

## MARITIME EMPLOYMENT MONITORING SYSTEM

### ***INSTRUCTIONS IN FILLING-OUT THE FORM***

1. NAME OF AGENCY – enter the name of your agency
2. WEEK DATE – enter the inclusive dates of the week you are reporting such as Feb 11-25, 2009 or Feb 26-March10, 2009.
3. Notice that there is a separate reporting format for LOSS, which means reduction in crew complement, and GAIN, which means addition in crew complement. Put under the appropriate columns under Loss the information pertaining to vessels that have been cancelled in the active roster of POEA registry. Put under Gain the information on the vessels that brought about additional employment for our seafarers.
4. NAME OF VESSEL – enter the name of vessel as registered in POEA
5. FLAG OF REGISTRY – enter the name of country where the vessel was registered
6. TYPE OF VESSEL – choose from among the following vessel type as has been entered into the POEA registry:
  - BARGE
  - BULK CARRIER
  - CABLE SHIP
  - CHEMICAL TANKER
  - CONTAINER
  - DREDGER
  - DRILLER
  - FERRY BOAT
  - FISHING BOAT
  - GAS TANKER
  - GENERAL CARGO
  - HEAVYLIFT
  - LANDING CRAFT
  - LB OPTRN SCHOOL
  - LIQUEFIED NATURAL GAS (LNG)
  - OBO
  - OFFSHORE PLATFORM
  - OIL CARRIER
  - OIL/PRODUCT TANKER
  - ORE CARRIER
  - OTHERS
  - PASSENGER
  - PURE CAR CARRIER
  - REEFER
  - RIG
  - RO/RO

SPEED BOAT  
SUPPLY VESSEL  
SURVEY  
TANKER  
TRAINING SHIP  
TUGBOAT  
YACHT

7. NAME OF PRINCIPAL – enter the correct name of Principal as entered into the POEA registry
8. NUMBER OF CREW COMPLEMENT – two columns were provided under each crew category to identify the number of POEA-approved crew complement versus the total number of current crew complement that were reduced or added. Enter the actual number of reduction or addition under the column with \*\*.

9. Under LOSS:

REASON FOR VESSEL CANCELLATION – tick under the corresponding column the reason why the vessel was cancelled

NATIONALITY OF REPLACEMENT CREW – if there be replacement of crew, state the nationality of the crew that replaced the Filipinos

10. Under GAIN

REASON FOR CHANGE IN REGISTRY – tick under the corresponding column the reason for the change in POEA registry.

NATIONALITY OF ORIGINAL CREW – state the nationality of the crew that the Filipinos replaced

11. REMARKS – put under this column any other relevant information that were not captured in the preceding columns

12. Save the file using your agency name.

***Please retain the original format of the table. You are not allowed to add or delete any column in the prescribed form. Put NOT APPLICABLE for columns that are not relevant to you.***

## **SUBMISSION OF FORM**

The filled-up Excel table will be attached to the e-mail to the following addresses:

[maritimewatch@ymail.com](mailto:maritimewatch@ymail.com)

Submission via e-mail **not later than 5pm every 10<sup>th</sup> and 25<sup>th</sup> of the month.**