

**[POEA MEMORANDUM CIRCULAR NO. 61 S. 1992,
July 21, 1992]**

**ACCREDITATION AND CONTRACT PROCESSING PRIVILEGES FOR
RECIPIENTS OF AWARDS OF DISTINCTION AND HALL OF FAME**

Further to MC No. 29 (Series of 1992) on the implementation of the incentive package for recipients of POEA Performance Awards and in pursuance of the deregulation of accreditation and contract processing requirements, all recipients of Awards of Distinction and Hall of Fame awards shall be entitled to the following:

1. *Open Job Order* - All concerned licensed agencies and entities shall be exempted from requesting approval of job orders/crew principals/employers/enrolled vessels. Aside from the regular requirements for accreditation, only the list of positions and salary rates per principal/vessel shall be submitted for evaluation and approval of the Accreditation Branch.

2. *POEA Issuance of Pre-Numbered Overseas Employment Certificates (OECs) to Awardees for their In-House Processing* - The Employment Contracts processing Branch shall issue pre-numbered Overseas Employment Certificates (OECs) upon submission by these concerned agencies and entities of the following:

- a. Letter Request for Pre-Numbered OEC's
- b. Submission of a One-time Undertaking to state that:
 - b.1. deployment of OCWs/seafarers shall be effected only to duly accredited principal/s and/or enrolled vessels and the salary rates applied have been duly approved by the Administration;
 - b.2. OCWs/seafarers for deployment are with appropriate entry permits or working visas or its equivalent;
 - b.3. the OCWs/seafarers for deployment are not included in the watchlist;
 - b.4. OCWs/Seafarers for deployment shall be governed by the terms and conditions of the Master Employment Contract submitted to and approved by the Administration and the individual OCWS/seafarers shall be given copies of employment contracts prior to their departure;
 - b.5. as Overseas Employment Certificates are accountable forms, the OEC usage and consumption shall be the full responsibility of the agency and that it shall be liable for any loss or misuse thereof;
 - b.6. Corresponding repatriation bonds are duly secured in the case of individual departing OCWs (individual) as reflected in the deployment

list prior to departure;

b.7. Concerned agencies/entities shall be subject to quarterly audit and/or spot inspection on the privilege being enjoined.

3. *OEC Preparation* - Concerned agencies and entities shall prepare the individual Overseas Employment Certificates (OECs) for their departing contract workers/seafarers for their accredited principals/projects/enrolled vessels.

Validity of OECs issued by agencies and entities shall be at least one week from the expected date of departure.

Specimen signatures of agencies'/entities' authorized signatories to the OEC shall be included in the list of POEA authorized signatories and shall be properly advised to airline companies.

4. *Submission of Deployment List at the Labor Assistance Center (LAC)* - The Labor Assistance Center (LAC) under this scheme shall collect the following documents for every departure:

4.a OCWs/Seafarers Deployment List/s by principal/project vessels and date of departure duly signed by the authorized agency representative (Sample form of deployment list attached). These lists shall be a pre-requisite by LAC in allowing the departure of concerned OCWs/seafarers.

4.b. LAC copies of OECs

4.c. PDOS Certificate

4.d. For checking purposes and stamping/validation where necessary, valid passport/s, NOE/Employment and airticket for the landbased workers; valid Seaman's Registration Card and Seaman's Service Record Book and employment contract for seafarers; and the workers' copy of OEC for validation.

The LAC shall forward the deployment lists the following day to the Employment Contract Processing Branch for data capture of the processed/deployed OCWs/Seafarers.

5. *Monthly Audit on OEC Stock and Usage* - Concerned agencies and entities shall submit a monthly report to ECPB on the consumption of OECs issued to them.

Spoiled OECs and/or missing OECs shall be assessed corresponding fees and full travel tax payments.

6. *Payments of Processing Fees and Contributions to Overseas Workers Welfare Fund (OWWA)*

a. Payment of processing fees and OWWA contributions of processed/deployed OCWs/Seafarers shall be done on a monthly basis.