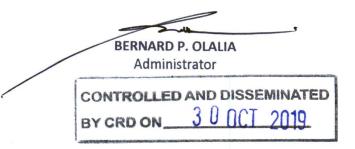
The deployment of POPS-LaB is under test conditions. Hence, it is highly probable that errors will be encountered. Provide the ICT Branch with your comments/experiences encountered in using the new system so that we can further calibrate it to optimum efficiency level. Use the HelpDesk for this purpose.

For all other evaluation concerns not related to the POPS-LaB, kindly refer the matter to the Landbase Center for proper guidance.

A separate system shall be deployed for seabased agencies and shall be announced at a later time.

For your compliance.

Issued on the 30th of October 2019, Mandaluyong City.

BERNARD P. OLALIA
Administrator

ANNEX "A"
PROCEDURES FOR INSTALLING THE POEA ONLINE PROCESSING SYSTEM
FOR LANDBASED (POPS-LaB)
October CY2019

A.   INSTALLATION

1)   Systems requirements:
   a)   Windows 10 Operating System
   b)   Screen resolution must be 1920 x 1080, to accommodate long forms
   c)   Stable Internet Connection

2)   Download the zip file (installer.zip) located at the POEA Helpdesk website and save it in your (C:) drive or system directory:

   http://apps.poea.gov.ph/popslb/

3)   After the download, perform the following tasks:
   a)   Install 32-bit Crystal Report installer file [CRRuntime_32bit_13_0_22]
   b)   Install 64-bit Crystal Report installer file [CRRuntime_64bit_13_0_22]
   c)   Unzip the file [POPSLB.rar]
   d)   Install setup.exe

4)   DO NOT DOWNLOAD the enhanced system into a machine/device/PC that you do not intend to use or will phase-out at a later time. Copy the downloaded file to the intended computer/machine/device for contract processing. Machine finger printing shall be enforced, to ensure a *"One PC - One Program"* ratio.

B.   PROCESSING LANDBASED CONTRACTS

Open the new system, then log-in using your POEA HelpDesk credentials.

1)   NEW CONTRACTS

   1.1)   On the Main Menu, click [CREATE CONTRACT]
   1.2)   Select the [Principal], click [NEXT], then select the [Job Order], click [NEXT], then select the [Skill], click [NEXT]
   1.3)   Type the [eRegistration No.], [Last Name], and [First Name], then click [NEXT]
   1.4)   Review the details shown, then click [I Accept Terms and Conditions], then Click [Proceed to Processing]
   1.5)   Enter the appropriate data, the click [CREATE CONTRACT]
   1.6)   IF the result is [FOR EVALUATION], then click [Print Evaluation Form] then proceed to the appropriate office for evaluation
   1.7)   IF the result is [PAYMENT OPTIONS], then click [Make Payment]. Kindly ENSURE that all details are correct prior to making payments. An error at this juncture may result in wrongful payment. In such case, kindly use the HelpDesk to document the matter. While the issue of wrongful payment has to be raised with the concerned branch Land Bank of the Philippines
   1.8)   Print the OEC

2) FOR PAYMENT

Contracts that have been evaluated already and the status is payment.

2.1) On the Main Menu, click [CONTRACTS FOR PAYMENT]
2.2) Select the contract that you want to process then click [MAKE PAYMENT]
2.3) Review the payment assessment before paying
2.4) If all details are correct, click [MAKE PAYMENT] to proceed with the payment.
2.5) Print the OEC

3) FOR PRINTING

Facility to print completed and paid contracts.

3.1) On the Main Menu, click [COMPLETED CONTRACTS]
3.2) Searching of contracts is possible with the following criteria:
  • Process Date
  • Category (First Name, Last Name, Principal, Position)
  • Keyword
3.3) Select the contract that you want to process and click [PRINT OEC]
3.4) Print the OEC

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