



Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155



ADVISORY NO. 22
Series of 2015



TO : ALL LANDBASED RECRUITMENT AGENCIES
SUBJECT: E-PAYMENT SYSTEM
DATE : 30 July 2015

All agencies availing of the E-Payment System are hereby advised to encode COMPLETE and ACCURATE information on the following contract particulars to avoid unnecessary delay in the processing of contracts via the E-Payment system:

1. Worker data
 - a. Name
 - b. Birthdate
 - c. Passport Number
 - d. Gender
 - e. Policy Number
 - f. Insurance Firm/Provider
 - g. Insurance Duration
2. Employer data
 - a. Name of Principal
 - b. Name of Direct Employer
 - c. Direct Employer's Location (the address should be complete, as indicated in the individual verified EC, in the case of Domestic Worker)
3. Contract Particulars
 - a. Jobsite
 - b. Position
 - c. Contract Duration
 - d. Salary

For strict compliance.


HANS LEO J. CACDAC
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON AUG 07 2015