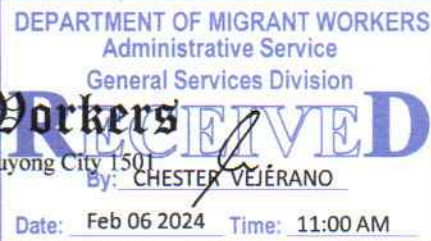




Republic of the Philippines
Department of Migrant Workers

Blas F. Ople Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501



ADVISORY NO. 03
Series of 2024

FOR : All Licensed Manning Agencies (LMAs)

SUBJECT : Revised Guidelines on the Re-Launch of the Online On-Board Processing for Seafarers

DATE : 01 February 2024

As part of the continuing efforts of the Department of Migrant Workers (DMW) to improve, streamline and expedite the processing of the employment contracts of seafarers in line with the thrust for Ease of Doing Business (EODB), especially for those currently on-board vessels and whose contracts are subject to amendment(s), the Department, through the Management Information and Technology Service (MITS) and the Sea-based Accreditation Bureau (SBAB), will re-launch the implementation of the Online On-Board Processing Module of the DMW Online Processing System for Seabased (DOPS-Sea) under the following guidelines:

I. Service Description

The Online On-Board Processing Module is part of the DMW Online Processing System for Seabased (DOPS-Sea) developed to enable Licensed Manning Agencies (LMAs) to process the on-board contracts of their seafarers online immediately and at their own convenience.

II. Coverage

1. The use of the online module shall cover all active LMAs through their active DOPS-Sea account(s);
2. The use of the online module is intended only for on-board contract processing, or those with an existing and active in-house processed contract.
3. The use of the said online module is **limited to those contracts that have not yet undergone the manual on-board contract processing with the SBAB in its series.**

As such and for those contracts already with manually-approved on-board contracts in its series, further on-board amendments shall continue to be coursed through the SBAB for manual evaluation.

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III. Initial Transactions Accepted

1. For its initial implementation, the said online module shall only cover on-board contract processing transactions related to **(1) extension of contract duration** and **(2) increase in wages** (salary amendments).

IV. Parameters

1. LMAs are likewise advised of the following parameters in the processing of on-board contracts for the above-mentioned initial transactions:

a. Extension of Contract Duration

- i. In accordance with Section 2 of the Standard Terms and Conditions (STC) Governing the Employment of Filipino Seafarers On-board Ocean-going Ships, the said online system will prohibit the extension of contracts beyond twelve (12) months from the date of departure as captured by the Bureau of Immigration (BI) or as confirmed by the LMA in the Overseas Welfare Monitoring System (OWMS).
- ii. The online system will also only accept contract extensions if the effectivity date of the new contract is the exact end or the day after of the previous contract.

To illustrate, a previously processed contract for 9 months which began on 01 January can only be extended if the effectivity date of the extension is 01 or 02 October.

- iii. The online system will also automatically count any additional months (+1/+1 month or more) in the extension.

To further illustrate, a previously issued contract for 9+1 or 9+-1 months which began on 01 January can only be extended if the effectivity date of the extension 01 or 02 November.

- iv. The online system will also not accept diminutions in the basic, overtime, and leave pays.
- v. The online system will also not accept contract durations of less than one (1) month.
- vi. The LMA shall consistently and faithfully ensure that the details encoded in the said system, in the processing of on-board contracts, shall be the same with the copy of the contract to be uploaded.
- vii. The LMA shall be solely responsible for any inconsistencies and errors in the encoded details and the uploaded contract and may be meted with appropriate sanctions pursuant to the 2016 Revised Rules and Regulations.



Regulations Governing the Recruitment and Employment of Seafarers as well as with other prevailing rules, policies and regulations.

b. Increase in Wages (Salary Amendment)

- i. In recognition of established parameters in the evaluation of on-board contracts, the online system will not accept diminutions of whatever amount in the basic, overtime, and leave pays.
- ii. The remaining duration in the new contract must be exact (month/s and day/s) as automatically computed by the system.

To illustrate, a previously processed contract for 9 months which began on 01 January and whose wages would increase effective 09 July must retain a contract duration of 2 months and 22 days.

- iii. In contrast, the online system will not automatically include any additional months (+1/-1 month or more) in the remaining duration and shall be maintained separately.

To further illustrate, a previously processed contract for 9+1 months which began on 01 January and whose wages would increase effective 09 July must retain a contract duration of 2 months and 22 days +1 month upon mutual consent of both parties.

- iv. The online system will not accept remaining contract durations of less than one (1) month. As such, LMAs are advised to undergo manual on-board contract processing with the SBAB.
- v. The LMA shall consistently and faithfully ensure that the details encoded in the said system, in the processing of on-board contracts, shall be the same with the copy of the contract to be uploaded.
- vi. The LMA shall be solely responsible for any inconsistencies and errors in the encoded details and the uploaded contract and may be meted with appropriate sanctions pursuant to the 2016 Revised Rules and Regulations Governing the Recruitment and Employment of Seafarers as well as with other prevailing rules, policies and regulations.

2. As such, those transactions not covered by the aforesaid limitations, those contracts involving multiple transactions, and those contracts that have already undergone manual on-board contract



processing with the SBAB in its series **shall continue to undergo the manual on-board contract processing.**

3. Towards the full operationalization of the said module, other types of on-board transactions (promotion, change of management/principal, transfer of vessel, etc.) will be added in the said module in due course through subsequent issuances.

V. Payment

1. Payment for the processing of on-board contracts done through the said online system shall be made through the Landbank e-Payment system linked in the active DOPS-Sea account(s) of the LMAs.

VI. Authorized Signatories

1. Similar with the established procedure in the in-house contract processing facility of the DOPS-Sea, only the authorized signatories of the LMA are allowed to sign the online on-board processed contract of seafarers on behalf of the DMW.
2. LMAs shall also ensure that the name and signature of the identified LMA representative affixed in all contracts shall be from the same individual. As such, the use of "for" or the act of an authorized signatory signing in the name and on behalf of another authorized signatory is sternly discouraged.

VII. Prescribed Stamp

1. LMAs are likewise directed to use the new prescribed stamp in on-board contracts processed through the said online module, attached to this Advisory as **"Annex A."**

VIII. Implementation Date

1. All LMAs are enjoined to utilize the said online module beginning **15 February 2024 (Thursday).**
2. However, the SBAB will continue to receive physical submissions for on-board contracts processing involving the previously identified transactions for manual evaluation **only until 01 March 2024 (Friday).**
3. Afterwards, all on-board contract processing transactions involving the aforesaid identified transactions shall solely be coursed through the said online module.

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IX. Orientation/Training and Feedback Sessions for LMAs

1. The MITS and the SBAB shall conduct a **virtual orientation/training** for all LMAs on the proper use of the said module in accordance with the following schedule:

Date	Session & Time	LMAs
12 February 2024 (Monday)	AM Session (9:00 AM to 12:00 NN)	2Queens Maritime Services, Inc. and 88 Aces Maritime Services, Inc. Aarema Shipping & Trading Company, Inc. to Capital Shipmanning Phils., Inc.
	PM Session (1:00 PM to 4:00 PM)	Caravel Philippines Navigation, Inc. to Global Maritime Crew, Inc.
13 February 2024 (Tuesday)	AM Session (9:00 AM to 12:00 NN)	Gloria Maritime and Agency, Inc. to Maryville Manila, Inc.
	PM Session (1:00 PM to 4:00 PM)	Matagumpay Maritime, Inc. to Phil-Crewing Maritime Services, Inc.
14 February 2024 (Wednesday)	AM Session (9:00 AM to 12:00 NN)	Philippians International Shipping Agency, Inc. to Status Maritime Corporation
	PM Session (1:00 PM to 4:00 PM)	Stella Maris Shipmanagement, Inc. to Zuphyr Manpower Services, Inc.

2. The MITS and SBAB shall also conduct a **hybrid feedback session** for all LMAs to gather impressions, suggestions, and areas for improvement on the use of the said module on **26 and 28 February** and **04 March 2024**, utilizing the above schedule.
3. Other details of the said orientation/training and feedback sessions are hereto attached to this Advisory as "**Annex B.**"
4. In advance of the said orientation/training and feedback sessions as well as for future reference of all LMAs, a step-by-step guide on how to use the said module is also hereto attached to this Advisory as "**Annex C.**"

X. Random Audit

1. The MITS and SBAB shall retain the right to conduct a Random Audit of the submissions made by LMAs through the said online module.
2. LMAs found to have encoded inaccurate information or uploaded falsified documents in the said module may be meted with appropriate sanctions pursuant to the 2016 Revised Rules and Regulations.

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Governing the Recruitment and Employment of Seafarers as well as with other prevailing rules, policies and regulations.

XI. Fair and Legal Use

1. As the said online module is part of the DOPS-Sea, LMAs are sternly reminded of its responsibilities in the grant and use of the same, including its applicability in the use of the Online On-Board Processing Module.
2. As such, LMAs are also reminded to only encode and upload information in the module that are true and accurate.

XII. Separability

1. Should any provision of this Advisory or any part thereof be declared invalid, the other provisions, insofar as they are separable from the invalid ones, shall remain in full force and effect.

XIII. Technical and Operational Concerns

1. Technical concerns and problems encountered in the use of the said module maybe coursed with the MITS and SBAB through the following communication lines:

a. Management Information and Technology Service (MITS)

Telephone Nos.: (02) 8727-7778 / (02) 8721-9496

b. Sea-based Accreditation Bureau (SBAB)

Telephone Nos.: (02) 8722-1186 / (02) 8726-8962

2. LMAs may wish to also utilize the existing Help Desk facility of the DOPS-Sea to address technical concerns and troubleshooting.

This Advisory supersedes previous issuances contrary thereto.

For information and compliance of all concerned.

HANS LEO J. CACDAC
Officer-in-Charge

Enc. : a/s

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ANNEX A

Prescribed Stamp for On-board Contracts processed through the Online On-board Processing Module

Format with Dimensions

----- 58 mm -----

DEPARTMENT OF MIGRANT WORKERS Sea-based Accreditation Bureau (On-Board In-House Processing) Certified DMW Employment Contract Approved By: (Signature) (Name of Authorized Signatory) (Position) (Name of Licensed Manning Agency (LMA)) Date: _____	31 mm
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Sample

DEPARTMENT OF MIGRANT WORKERS Sea-based Accreditation Bureau (On-Board In-House Processing) Certified DMW Employment Contract Approved By: <i>Juan Dela Cruz</i> Juan Dela Cruz Administrative Manager Juan Dela Cruz Manning Agency, Inc. Date: _____
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ANNEX B

Orientation/Training and Feedback Sessions for LMAs on the use of the new Online On-board Processing Module

In line with the implementation on the use of the Online On-board Processing Module of the DMW Online Processing System for Sea-based (DOPS-Sea), the Management Information and Technology Service (MITS), together with the Sea-based Accreditation Bureau (SBAB), shall conduct a **virtual orientation/training** and **hybrid feedback sessions** for LMAs on the use of the said module. As such, LMAs are apprised of the following guidelines on the same:

1. **Schedule**. LMAs are expected to attend the virtual orientation/training and hybrid feedback sessions in accordance with the following schedule:

Dates and Mode/Venue		Session and Time	LMAs
Virtual Orientation/ Training	Hybrid Feedback Session		
12 February 2024 (Mon) Online	26 February 2024 (Mon) - Online - Multi-Purpose Room (MPR), DMW Central Office	AM Session (9:00 AM to 12:00 NN)	2Queens Maritime Services, Inc. and 88 Aces Maritime Services, Inc.
		PM Session (1:00 to 4:00 PM)	Aarema Shipping & Trading Company, Inc. to Capital Shipmanning Phils., Inc. Caravel Philippines Navigation, Inc. to Global Maritime Crew, Inc.
13 February 2024 (Tue) Online	28 February 2024 (Tue) - Online - Multi-Purpose Room (MPR), DMW Central Office	AM Session (9:00 AM to 12:00 NN)	Gloria Maritime and Agency, Inc. to Maryville Manila, Inc.
		PM Session (1:00 to 4:00 PM)	Matagumpay Maritime, Inc. to Phil-Crewing Maritime Services, Inc.
14 February 2024 (Wed) Online	04 March 2024 (Mon) Online	AM Session (9:00 AM to 12:00 NN)	Philippians International Shipping Agency, Inc. to Status Maritime Corporation



	Patricia A. Sto. Tomas (PST) Hall, DMW Central Office	PM Session (1:00 to 4:00 PM)	Stella Maris Shipmanagement, Inc. to Zuphyr Manpower Services, Inc.
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2. **Attendees**. LMAs are only allowed to send a **maximum of two (2) representatives** in the both the virtual orientation/training and hybrid feedback sessions. LMAs are highly encouraged to **only send representatives who are heavily involved in on-board contracts processing**.
3. **Meeting Link**. The meeting link for the virtual and hybrid sessions will be provided to the identified representatives or the accredited Liaison Officer (LO) of the LMA before the conduct of the sessions.

LMAs are sternly reminded not to share the meeting credentials to other LMAs to ensure the orderly conduct of the sessions.

For information, guidance, and strict compliance of all concerned.



ANNEX C

Step-by-Step Procedure/Process on the use of the new Online On-board Processing Module

In line with the implementation on the use of the Online On-board Processing Module of the DMW Online Processing System for Sea-based (DOPS-Sea), LMAs are hereby apprised of the following step-by-step procedure/process on the use of the same:

1. Log-in to your DOPS-Sea Account;
2. Proceed to Contract Processing;
3. Click the "Completed Contract" Icon;
4. Input the Name of the Seafarer and click "Search;"
5. Click the "Onboard" button;
6. Search and Select the Name of the Principal;
7. Search and Select the Name of the Vessel;
8. Search and Select the Position of the Seafarer;
9. Choose "Onboard Transaction" from the dropdown button;
10. Input the Effectivity Date and click "Next;"
11. Input the Contract Duration;
12. Update Salary and click "Proceed;"
13. Proceed to upload the on-board contract;
14. If you select "upload later," go to onboard process icon, search crew, click view then click upload contract
15. System will then automatically generate a RFP number;
16. To proceed to payment, click the "Payment" icon then click the "Pay" button.
17. An "Assessment" will be generated then click the "Pay" button again.

