



**Philippine  
Overseas  
Employment  
Administration**

Republic of the Philippines  
Department of Labor and Employment  
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MEMORANDUM CIRCULAR NO. 05  
(Series of 2008)

TO : ALL LICENSED MANNING AGENCIES, ACCREDITED SHIPPING COMPANIES AND SEAFARERS CONCERNED

SUBJECT : PROCESSING OF SEAFARERS' EMPLOYMENT CONTRACTS DURING WEEK-ENDS AND HOLIDAYS

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In order to facilitate the mobilization of Filipino seafarers on week-ends and holidays, the following guidelines shall be observed in the processing of their documents at the Labor Assistance Center (LAC) of the Ninoy Aquino International Airport :

1. Licensed manning agencies and seafarer/s shall submit a request for processing together with the complete documentary requirements at LAC Terminal 1. Seafarers who will depart through the Centennial International Airport or the NAIA 3 shall also be processed and cleared at LAC Terminal 1. Seafarers are advised to seek LAC clearance at least four (4) hours prior to departure.
2. The authorized representatives of the agencies or the concerned seafarer/s shall submit the following requirements :
  - a. Letter request for processing (2 copies)
  - b. Request for Processing Form (RPF – 2 copies)
  - c. Standard employment contract together with the one-page contract (3 copies)
  - d. Valid Seafarer's Identification and Record Book (SIRB)
  - e. Valid Seafarer's Registration Card (SRC)
  - f. Duly filled up Information Sheet
  - g. Copy of fax message from the principal on the urgent dispatch of the required crew
  - h. Confirmed ticket together with photocopies
  - i. Certificate of Attendance to Pre-Departure Orientation Seminar (PDOS)
  - j. Notarized Undertaking to the effect that :
    - j.1. the seafarer/s is/are to leave within Saturday, Sunday and Monday morning or that particular holiday
    - j.2. that the agency received the request for urgent dispatch of the required crew at a time when the agency can no longer process at the SEAPC due to short notice particularly falling after office hours of the last working day of the week, on week-ends and on holidays
    - j.3 any misrepresentation committed by the agency shall be penalized by suspension of license after due investigation in accordance with the POEA Rules and Regulations

**CONTROLLED AND DISSEMINATED**  
BY CRD ON AUG 22 2008

3. Processing fee of Two Hundred Fifty Pesos (P250.00) per seafarer shall be collected by LAC personnel who are hereby designated Collecting Officers. The OWWA personnel assigned at the NAIA shall collect the corresponding welfare fund contribution. The Overseas Employment Certificate (OEC) shall be issued to the departing seafarer/s upon payment of the corresponding fees.
4. The LAC shall endorse to the SEAPC the processed documents together with copies of official receipts for the payment of processing fee and OWWA contribution on the following day. These documents shall be accompanied by log sheet on processed documents and OECs issued for encoding and updating of seafarers' records in the database.

This Circular supersedes Memorandum Circular No. 63, Series of 1992 and all other issuances inconsistent herewith. It shall take effect immediately.

For compliance.

  
ROSALINDA DIMAPILIS BALDOZ  
Administrator

August 12, 2008