



Philippine  
Overseas  
Employment  
Administration

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MEMORANDUM CIRCULAR NO. 307  
Series of 2016

TO : All Seafarers, Licensed Manning Agencies, Shipping Principals/Employers and other Concerned Entities

SUBJECT : New Procedure for Online Registration of Seafarers

Pursuant to Governing Board Resolution No. 13, Series of 2016 and in line with President Rodrigo Roa Duterte's directive to streamline procedures and processes of all government agencies within the first 100 days of his Administration, the regular issuance of the Seafarers' Registration Certificate (SRC) is hereby replaced with an online system of registration of seafarers. This aims to maintain a registry of qualified seafarer applicants in accordance with the requirements of their occupation and to have an essential source of valuable information on maritime labor market for policy research and development.

The following guidelines are hereby issued to govern the online registration of seafarers:

I. COVERAGE

These guidelines shall cover all seafarers for marine and non-marine categories who are qualified to register online with the Administration for inclusion in the POEA seafarers' registry.

II. WHO MAY REGISTER

All seafarers/ registrants who possess the following qualifications:

- a. At least 18 years old, except cadet;
- b. Medically fit or with no legal impediments for overseas employment; and
- c. Holder of Seafarer's Information and Record Book (SIRB).

Seafarers who have previously registered under the Seafarers Registration Certificate (SRC) system **need not register** under the Seafarers' Online Registration.

III. WHERE TO REGISTER

Applicants may register online through any internet facility at [www.poea.gov.ph](http://www.poea.gov.ph).

CONTROLLED AND DISSEMINATED

BY CRD ON 19 SEP 2016

#### IV. MECHANICS FOR REGISTRATION

##### A. New Registration

1. Go to the POEA Website at [www.poea.gov.ph](http://www.poea.gov.ph) and click the Seafarers' Online Registration under the Online Services.
2. For New User, create your Login Account by encoding your SIRB Number, Name, Birthdate and Password.
3. The Online Registration Form shall be displayed for encoding of the following information:
  - 3.1 Personal Profile
  - 3.2 Education
  - 3.3 Training
  - 3.4 Work Experience
4. Proof read all data to ensure accuracy of information given;
5. Click the "Submit" button to save your profile/information.
6. Once saved, a Seafarer's Registration Number will be generated which will serve as your log-in User Name to view and update your record.
7. Ensure that you remember your Seafarer's Registration Number (User Name) and Password for convenience of processing transactions with the Administration. You may print the generated Seafarers Registration Number for reference.

##### B. Editing/Updating of Registration Records

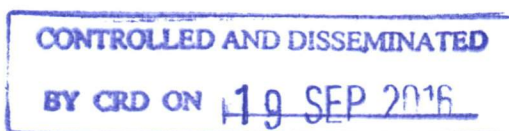
1. Log-in to your account using your User Name and Password
2. Click **Update Profile** Button and Select the Information to be upgraded/edited/updated then save.

#### V. REQUIREMENT FOR PROCESSING OF SEAFARER EMPLOYMENT CONTRACT

The generated Seafarer's Registration Number shall now be adopted in processing of employment contract with manning agencies. For those previously registered under the SRC system, the SRC number shall still be used.

#### VI. COST TO REGISTRANTS

The Online Seafarers' Registration is absolutely Free of Charge.



**VII. INTEGRITY OF INFORMATION**

All registrants must ensure that the information provided are true and correct to the best of their knowledge and supported by proper and adequate documents.

**VIII. TECHNICAL AND OPERATIONAL SUPERVISION**

The ICT Branch shall handle the technical supervision of the program. Should there be problem in using the system, you may call the POEA-ICT Branch at 727-7778 or email to sbreg@poea.gov.ph

The Seabased Employment Accreditation and Processing Center shall continue to oversee/monitor the implementation of the Seafarers' Online Registration system.

**IX. EFFECTIVITY CLAUSE**

This Circular shall take effect on 26 September 2016.

  
**HANS LEO J. CACDAC**  
Administrator

14 September 2016

