



**Philippine
Overseas
Employment
Administration**

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Department of Labor and Employment
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ADVISORY NO. 38

TO : ALL LICENSED MANNING AGENCIES

SUBJECT: PROCESSING OF EMPLOYMENT CONTRACTS OF SEAFARERS
UNDER THE IN-HOUSE PROCESSING THRU E-SUBMISSION
SYSTEM

To facilitate the deployment of seafarers, strengthen controls in the monitoring and processing transactions of manning agencies and optimize the full benefits of computer technology in the documentation of seafarers, all licensed manning agencies are hereby enjoined to process the documents of their seafarers adopting the In-House Processing thru E-Submission system.

Regular/Manual processing of documents of seafarers at the Seabased Employment Accreditation and Processing Center shall be discontinued except for non-regular transactions that cannot be processed under the In-House Processing system.

All manning agencies that are already enrolled in the system shall be required to undertake in-house processing of the employment contracts of the seafarers **immediately** upon issuance of this advisory while those that are yet to enroll in In-House Processing shall be given until 15 January 2016 to enroll in the system before the full implementation of the new procedure effective 16 January 2016.

For strict compliance.

[Handwritten signature]
HANS LEO J. CACDAC
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON 08 DEC 2015