

**[POEA Memorandum Circular No. 05, s. 2015,
April 17, 2015]**

MANDATORY ENROLLMENT IN THE POEA E-PAYMENT SYSTEM

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Pursuant to the thrust of the Administration to streamline the processes in the documentation of workers, the e-Payment system shall be implemented in accordance with the following guidelines:

I. Coverage

All licensed Iandbased agencies that are currently enrolled in the electronic Contract Submission System (e-Sub for brevity) shall enroll in the e-Payment System.

The e-Payment System is a component of the e-Sub which enables licensed recruitment agencies to submit online 24/7 their requests for processing (RFP) of contracts of their hired workers for their registered/accredited principals/ employers. Once the RFP is approved (online), the agency shall pay the POEA processing fee and OWWA membership fee online through the e-payment channel and print the corresponding Overseas Employment Certificate (OEC) of the workers in the agency's office.

II. Procedures for availing of the e-Payment system

1. The agency shall open an account with the Landbank of the Philippines (LANDBANK), the payment service gateway authorized by POEA to link with e-Sub and receive payments for POEA processing fee and OWWA membership fee from agencies enrolled in the e-Payment System.
 - 1.1 Requirements for enrollment in the LANDBANK e-Payment System (ePS):
 - 1.1.1 An eligible LANDBANK Peso Deposit Account where payment shall be credited; and
 - 1.1.2 Letter of Introduction. (Forms are available at the POEA ICT Branch.)
2. Once enrolled with the LANDBANK ePS, the agency shall present a copy of the LPB-certified Letter of Introduction to the POEA-ICT Branch, who will issue Indorsement Letter to the Apollo Technology Inc., the official e-Sub system provider.