

OFW SERVICES AND PROCEDURE

FRONTLINE SERVICE:	REGISTRATION OF SEAFARERS
OFFICE/LOCATION:	Seabased Employment Accreditation and Processing Center (PSO)/Mezzanine Floor
CLIENTS/CUSTOMERS:	Individual Seafarers, Licensed Seabased Agencies
DOCUMENTARY REQUIREMENTS:	<p>REGULAR REGISTRATION:</p> <p><i>New Entrants</i></p> <ol style="list-style-type: none"> 1. Application Form 2. Valid Seafarer's Identification and Record Book (SIRB) 3. Certification, Authentication, Verification (CAV) issued by the Department of Education (Dep Ed), Commission on Higher Education (CHED) or Technical Education Skills Development Authority (TESDA) (except fisherman) 4. Basic Safety Training Course Certificate 5. One (1) piece 2 x 2 picture and one 1x 1 picture 6. SSS premium print out and certificate of employment for those with one year sea experience or with two years related landbased experience (for female applicants) 7. Employment contract for agency endorsed applicants <p><i>Change Rating or Upgrading of Rating</i></p> <ol style="list-style-type: none"> 1. Application Form 2. Valid Seafarers Identification and Record Book (SIRB) 3. Old Seafarer's Registration Certificate (SRC) 4. Certificate of Employment and SSS Premium print out if with one year inter-island experience or with two years related landbased experience 5. Professional Regulation Commission (PRC) license for officers (PRC ID, Board Certificate, Endorsement Certificate or Certificate of Competency) 6. One (1) piece 2x2 picture and one 1x 1 picture 7. Employment contract for agency endorsed applicants

C3 REGISTRATION (AGENCY ENDORSED)

Issued to registrants who do not meet the minimum requirements of regular registration but possess certain skills, related trainings or have limited sea / land job experience.

1. Application Form
2. Employment Contract from hiring agency
3. Valid Seafarer's Identification and Record Book (SIRB)
4. Certification, Authentication, Verification (CAV) issued by Dep Ed, CHED or TESDA (except fisherman)
5. Basic Safety Training Course Certificate
6. One (1) piece 2 x 2 picture
7. Certificate of Employment with SSS premium print out or Training Certificate for related position (except fisherman)
8. Guaranty Undertaking executed by agency head / representative
9. Request for processing seafarer/s
10. Seafarer's information sheet

C2 REGISTRATION

Issued to C3 registrants who have rendered less than one year sea service from date of C3 registration. (A Seafarers Registrants Certificate is issued upon completion of 12 months sea service).

1. Application form
2. Employment Contract from hiring agency
3. Request for Processing Seafarer/s
4. Valid Seafarer's Identification and Record Book (SIRB)
5. One (1) piece 2 x 2 picture
6. Old C3 certificate.

FEES:

- PhP50.00 - New/Upgrading of SRC/C2-C3
- PhP150.00 - lost SRC

PROCEDURES:		PERSON IN CHARGE
<i>Regular Registration:</i>		
Step 1.	Get application form from security guard at the lobby from 7 a.m. to 8 a.m. and at the entrance to Mezzanine floor after 8 a.m.	Guard on duty
Step 2.	Fill out form, attach one (1) 2x2 picture and submit complete documents to the receiving counter at the SRC Unit, Mezzanine floor and wait for the result of the evaluation.	Evaluator
Step 3	Complete documents shall be returned to the applicant with an Order of Payment. (Incomplete documents shall be returned with instructions to comply with the lacking requirements).	Evaluator
Step 4.	Proceed to the POEA Cash Division, 5 Th floor for payment of the required fees and issuance of the official receipt.	Cashier
Step 5.	Resubmit complete documents at the designated counter for encoding	Encoder
Step 6.	Present the official receipt to the releasing counter for the release of SRC	Releasing Officer
Step 7.	After receiving the SRC, sign on the space provided for signature of seaman and attach one (1) 1x1 picture before having the SRC laminated	Releasing Officer
<i>C3 And C2 Registration (Agency Endorsed)</i>		
Step 1.	Submit agency request with the requirements at the designated counter	Evaluator
Step 2.	Wait for the result of the evaluation	
Step 3.	For those with complete documents, proceed to the cashier for payment of fees (incomplete documents shall be returned with instructions to comply with the lacking requirements)	Cashier
Step 4.	Resubmit requirements with official receipt to designated counter for preparation of C2/C3 certificate/ approval and initial/signature of Division Chief / Director II	Evaluator, Division Chief/ Director II
Step 5.	Wait for the release of the documents at the Sea based Employment Contracts Processing Division	Releasing Clerk
PROCESS CYCLE TIME:	3 hours per application	