



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 E-mail: info@poea.gov.ph  
Hotlines: 722-1144, 722-1155



MEMORANDUM CIRCULAR NO. 05

Series of 2015

TO : **ALL CONCERNED LANDBASED RECRUITMENT AGENCIES**

Subject : **Mandatory Enrollment in the POEA e-Payment System**

Pursuant to the thrust of the Administration to streamline the processes in the documentation of workers, the e-Payment system shall be implemented in accordance with the following guidelines:

**I. Coverage**

All licensed landbased agencies that are currently enrolled in the electronic Contract Submission System (e-Sub for brevity) shall enroll in the e-Payment System.

The e-Payment System is a component of the e-Sub which enables licensed recruitment agencies to submit online 24/7 their requests for processing (RFP) of contracts of their hired workers for their registered/accredited principals/employers. Once the RFP is approved (online), the agency shall pay the POEA processing fee and OWWA membership fee online through the e-payment channel and print the corresponding Overseas Employment Certificate (OEC) of the workers in the agency's office.

**II. Procedures for availing of the e-Payment system**

1. The agency shall open an account with the Landbank of the Philippines (LANDBANK), the payment service gateway authorized by POEA to link with e-Sub and receive payments for POEA processing fee and OWWA membership fee from agencies enrolled in the e-Payment System.
  - 1.1 Requirements for enrollment in the LANDBANK e-Payment System (ePS):
    - 1.1.1 An eligible LANDBANK Peso Deposit Account where payment shall be credited; and
    - 1.1.2 Letter of Introduction. (Forms are available at the POEA ICT Branch.)
2. Once enrolled with the LANDBANK ePS, the agency shall present a copy of the LPB-certified Letter of Introduction to the POEA-ICT Branch, who will issue Indorsement Letter to the Apollo Technology Inc., the official e-Sub system provider.
3. The agency shall present the POEA Indorsement Letter to Apollo who will provide the agency access to the e-Payment System upon signing of Apollo Service Agreement on e-the Payment System.

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### **III. Documentation of Workers under the e-Payment system**

Agencies shall process employment contracts and pay the fees online without presenting the contracts to the POEA Landbased Center (LBC) except contracts for Household Service Workers (HSWs), drivers bound for the Middle East, Overseas Performing Artists and low/semi-skilled Female Workers (LSFWs) listed in POEA Memorandum Circular No. 5, series of 2009. Agencies processing above-cited skills/categories will still be required to present to the POEA-LBC for evaluation, duly accomplished Request for Processing (RFP) forms indicating the employment details and insurance coverage of the workers together with the following documentary requirements:

#### **A. Household Service Worker**

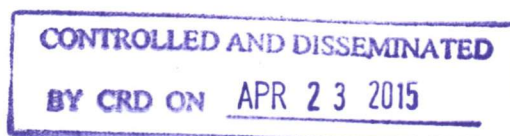
1. Original copy of Employment Contract verified by the Philippine Overseas Labor Office (POLO) or the nearest Philippine Embassy in case there is no POLO at the worksite;
2. Copy of passport, valid at least 6 months from the date of intended deployment, indicating the age of worker which is not less than 23 years old;
3. Copy of valid work visa;
4. Original copy of Comprehensive Pre-Departure Education Program (CPDEP) Certificate;
5. Original Copy of Pre-departure Orientation Seminar (PDOS) Certificate (Supplemental PDOS for KSA bound HSW); and
6. Original copy of TESDA National Certification II (NC II) certificate for HSW

#### **B. Driver bound for the Middle East**

1. Original copy of verified individual employment contract with notarized addendum pursuant to POEA Memorandum Circular No. 4 series of 1996 re: insurance coverage for drivers and vehicles executed by the agency and/or foreign principal;
2. Copy of valid work visa; and
3. Comprehensive insurance coverage for the vehicle and driver with 3<sup>rd</sup> party liability

#### **C. Overseas Performing Artist (OPA)**

1. Original copy of verified individual employment contract of the OPA bound for Japan, Korea and Taiwan;
2. Original copy of passport, valid at least 6 months from the date of intended deployment, indicating the age of the OPA which shall not be less than 21 years old;
3. Copy of valid work visa / Certificate of Eligibility



**D. Low/Semi-Skilled Female worker (LSFW)**

1. Original copy of valid work visa;
2. Original copy of verified individual employment contract, if the principal is a foreign placement agency

The submitted documents are evaluated and if found to be in order, the RFP is approved online which will enable the agencies to proceed with the online payment and printing of the OEC by clicking "View Status of Application".

**IV. Amendment of OEC / Re-processing of contracts under the e-Payment System**

The agency shall ensure the accuracy of OFW data and/or employment data which are electronically submitted to POEA. If error is found after the OEC has been printed, the agency shall submit its request for re-processing to the Landbased Center, for amendment of OFW records and issuance of new OEC.

All landbased recruitment agencies have until **30 JUNE 2015** to enroll in the e-Payment System. Thereafter, processing of contracts of agency-hired workers shall be done only through the e-Payment System.

This Memorandum Circular shall be effective fifteen (15) days from publication in a newspaper of general circulation and filing with the Office of the National Administrative Register.

  
**HANS LEO J. CACDAC**  
Administrator

