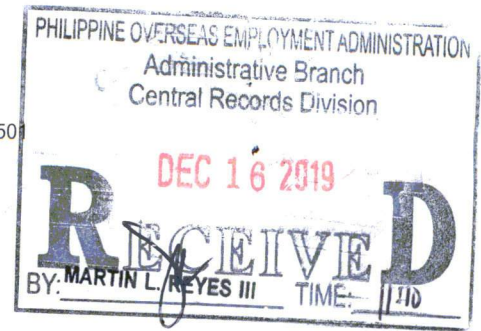




Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1500
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Hotlines: 722-1144, 722-1155



ADVISORY No. 40
Series of 2019

TO : ALL LICENSED MANNING AGENCIES

**SUBJECT : PROCEDURES FOR INSTALLING THE POEA ONLINE
PROCESSING SYSTEM FOR SEABASED (POPS-Sea)**

In order to facilitate the processing of contracts of seafarers, all licensed manning agencies are advised to install and use the **POEA Online Processing System for Seabased (POPS-Sea)**, beginning 16th December 2019. Attached are the procedures and technical requirements, for guidance.

This enhanced version of the system will allow the manning agencies to process online contracts of seafarers including on-board contracts, printing of OEC's and payment of the required fees and charges.

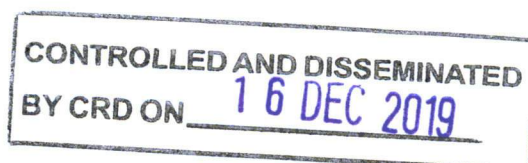
To ensure quality performance, this system has specific technical requirements. Non-compliance with the same may cause the system to malfunction.

The deployment of POPS-Sea is under test conditions. Should there be any problems, promptly report the same to the ICT Branch using your HelpDesk account, for appropriate action.

For compliance.

Issued on the 9th day of December 2019, Mandaluyong City.

BERNARD P. OLALIA
Administrator



ANNEX "A"
**PROCEDURES FOR INSTALLING THE POEA ONLINE PROCESSING SYSTEM FOR SEABASED
(POPS-SEA)**

December CY2019

A. INSTALLATION

1. System Requirements:

- OS Windows 10
- Browser (Preferably Google Chrome)
- Internet Connection (Fast & Stable, at least 5mbps)

2. POPS-SEA URL:

- <http://apps.poea.gov.ph/helpdeskv5/Public/myHome.aspx>
- Login using your POEA Helpdesk username and password

3. User Accounts:

- POEA Helpdesk credentials will be used to access the system
- Maximum of 3 accounts per agency
- Machine finger printing shall be enforced, to ensure "**One PC – One Program**" ratio
- e-Services accounts will no longer be used when POPS-SEA is launched

4. Machine Finger Printing:

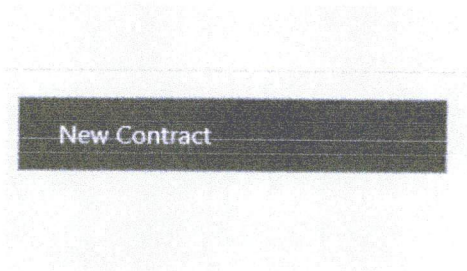
- Login to the Helpdesk v5 site
- Click the Menu Bar button located at the top right corner of the site
- Click POEA Online Processing System
- Click New Contract Button
- An [Authorization Failed! System Registration Required] message will appear, all you must do is:
 - a. Click HOME button
 - b. Logout of the site
 - c. Login again
 - d. Your machine is now fingerprinted. You can now use the system

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B. PROCESSING SEABASED CONTRACTS

1. NEW CONTRACT:

1.1. Click [NEW CONTRACT]



1.2. Select the [PRINCIPAL], then select the [VESSEL], then select the [POSITION]

Create Contract

Search:
Principal

Record Count: 44

Principal	ID	Accreditation ID
Select PAR		
Select LAN		

SAMPLE

Create Contract

Search:
Vessel Name

Record Count: 1

Vessel	Type	Department	Flag of Registry	Flag ID	ID
Select SH8					

SAMPLE

Create Contract

Search:
Position

Record Count: 2

Position	Basic	Overtime	Leave	ID	CID	SN	CCID
Select MES							
Select CRE1							

SAMPLE

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1.3. Type the [REGISTRATION NO.], [LAST NAME], and [FIRST NAME], then click [SEARCH]

Create Contract

Search Registration:

Registration No

First Name

Last Name

Search

1.4. Review the details shown, then Click [PROCEED CONTRACT PROCESSING]

Create Contract

Search Registration: 2: SAMPLE
E: SAMPLE
M: SAMPLE

Search

Watchlist Evaluation:

- ✓ Seafarer Watchlist Cleared.
- ✓ Principal Watchlist Cleared.
- ✓ Identification Details Complete.
- ✗ OWWA Not found.

eRegistration Number: 201803201097

First Name: EARL DANIEL
Middle Name: UNGSOD
Last Name: MAURICIO
Suffix:

Birth Date: 1990-05-15
Age: 29
Gender: Female
Civil Status: Married

Passport: where
Expiry Date: 2100-12-15

Identification Details:

Identification	ID No.	Issue Date	Expiry Date
PASSPORT	where	5/15/2019 12:00:00 AM	12/15/2100 12:00:00 AM
SEAMAN'S BOOK (SIRB)	seamanbook1	11/4/2019 12:00:00 AM	1/2/3000 12:00:00 AM

Proceed Contract Processing

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1.5. Enter the appropriate data/s, then click [ACCEPT AND PROCEED TO CREATE CONTRACT]

Create Contract

Contract Details

Principal Name: Vessel: Registry:

Vessel Type: Position: Crew Status:

CBA:

Duration Months: Duration Days: Extension Plus: Extension Minus:

Salary Details

Basic Pay: Currency: Period:

Leave Pay: Currency: Period:

Overtime Pay: Currency: Period:

Terms and Agreements

1.6. IF the result is [FOR EVALUATION], copy the RFP No. and include it in the documents when submitting the documents to the appropriate office.

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1.7. IF the result is [PAYMENT], review the payment assessment before paying.

Create Contract

Assessment

2019121866275

Select Mode of Payment: Landbank

OWWA Rate: 1268.00 No OWWA Membership

POEA Fee: 200.00

TOTAL: 1468.00

Continue

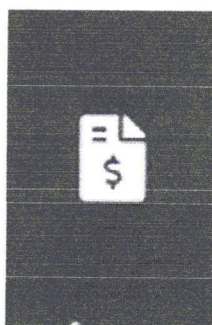
1.8. If all details are correct, click [CONTINUE] to proceed with the payment.

1.9. Print the OEC.

2. FOR PAYMENT:

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

2.1. On the Main Menu, click [FOR PAYMENT]



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2.2. Select the contract that you want to process then click [PAY]

Contract For Payment

Search
RFP Number

Search Result

RFP/RFS No	Last Name	Vessel Name	Principal Name	Position	Duration
2	SAMPLE			ABSEINIAN	6 Months, 0 Days, +0, -0
2				SECOND MATE	4 Months, 0 Days, +2, -0
2				WIPER	9 Months, 0 Days, +1, -0
2				ABLE SEAMAN	6 Months, 0 Days, +3, -0
2				SECOND MATE	5 Months, 0 Days, +2, -0
2				CILLER	9 Months, 0 Days, +1, -0
2				ORDINARY SEAMAN	9 Months, 0 Days, +3, -0
2				ABLE SEAMAN	5 Months, 0 Days, +3, -0

2.3. Review the payment assessment before paying.

Contract Details

RFP Number: 2

Principal: N

Vessel: N Flag: P

Position: SECOND MATE Contract Duration: 6 Months, 0 Days, +3, -0

Basic Pay: 750.00 US DOLLAR/Month

First Name: Middle Name: Last Name:

Birth Date:

Payment Assessment

POEA Fee: 100.00 OWWA Renewal Date: 08-15-2019

OWWA Fee: 1288.75 Select Mode of Payment: Landbank

TOTAL: 1388.75

ReAssess Contract
Pay

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2.4. You can also check if the OWWA Payment is now reflected by click
[REASSESS CONTRACT]



2.5. If all details are correct, click [PAY TO LANDBANK] to proceed with the
payment.



2.6. Print the OEC.

3. FOR CONTRACT UPLOADING

3.1. On the Main Menu, click [FOR CONTRACT UPLOADING]

3.2. Select the RFP No. that you want to upload a contract then click [UPLOAD]

3.3. Select the image file, then click [UPLOAD], if it is successful the image will be
instantly viewed at the right side of the popup

3.4. Files must be in JPG/JPEG format and less than 2MB in size

4. COMPLETED CONTRACTS:

Facility to print completed contracts

4.1. On the Main Menu, click [COMPLETED CONTRACTS]

4.2. Fill up the fields of [FIRST NAME] and [LAST NAME], then click [SEARCH]

4.3. Select the contract that you want to process then click [PRINT]

4.4. Print the OEC

5. FOR AMMENDMENT

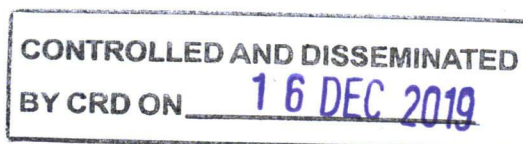
5.1. On the Main Menu, click [AVAILABLE FOR AMMENDMENT]

5.2. Fill up the fields of [FIRST NAME] and [LAST NAME], then click [SEARCH]

5.3. Select the contract you want to process, then click [AMMEND]

5.4. Select your transaction:

5.4.1.1.[PROFILE AMMENDMENT] if the changes only include the profile of the
seafarer. Please make sure that the seafarers eRegistration Profile is
already updated before proceeding with this type of amendment.



5.4.1.1.1. Review all the details

5.4.1.1.2. Then click [UPDATE]

5.4.1.2.[CONTRACT AMMENDMENT] if the changes only include the contract details of the seafarer.

5.4.1.2.1. Select the [PRINCIPAL], then select the [VESSEL], then select the [POSITION]

5.4.1.2.2. Review all the details

5.4.1.2.3. Then click [PROCEED]

5.4.1.2.4. Review the payment assessment before paying.

5.4.1.2.5. Click [PAY TO LANDBANK] to proceed with the payment.

5.4.1.2.6. Print the OEC.

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BY CRD ON 16 DEC 2019