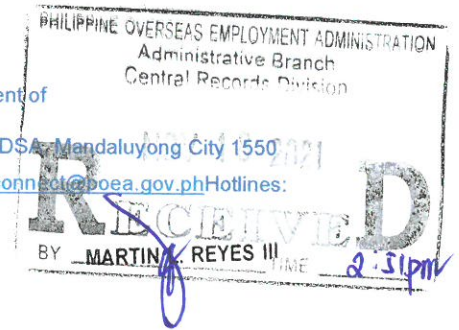




Philippine
Overseas
Employment
Administration

Republic of the Philippines Department of
Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1550
Website: www.poea.gov.ph E-mail: conn.net@poea.gov.ph Hotlines:
8722-1144, 8722-1155



ADVISORY No. 153
Series of 2021

TO : **ALL SEABASED AGENCIES**

SUBJECT : **IMPLEMENTATION OF SEABASED ONBOARD PROCESSING**

As part of our continued efforts to improve the automation of OEC processing for seafarers, the ICT Branch has developed an **On-Boarding Module** for the purpose.

The **On-Boarding Module** is a module of the POEA Online Processing Systems for Sea-based (POPS-Sea) that allows seabased agencies to process online, the extension of contract of their on-board seafarers. The system will be accessible to the client-seabased agencies through their HelpDesk account.

The **On-Boarding Module** shall be launched on 24 November 2021.

In view thereof, the ICT Branch shall conduct a brief hands-on orientation/training for all seabased agencies on how to use the subject module. The 30 to 45-minute orientation/training shall be conducted at the 6th floor Multi-Purpose Hall on 19 November 2021 starting with the following time slots:

- 10:00 am – 10:45am – First Session
- 11:00am – 11:45am – Second Session
- 1:00pm – 1:45pm – Last Session

Attendees only need to choose one time slot and each participant must bring their own laptop.

The procedures for onboard processing is attached herewith as per Annex "A".

Issued this 16 November 2021.


BERNARD P. OLALIA
Administrator



Annex "A"

Procedure of On-board processing:

- Step 1. Login to your helpdesk account.
- Step 2. Go to contract processing module.
- Step 3. Go to completed contract.
- Step 4. Search the name of seafarers.
- Step 5. Click Onboard button.
- Step 6. Search principal, click select
- Step 7. Search Vessel, click select
- Step 8. Search Position, click select
- Step 9. Encode effectivity date of new contract and number of months for extension, click proceed.
- Step 10. System will generate RFP.
- Step 11. Click choose file to be able to upload the new contract, then click upload.
- Step 12. After evaluation, RFP can be pay through landbank or POEA cashier
- Step 13. After payment, print new OEC.

CONTROLLED AND DISSEMINATED
BY CRD ON NOV 18 2021