

[MEMORANDUM CIRCULAR NO. 06, S. 2018, May 02, 2018]

NEW PROCEDURE FOR ONLINE REGISTRATION OF SEAFARERS AND SEABASED E-CONTRACTS SYSTEM (SBECS)

Date Filed: 02 May 2018

Pursuant to the thrust of the Administration to streamline procedures and improve transparency around documentation processes for Filipino Seafarers, the new e-Registration and SBECS for agency-hired seafarers shall be implemented in accordance with the following guidelines:

I. Coverage and Service Description

1. All Licensed Manning Agencies (LMAs) requesting for contract processing and documentation of their hired seafarers shall use the new SBECS.

The SBECS, as a replacement of e-Sub, is a secured web-based facility developed for active LMAs to submit online 24/7 their request for processing (RFP), pay online the POEA processing and OWWA membership fees, submit online the seafarer's contract and print the electronic Overseas Employment Certificate (OEC) of the seafarers in the comfort of the agency's office.

2. All agency-hired seafarers

The new e-Registration System shall provide the seafarers with a new unique registration number that will link his profile to the SBECS. In requesting for processing of the seafarer's contract; the agency will just key-in the registration number of seafarers in the SBECS and the required information of seafarer will automatically be displayed, thereby reducing the encoding to be done by agencies. In return, the seafarers will be informed on the status of their contract processing, view and print their contracts information and receive notifications from POEA through their MyPOEA Dashboard that is inside the e-Registration System.

Starting 01 May 2018, the new SBECS will no longer accept the old Seafarer Registration Certificate (SRC) and Registration Numbers of Seafarers. As such, all seafarers hired by manning agencies are required to sign up again and update their profile in the new e-Registration System which can be accessed at www.poea.gov.ph under POEA Online Services at URL <https://eservices.poea.gov.ph>. The manual and frequently asked questions (FAQs) may also be viewed and down loaded from this site.

II. Requirements in Availing of the SBECS by Manning Agencies

1. **Submission of Request.** The SBECS, being a web-based system, does not require installation. For enrollment to this system, the agency shall submit to the POEA ICT Branch the Request for Enrollment and Availment of POEA e-Services (REAPS) indicating the complete name and email address of their authorized users (please see the attached form). The agency can request for a maximum of three (3) users only.

2. **Enrollment to LBP's e-Payment System.** The agency shall open an account with the Landbank of the Philippines (LBP), the payment service gateway authorized by POEA and OWWA, to receive payments for POEA processing fee and OWWA membership fee from agencies enrolled in the SBECS.

The requirements for enrollment in the LBP's e-Payment System (ePS) are as follows:

- a. Letter of introduction (Forms are available at the POEA ICT Branch)
- b. LBP Peso Deposit Account where payments of the agency shall be credited
- c. Accomplished LBP ePayment Payor Enrollment Form

Should the LMAs have concern in opening the LBP's e-Payment System, they may coordinate with the concerned branch manager of the LBP.

The LMA shall submit a copy of the LBP-certified Letter of Introduction to the POEA ICT Branch after enrolling in the LBP ePS.

3. **Hardware Requirements.** The agency shall assign a dedicated computer per authorized user with dedicated or stable Internet connection and updated web browser, preferably Google Chrome to access the system.

4. **Agency User Training.** At least one authorized user per agency shall be required to attend the SBECS Users Training per Advisory 16, series of 2017 and 2018.

III. SBECS Processing Procedure

1. Enrollment of Agency Users and Computers

1.1 The agency shall submit the REAPS to the POEA ICT Branch.

1.2 If the SBECS requirements mentioned above are met by the agency, the POEA ICT Branch shall enroll the user credentials in the system. Authorized users shall receive their username and system link through the email address indicated in the agency REAPS.

1.3 The user shall ensure to open the system link and set his password in the computer assigned to him by the agency. This activity will fingerprint the machine and authenticate the user at the same time. Once authenticated by the system, the machine can only recognize the username and password supplied by the authorized user.

1.4 If the user cannot see or access the SBECS link in the Inbox Folder, the user should check if the email from POEA e-Services was incorrectly classified as junk in his Spam Folder. If found, drag it back to the Inbox Folder and mark it as not Spam. Then click the SBECS' link. If the link cannot be opened, copy the link in the Google Chrome's address bar and then press Enter. Again, be sure that it will be done by the user in the computer assigned to SBECS.

1.5 If successfully enrolled, the user can view and access the e-Contract's dashboard containing the following:

SBECS Services where user can do the following: Request for Processing, View Status of RFP such as for uploading of contract, for printing of electronic OEC, for payment of RFP or for evaluation of RFP and Request for Amendment.

a. MyPOEA Services where user can view, down load and print the following: POEA announcements related to e-Contract's use, notifications on the status of transactions made, accreditation data (principals, vessels, crew order, processed contracts and deployed seafarers) and customized reports.

2. Request for Processing of Seafarers

2.1 Log in to the System. Make sure to key-in the correct username and password as the system will be locked in case of five wrong consecutive login attempts. The unlocking of user account shall be requested to the POEA ICT Branch

2.2 Select RFP Menu to display the SBECS page. There are five steps to complete the RFP process: Select Principal; Select Vessel; Select Crew Order Position; Create Contract; and, Assess and Pay the RFP

a. Select Principal, Vessel and Crew Position. Select principal from the list to display its enrolled vessels and then select the vessel to display all approved crew positions and salaries. Only valid principal accreditation, vessel enrollment and approved crew orders shall be displayed real-time by the system

b. Create Contract. The system will prompt the user to key-in the Registration number and name of the seafarer. The system will read from the e-Registration system and if found, will display the required RFP information (Seafarer's name, birthday, gender, civil status, address, Seafarers' Identification and Record Book or SIRB and dependents) together with the selected principal name, vessel details, position and salaries. The remaining fields, such as the insurance provider, insurance duration, CBA and contract duration, will just be selected from the dropdown list to save and submit the RFP. Once submitted, the system will display the Assessment of fees and Payment page. If not submitted, the RFP transaction will be nullified and cancelled.

The system disallows submission of new RFP if the seafarer has decided to transfer to a new agency but still with valid OEC and/or employment contract from his/her former agency. The seafarer shall request his/her former agency to cancel his/her employment contract pursuant to Section 112 Part III Rule 3 of the 2016 POEA