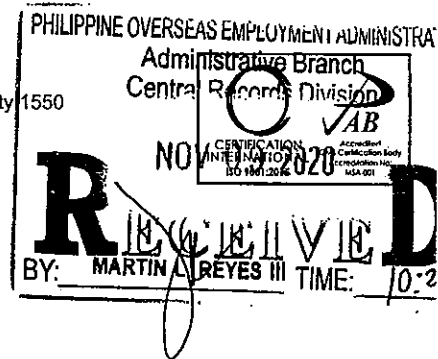




**Philippine  
Overseas  
Employment  
Administration**

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**ADVISORY No. 150**  
Series of 2020

**FOR : ALL LICENSED MANNING AGENCIES**

**SUBJECT : DEPARTURE FORMALITIES FOR DOCUMENTARY REQUIREMENTS OF THE SEAFARERS**

This is to reiterate the departure formalities of departing seafarers indicated in Memorandum Circular No. 02, series of 2014. All manning agencies are hereby reminded to properly observe the procedures in the processing of employment documents of the seafarers and ensure the completeness of the documentary requirements prior to their departure.

The Bureau of Immigration (BI) verifies and validates the travel documents of the seafarers through the POEA-BI Integrated Systems. This process will avoid unnecessary delay of departing seafarers and possible offloading. Manning agencies are reminded to ensure that the following documents are ready for presentation to the immigration officers at the international airports:

1. Overseas Employment Certificate (OEC);
2. Passport (Valid at least 6 months from date of departure)
3. VISA (or its equivalent document)
4. Seafarer's Identification and Record Book (SIRB) – reflecting processing/validation stamp duly signed by official signatory with indicated position and vessel of seafarers as well as the date processed; and
5. Approved Signed Employment Contract.

Moreover, in compliance to the requirements of health protocol for the COVID-19 Pandemic, the Manila International Airport Authority (MIAA) requires the departing seafarers to present a COVID-19 RT-PCR Negative-Test Result/Certification issued by government-recognized accredited testing institutions before they are allowed to board flights.

For strict compliance.

**BERNARD P. OLALIA**  
Administrator

