

**[POEA MEMORANDUM CIRCULAR NO. 14 s. 1990,
January 19, 1990]**

**REGISTRATION AND PROCESSING OF CONTRACT OF OVERSEAS
WORKERS UNDER THE C₃ CATEGORY**

In order to facilitate the registration and processing of contracts of specialized shipboard personnel who are being engaged on board vessels on request by the manning agencies to meet the demands of foreign employers the following guidelines are hereby issued for the information and guidance of all concerned.

These guidelines shall apply to all seafarers/workers who are being contracted and who possess special qualification in non-conventional shipboard position such as technicians, machinists, welders, utility personnel, electricians, stewards, fishermen and others, categorized subsequently under the restricted C₃ registry.

A

Registration Requirements

All seafarers/workers under the above-mentioned category who apply for registration are required to submit the following documents:

1. Letter request from the hiring company
2. Contract of employment
3. Engagement Sheet
4. Medical Certificates
5. Certificate of previous employment
6. If applicable/available
 - Seamen's Service Record Book (SSRB)
 - Transcript of Records
 - Diploma
 - Certificate of Training
 - Special Order from DECS

B

Processing Procedures

The following procedures shall be adopted in the processing of contracts of seafarers under the specialized rating category.

1. The licensed agency concerned shall submit to the Seafarers Contract Processing Division (SCPD) a formal request/official transmittal attached to the employment contract together with the basic documents of the seafarer being engaged.
2. SCPD shall determine and declare whether the position being requested is open and shall prepared the proper endorsement to the Manpower Registry Division.