

**[ POEA MEMORANDUM CIRCULAR NO. 63 S. 1992,  
July 13, 1992 ]**

**PROCESSING OF SEAFARERS EMPLOYMENT CONTRACTS DURING  
WEEK-ENDS AND HOLIDAYS**

Further to POEA Memorandum Circular No. 32 (Series of 1991) on the aforecited subject, the following guidelines shall be observed:

1. *Processing Venue* - In order not to jeopardize the emergency deployment and urgent replacement of the Filipino seafarers on week-ends and holidays, the Labor Assistance Center (LAC) at the Ninoy Aquino International Airport (NAIA) shall accommodate processing of these seafarers.

2. *Who may avail of Processing of Seafarer's Employment Contracts During Week-ends and Holidays*

2.a. All licensed manning agencies, accredited shipping companies and seafarers concerned may avail of the facility on week-end and holiday processing of seafarer's employment contracts thru the LAC.

2.b. Request/s for Processing of said nature shall be submitted to the Center three (3) hours before the expected time of departure of the seafarers concerned.

3. *Requirements for Week-end and Holiday Processing* - The agencies and companies shall provide the departing seafarer/s the following documentary requirements for submission to the Center:

- a. Letter Request for Processing
- b. Confirmed ticket together with xeroxed copies
- c. One Page Contract of Seafarers (2 copies)
- d. Valid Seaman's Service Record Book (SSRB)
- e. Valid Seaman's Registration Card (SRC)
- f. Seafarer's Info Sheet
- g. Seafarer's ID Sheet
- h. Undertaking to the effect that: