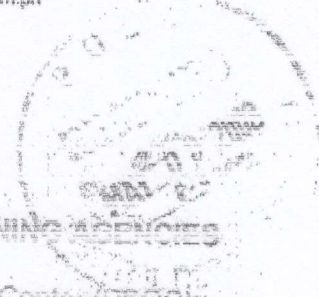


**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor & Employment

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POEA ADVISORY NO. _____
Series of 2003



TO : ALL SEAFARERS AND LICENSED MANNING AGENCIES
Subject : Philippine Seafarers One-Stop Processing Center (PSOC)
Date : 03 May 2003

Pursuant to Presidential Administrative Order No. 56, Series of 2003, the Department of Labor and Employment has put in place the PSOC that will house in one location the various government offices/agencies involved in the providing the requisite documentation for seafarers in connection with their employment overseas.

The POEA is therefore pleased to inform all concerned sectors that the PSOC shall conduct a dry-run of its operations starting Monday, 12 May 2003. The PSOC is located at the Ground Floor of the POEA Building, Corner EDSA and Ortigas Avenue, Mandaluyong City. All government agencies designated to form the PSOC shall provide their services Monday to Friday from 0600H to 1700H.

The services to be provided by the respective agencies would include the processing and issuance of the following documents:

1. Maritime Industry Authority (MARINA) - Seafarers' Identity and Record Book (SIRB)
2. National Bureau of Investigation - NBI clearance
3. Department of Foreign Affairs (DFA) - passport
4. National Statistics Office (NSO) - birth certificate
5. Professional Regulation Commission (PRC) - marine deck and engineer officers' license and certificates of competency.
6. National Telecommunication Commission (NATELCOM) - General Operator's Certificate (GOC)
7. Philippine Overseas Employment Administration (POEA) - employment contracts and Overseas Employment Certificates (OEC)
8. Commission on Higher Education (CHED) - school credentials
Certification, Authentication and Verification (CAV)



MAY 09 2003

In addition, the Technical Education and Skills Development Authority (TESDA) shall issue the application forms for assessment of ratings. The corresponding certificate of competency for ratings (forming part of navigational and engineering watches) shall be released at the PSOC upon successful completion of the assessment process.


The assessment of skills of new entrant seafarers and processing and issuance of certificates of proficiency under Chapters V and VI of the 1978 STCW Convention, as amended, shall be undertaken by the Secretariat of the Maritime Training Council (MTC).

Moreover, the following agencies shall provide membership information, updates, registration for membership and other similar services:

1. Overseas Workers Welfare Administration (OWWA)
2. Social Security System (SSS)
3. Philippine Health Insurance Corporation (Phil-Health)
4. Home Mutual Development Fund (Pag-IBIG Fund)

Information boards located at the lobby of the POEA building shall provide the necessary information and guidance for all concerned wishing to avail of the services of the PSOC.

For information and guidance.


ROSALINDA DIMAPILIS BALDOZ
Administrator