

FRONTLINE SERVICE:	REGISTRATION OF LANDBASED APPLICANTS
OFFICE/LOCATION:	Manpower Registry Division
CLIENTS/CUSTOMERS:	Landbased Applicants for Overseas Employment
DOCUMENTARY REQUIREMENTS:	<p><i>Original and Photocopies of the following:</i></p> <ol style="list-style-type: none"> 1. Self-made bio-data /resume with detailed work experience 2. Valid Passport 3. High School/College Diploma 4. Transcript of Records 5. Valid PRC ID (for Professional only) 6. Board Certificate (for Professional only) 7. Board Rating (for Professional only) 8. Valid NBI Clearance 9. Employment Certificates (of at least 2 years experience in one position) 10. Training/Skills Certificate 11. OMA Certificate (for Muslim Applicants) 12. 1 piece 2x2 colored picture (6 pcs. for MOH-KSA applicants) 13. Active e-mail address <p><i>Qualifications:</i></p> <ul style="list-style-type: none"> • at least 18 years old • at least high school graduate • with minimum work experience of two (2) years • no medical or legal impediments to disqualify the applicant from overseas employment • no derogatory and criminal records • not banned from leaving the country <p><i>Schedule for Registration:</i> Mondays to Fridays</p>
FEES:	None

PROCEDURES:	PERSON IN CHARGE
<p>Walk-In Registration:</p> <p>Step 1. Submit documentary requirements for evaluation at Window M at the Manpower Registry Division, left wing, Ground Floor Lobby Area. Wait for the result of evaluation.</p> <p>Step 2. Proceed to the encoding room located in the same area for the encoding of registration data if documents are complete and in order. (Incomplete documents will be returned).</p> <p>Step 3. Return to Window M for issuance of Landbased Registration Card.</p> <p>Step 4. Wait for notice for possible referral to prospective employer. If not notified within six (6) months, update your registration by accessing the POEA website: http://www.poea.gov.ph or visit the POEA's Manpower Registry Division.</p> <p>On-Line Registration:</p> <p>Step 1. Register on-line through any internet facility via the POEA website: http://www.poea.gov.ph.</p>	<p>Senior LEO/LEO IIII</p> <p>MRD Encoder</p> <p>LEO IIII</p> <p>LEO III</p>
<p>PROCESS CYCLE TIME:</p>	<p>Thirty (30) minutes from receipt of application with complete documents based on checklist of requirements to issuance of registration card.</p>

Feedback and Redress Mechanism

Please let us know how we have served you by doing any of the following:

- Accomplish our Feedback Forms and put in the drop boxes located at the POEA lobby and offices.
- Send your feedback through e-mail info@poea.gov.ph. Your feedback shall be forwarded to the departments concerned for prompt action.
- Talk to the Division Chief/Manager of the concerned POEA Office/department.

THANK YOU for helping us continuously improve our services.



CITIZENS FEEDBACK FORM

We would like to serve you better.

Please let us know how we have served you.

Layunin po naming paglingkuran kayo nang maayos.

Sabihin po ninyo kung paano pa namin kayo mapapaglingkuran ng lubos.

Please check appropriate box. Thank you.

Paki-tsek. Salamat po.





Nasiyahan Ako



Hindi Ako Nasiyahan

Person(s)/Unit/Office Visited [*Tao/pangkat/tanggapan na nagbigay ng serbisyo*]:

Service Requested [*Serbisyong Hiningi*]

Please check if Yes or No <i>Paki-tsek po kung Oo o Hindi</i>	 Yes	 No
Promptly served? <i>Inasikaso po ba kayo agad?</i>		
Courteously served? <i>Magalang po ba ang pag-asikaso sa inyo?</i>		
Got services you requested on time? <i>Nakuha po ba ang serbisyong hiningi sa tinakdang oras?</i>		

Recommendation(s)/Suggestion(s)/Desired Action from our Office.

[Rekomendasyon/Mungkahi/Nais na aksiyon mula sa aming tanggapan Maaaring pong gamitin ang likurang bahagi para sa karagdagang komento o mungkahi]

Name [*Pangalan*]: _____

Office/Agency [*Tanggapan/Ahensya*]: _____

Address [*Tirahan*]: _____

Contact Number(s) [*Telepono/Cellphone*]: _____

E-mail Address (if any) _____ Signature [*Lagda*] _____

You may contact us through: E-mail: info@poea.gov.ph Tel no. 7221144 / 7221155

Please drop the filled up form in our designated box

[Pakihulog po itong form sa aming kahon]

Maraming salamat po...