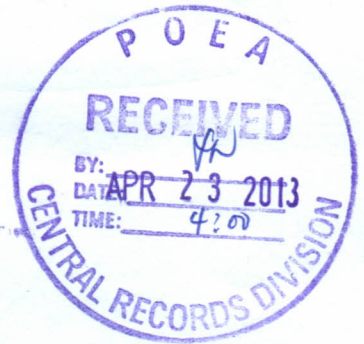




**Philippine  
Overseas  
Employment  
Administration**

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501

Website: [www.poea.gov.ph](http://www.poea.gov.ph) E-mail: [info@poea.gov.ph](mailto:info@poea.gov.ph)  
Hotlines: 722-1144, 722-1155



**MEMORANDUM CIRCULAR NO. 06**  
Series of 2013

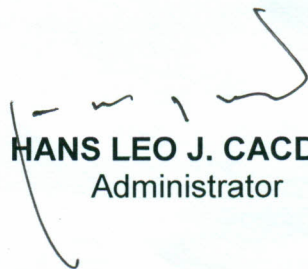
**Subject : Re-issuance of Manning Agency Licenses under the Provision of the 2006 Maritime Labour Convention (MLC 2006) of the International Labour Organization**

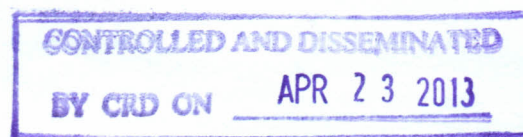
In view of the need to certify the recruitment and placement services of licensed manning agencies as required by MLC 2006, all licensed manning agencies are required to submit application for re-issuance of their license together with the attached Undertaking of Compliance (UOC), under oath, on or before 24 May 2013 to the Licensing and Regulation Office. The UOC shall undergo a process of validation through inspection on a date to be scheduled by the POEA.

Agencies which will fail the validation process shall be allowed to re-submit their application for re-issuance as required by this Circular only after a period of fifteen (15) days from the date of the first / preceding inspection.

This Circular takes effect immediately.

For strict compliance.

  
**HANS LEO J. CACDAC**  
Administrator



**Undertaking of Compliance with the Maritime Labour Convention 2006**

I, \_\_\_\_\_, of legal age, Filipino Citizen, with office address at \_\_\_\_\_, after being duly sworn to in accordance with law hereby depose and say that:

I am the President / Chief Executive Officer of \_\_\_\_\_, a company duly organized under the laws of the Philippines and a manning agency duly licensed by the Philippine Overseas Employment Administration (POEA) to recruit and deploy seafarers for employment on ocean-going ships;

The company is applying for the re-issuance of its manning agency license to comply with the pertinent provisions of the Maritime Labour Convention 2006;

Pursuant to the requirement for re-issuance of the manning agency license, an Undertaking of Compliance to MLC 2006 is required for submission and validation by the POEA;

In compliance with the abovementioned requirement, the company hereby declares that the following services are provided to all seafarers registered, recruited and deployed to its accredited principals and ships;

1. Information service on the NO PLACEMENT FEE Policy;
2. Documentation of procedures for the registration, recruitment, selection and deployment of seafarers;
3. Endorsement only of pre-selected seafarers for medical examination to DOH accredited hospitals/clinics duly designated by the company/manning agency without cost to the seafarers;
4. Employment / deployment only of seafarers that:
  - a. have passed the qualification requirements of the employer
  - b. have passed the prescribed medical examination
  - c. possess valid certificates of competency/proficiency for duties on board ship
5. Maintenance of a confidential registry of recruited seafarers which contains, among others:
  - a. Personal Data
  - b. Qualifications/Competencies
  - c. Record of Employment
  - d. Medical Data relevant to employment
6. Employment only of qualified recruitment and selection staff with relevant sea-service experience and have relevant knowledge of the maritime industry, including the relevant maritime international instruments on training, certification and labour standards;
7. Implementation of the Standards Employment Contract (SEC) for all recruited and deployed seafarers;

8. Orientation of seafarers of their rights and duties under the SEC and collective bargaining agreements, where applicable;
9. Maintenance of an in-house welfare services/in-house grievance machinery unit to respond to complaints of seafarers and their families;
10. Implementation of a Pre-Departure Orientation Seminar (PDOS) program pursuant to the standards prescribed by the Overseas' Workers Welfare Administration, including the information regarding possible problems that may be encountered when employed on ships that flies the flag of a state that has not ratified the Convention;
11. Implementation of an in-house maritime training program (indicate, if any); and,
12. Implementation of a special PDOS specific to principals'/employers company policies and ships' technical information/requirements (indicate, if any).

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_, day of \_\_\_\_\_, 2013 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Printed Name and Signature of Affiant

SUBSCRIBED AND SWORN to before me in the City of \_\_\_\_\_, Affiant exhibiting to me his/her Residence Certificate No. / Passport No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

WITNESS MY HAND AND SEAL on the place and date above-written.

\_\_\_\_\_  
Notary Public

Doc. No. : \_\_\_\_\_  
Page No. : \_\_\_\_\_  
Book No. : \_\_\_\_\_  
Series of \_\_\_\_\_

Republic of the Philippines)  
City of \_\_\_\_\_ ) S.S.

**Undertaking of Compliance with the Maritime Labour Convention 2006**

I, \_\_\_\_\_, of legal age, Filipino Citizen, with office address at \_\_\_\_\_, after being duly sworn to in accordance with law hereby depose and say that:

I am the President / Chief Executive Officer of \_\_\_\_\_, a company duly organized under the laws of the Philippines and a manning agency duly licensed by the Philippine Overseas Employment Administration (POEA) to recruit and deploy seafarers for employment on ocean-going ships;

The company is applying for the re-issuance of its manning agency license to comply with the pertinent provisions of the Maritime Labour Convention 2006;

Pursuant to the requirement for re-issuance of the manning agency license, an Undertaking of Compliance to MLC 2006 is required for submission and validation by the POEA;

In compliance with the abovementioned requirement, the company hereby declares that the following services are provided to all seafarers registered, recruited and deployed to its accredited principals and ships;

1. Information service on the NO PLACEMENT FEE Policy;
2. Documentation of procedures for the registration, recruitment, selection and deployment of seafarers;
3. Endorsement only of pre-selected seafarers for medical examination to DOH accredited hospitals/clinics duly designated by the company/manning agency without cost to the seafarers;
4. Employment / deployment only of seafarers that:
  - a. have passed the qualification requirements of the employer
  - b. have passed the prescribed medical examination
  - c. possess valid certificates of competency/proficiency for duties on board ship
5. Maintenance of a confidential registry of recruited seafarers which contains, among others:
  - a. Personal Data
  - b. Qualifications/Competencies
  - c. Record of Employment
  - d. Medical Data relevant to employment
6. Employment only of qualified recruitment and selection staff with relevant sea-service experience and have relevant knowledge of the maritime industry, including the relevant maritime international instruments on training, certification and labour standards;
7. Implementation of the Standards Employment Contract (SEC) for all recruited and deployed seafarers;

8. Orientation of seafarers of their rights and duties under the SEC and collective bargaining agreements, where applicable;
9. Maintenance of an in-house welfare services/in-house grievance machinery unit to respond to complaints of seafarers and their families;
10. Implementation of a Pre-Departure Orientation Seminar (PDOS) program pursuant to the standards prescribed by the Overseas' Workers Welfare Administration, including the information regarding possible problems that may be encountered when employed on ships that flies the flag of a state that has not ratified the Convention;
11. Implementation of an in-house maritime training program (indicate, if any); and,
12. Implementation of a special PDOS specific to principals'/employers company policies and ships' technical information/requirements (indicate, if any).

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_, day of \_\_\_\_\_, 2013 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Printed Name and Signature of Affiant

SUBSCRIBED AND SWORN to before me in the City of \_\_\_\_\_, Affiant exhibiting to me his/her Residence Certificate No. / Passport No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

WITNESS MY HAND AND SEAL on the place and date above-written.

\_\_\_\_\_  
Notary Public

Doc. No. : \_\_\_\_\_  
Page No. : \_\_\_\_\_  
Book No. : \_\_\_\_\_  
Series of \_\_\_\_\_