

[POEA ADVISORY NO. 15, S. 2013, December 05, 2013]

POEA STAMP IN THE SEAFARER'S IDENTIFICATION AND RECORD BOOK (SIRB)

Adopted: 05 December 2013

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In order to maximize the usage of the SIRB pages and to address the clamor for a reduced POEA stamp in the processing of contracts of seafarers, the following measures shall be adopted:

1. A smaller size rubber stamp which measures 58x26mm shall be used for both Regular and In-house Processing which can accommodate three or more transactions per page. Below is the sample design: (Please see NAR Volume 25; No. 1; January-March 2014)
2. The stamp marking shall be affixed at the top most portion of the service record or entry page of the SIRB in chronological and in horizontal position. The spaces under it shall be reserved to record the actual onboard service of the seafarer, which is provided by the Master at the end of the contract. Please ensure that markings are readable and confined within the space where it should be located as indicated above.
3. No marking shall be placed over another stamp except for contract cancellation.
4. Should the service record pages be fully utilized, the visa page of the SIRB may be utilized provided the SIRB remains valid.

Please be guided accordingly.

(SGD) HANS LEO J. CACDAC

Administrator



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