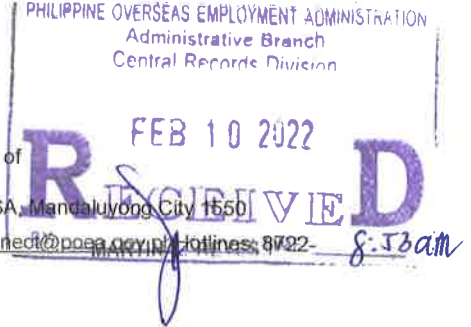




Philippine
Overseas
Employment
Administration

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: connect@poea.gov.ph Hotlines: 8722-
1144, 8722-1155



ADVISORY No. 10
Series of 2022

TO : ALL CONCERNED
**SUBJECT : LAUNCHING AND IMPLEMENTATION OF POEA ONLINE
PROCESSING SYSTEM FOR DIRECT HIRE**

As part of the Administration's continuous effort to improve efficiency and simplify the process of issuing Overseas Employment Certificate (OEC) to direct-hire OFW, a new online processing system, was launched and implemented last 25 January 2022.

This system officially known as the **POEA Online Processing System for Direct-Hire (POPS-Direct)**, can be access by the applicants/workers/OFW through their E-Registration account in the POEA Online Services portal.

IN VIEW THEREOF, All Direct-Hire applicants can now use the said system and process their payment at the Cashier located at 5th floor. The PAG-IBIG cashier located at 2nd floor will now cater all Landbased Agency for their manual processing effective last 25 January 2022.

The procedure for Direct-Hire applications is prescribed herein as per "Annex A".

Having an E-Registration account is imperative, in order to access the online processing of direct-hire.

For your E-Registration account, kindly follow these rules:

1. One (1) OFW, One (1) E-Registration Account only.
2. Ensure that you only provide correct/factual information and always check your details before submitting your personal information. Submitted information cannot be manually changed/corrected/edited, such as: Name, Gender, Birthday and Email Address.
3. Request to correct any of the above mentioned critical personal information shall be done by filing an electronic ticket under POEA Helpdesk, accessible at: onlineservices.poea.gov.ph

For the information and guidance of all concerned.

Issued this 25 January 2022, Mandaluyong City


BERNARD P. OLALIA
Administrator

RECEIVED
FEB 10 2022



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"ANNEX A"

Procedures of the new Direct-Hire Processing:

1. Login to E-Registration account on onlineservices.poea.gov.ph
2. Click **Direct-Hire** on the right corner of the dashboard page.
3. On the **Direct-Hire Dashboard**, click the **My Application**.
4. Fill-up the form of the necessary information then, click the **Submit Application button**.
5. Click the **Upload File** to attach the needed documents.
 - a. In case of uploading wrong documents, click the **Remove button**.
6. After uploading the documents, click **Submit Document button**.
7. Uploading of documents for Phase II will be available after your application is evaluated.
8. Check the **Action Taken** to monitor the evaluator remarks.
9. Check the **status of your application** on the system, you will see the schedule for **physical appearance** and **submission of the original documents** after the **approval** and **issuance of clearance**.
10. After evaluation of original documents, pay the processing fee at the **cashier** located at 5th floor.
11. After payment **login** again on your **E-Reg account**, go to **Direct Hire**, click **My Application**, then click the **Print OEC button**.