

FRONTLINE SERVICE:	DOCUMENTATION OF AGENCY HIRED SEAFARERS	
OFFICE/LOCATION:	Seabased Employment Accreditation and Processing Center /Mezzanine Floor	
CLIENTS/CUSTOMERS:	Licensed Seabased Agencies	
DOCUMENTARY REQUIREMENTS:	<ol style="list-style-type: none"> 1. Request to Process Seafarers (RPS) (3 copies) 2. Seafarer's Information Sheet 3. Employment contract (original & photocopy) 4. Seafarer's Registration Certificate (SRC) (original) 5. Seafarer's Identification and Record Book (SIRB) (original) 6. Monitoring Sheet 	
FEES:	<ul style="list-style-type: none"> ▪ PhP200.00 - POEA Processing Fee (Engaged) ▪ Ph100.00 - POEA Processing Fee (Re-engaged) ▪ US\$25.00 (PhP equivalent) - OWWA Membership Contribution 	
PROCEDURES:		PERSON IN CHARGE
Step 1. Submit required documents at the Seabased Employment Contracts Processing Division (SECPD), Mezzanine Floor.		Receiving Clerk
Step 2. Wait for result of evaluation <ul style="list-style-type: none"> ▪ With complete requirements - validated and encoded RPS shall be released within the process cycle time of four (4) hours. ▪ With incomplete requirements - documents shall be returned with the Deficiency Notice within two (2) hours with instructions to comply with the lacking requirements. 		Evaluator
Step 3. Present the validated and encoded RPS together with the Order of Payment to the designated Cashier at the Mezzanine Floor and pay the corresponding fees. Wait for the release of the e-Receipt which serves as the POEA travel exit clearance to be given by the Cashier.		Cashier
Step 5. Present the POEA exit clearance to the Releasing Officer at SECPD for the release of processed documents (approved RPS, employment contract, SRC, SIRB and Seafarers Information sheet)		Releasing Officer
PROCESS CYCLE TIME:	Four (4) working hours from receipt of complete documentary requirements based on checklist to release of documents for payment.	