



**MEMORANDUM CIRCULAR NO. 02  
(Series of 2014)**

**TO :** All Licensed Manning Agencies  
**SUBJECT :** Interim Implementation of the POEA-BI 'One-Stop OEC Validation System' for Departing Seafarers at NAIA Terminal 3  
**DATE :** 24 February 2014

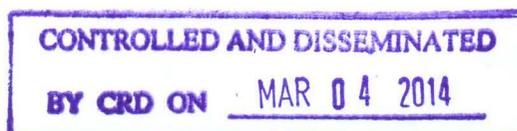
Pursuant to the Memorandum of Agreement (MOA) between the Philippine Overseas Employment Administration (POEA) and the Bureau of Immigration (BI), the '**One-Stop Overseas Employment Certificate (OEC) Validation System**' has been developed and implemented by interconnecting the POEA OFW Database and the BI Border Control Information System (BCIS). The new system, which has been implemented at the NAIA Terminal 3 since 23 January 2014 for landbased workers, simplifies departure formalities for OFWs through an interconnected POEA and BI online facilities.

Beginning 5 March 2014, the system shall be similarly applied to all seafarers departing from NAIA Terminal 3. Consequently, the "drop box" data collection system under Memorandum Circular No. 1, series of 2012 and Advisory No. 18, Series of 2012, will no longer apply for seafarers exiting at Terminal 3. The document processing at the LAC during weekends is likewise lifted at said terminal on such date.

In order to ensure the smooth implementation of the system for seafarers, all manning agencies are hereby enjoined to properly observe the procedures in documenting their seafarers particularly those processed under the E-submission and in-house processing facilities. Failure to observe the conditions on processing of the documents of the seafarers may cause unnecessary delay in the departure of seafarers or result in their offloading.

The following interim departure formalities will be observed:

1. After completing airline check-in requirements and terminal fee exemption verification, the departing seafarer shall proceed to immigration counters for border control clearance.
2. Immigration officers at primary inspection counters shall verify the seafarer's travel documents through the POEA-BI integrated system. If the documents are in order, the seafarer will be cleared for departure, unless the immigration officer denies departure based on any derogatory record

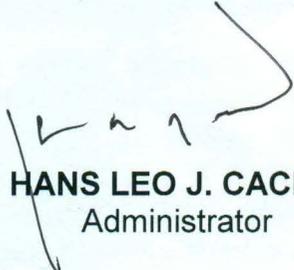


found in its BCIS. If the information of the departing seafarer is not found in the integrated system, the seafarer will not be cleared for departure and will be referred to the LAC for further verification. The LAC will stamp the seafarer's OEC if the seafarer's documents are found to be in order to indicate he is cleared for departure.

All deploying manning agencies are instructed to advise accordingly all seafarers departing through NAIA Terminal 3.

Subsequent advisories will be issued regarding the application of the new system at NAIA Terminals 1, 2 and 4. In the meantime, all seafarers departing through said terminals shall continue to use the 'drop box system' until further notice.

For strict compliance.

  
**HANS LEO J. CACDAC**  
Administrator

CONTROLLED AND DISSEMINATED  
BY CRD ON MAR 04 2014