



Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines  
Department of Labor and Employment  
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**MEMORANDUM CIRCULAR NO. 04**  
Series of 2017

**TO : ALL LICENSED MANNING AGENCIES**

**SUBJECT : IMPLEMENTING GUIDELINES ON CANCELLATION OF SEAFARER'S DOCUMENT UNDER SECTION 112, RULE III, PART III OF POEA 2016 RULES AND REGULATIONS**

Pursuant to Section 112, Rule III, Part III of the POEA 2016 Seabased Rules and Regulations Governing the Recruitment and Employment of Seafarers on cancellation of the Seafarer's document, licensed manning agencies shall report to the Administration within thirty (30) days from the lapse of the period to deploy if the deployment of the seafarer does not materialize and state the reason thereof and apply for cancellation of the seafarer's processed document at the Seabased Employment Contracts and Processing Division, Seabased Employment Accreditation and Processing Center submitting the following documents:

- Letter request for cancellation with conforme of the seafarer;
- Processed Contract (covering page and the Standard Terms and Conditions);
- Seafarer's Identification and Record Book;
- Original E-receipts/OECs; and
- Proof of OWWA payment

For strict compliance.

  
**BERNARD P. OLALIA**  
Officer-in-Charge

10 July 2017

**CONTROLLED AND DISSEMINATED**  
BY CRD ON 20 JUL 2017