TO: ALL CONCERNED

SUBJECT: LAUNCHING AND IMPLEMENTATION OF POEA ONLINE PROCESSING SYSTEM FOR DIRECT HIRE

As part of the Administration's continuous effort to improve efficiency and simplify the process of issuing Overseas Employment Certificate (OEC) to direct-hire OFW, a new online processing system, was launched and implemented last 25 January 2022.

This system officially known as the POEA Online Processing System for Direct-Hire (POPS-Direct), can be access by the applicants/workers/OFW through their E-Registration account in the POEA Online Services portal.

IN VIEW THEREOF, All Direct-Hire applicants can now use the said system and process their payment at the Cashier located at 5th floor. The PAG-IBIG cashier located at 2nd floor will now cater all Landbased Agency for their manual processing effective last 25 January 2022.

The procedure for Direct-Hire applications is prescribed herein as per "Annex A".

Having an E-Registration account is imperative, in order to access the online processing of direct-hire.

For your E-Registration account, kindly follow these rules:

1. One (1) OFW, One (1) E-Registration Account only.

2. Ensure that you only provide correct/factual information and always check your details before submitting your personal information. Submitted information cannot be manually changed/corrected/edited, such as: Name, Gender, Birthday and Email Address.

3. Request to correct any of the above mentioned critical personal information shall be done by filing an electronic ticket under POEA Helpdesk, accessible at: onlineservices.poea.gov.ph

For the information and guidance of all concerned.

Issued this 25 January 2022, Mandaluyong City

BERNARD P. OLALIA
Administrator
"ANNEX A"

Procedures of the new Direct-Hire Processing:

1. Login to E-Registration account on onlineservices.poea.gov.ph
2. Click Direct-Hire on the right corner of the dashboard page.
3. On the Direct-Hire Dashboard, click the My Application.
4. Fill-up the form of the necessary information then, click the Submit Application button.
5. Click the Upload File to attach the needed documents.
   a. In case of uploading wrong documents, click the Remove button.
6. After uploading the documents, click Submit Document button.
7. Uploading of documents for Phase II will be available after your application is evaluated.
8. Check the Action Taken to monitor the evaluator remarks.
9. Check the status of your application on the system, you will see the schedule for physical appearance and submission of the original documents after the approval and issuance of clearance.
10. After evaluation of original documents, pay the processing fee at the cashier located at 5th floor.
11. After payment login again on your E-Reg account, go to Direct Hire, click My Application, then click the Print OEC button.