



## ADVISORY

### POEA ONLINE PROCESSING SYSTEM FOR BALIK-MANGGAGAWA (POPS-BaM)

As part of the continuous effort of the Philippine Overseas Employment Administration (POEA) to expedite the process of issuing Overseas Employment Certificates (OECs) to Returning Overseas Workers/Balik-Manggagawa (BMs), the BM Online System will be replaced by the **POEA Online Processing System for Balik Manggagawa (POPS-BaM)**, a new web-based processing system, **starting on 30 June 2021**.

This new system will incorporate the general functionality of the current Balik-Manggagawa (BM) Online System and transfer them to the new POPS-BaM. After 30 June 2021, the old BM Online System shall no longer be operational.

This new system covers all Balik Manggagawa Workers as follows:

1. Returning documented Overseas Filipino Workers;
2. Undocumented workers, or workers not previously registered with the POEA – workers with no existing record of deployment with the POEA or the POLO; and,
3. Workers who changed employment/employer, on site – including workers who transferred or entered into a new employment contract from one employer to another.

There are two (2) general procedures for BM Workers to follow in shifting to POPS-BaM:

1. Those who have already an existing E-Registration System account shall only need to log-in on their accounts and update the same. The specific procedures are as follows:
  - a. Login using your e-Registration Account;
  - b. Go to "My Profile" and update your information; and,
  - c. After updating your information, you may now access your "Balik-Manggagawa" Module.
2. Those without an E-Registration System account shall need to open one. The specific procedures are as follows:
  - a. Go to "[onlineservices.poea.gov.ph](https://onlineservices.poea.gov.ph)";
  - b. On "e-Registration" panel, click "Let's Go!";
  - c. Then click "Register";



- d. On "Terms of Use and Privacy Statement", click "Accept the Terms of Use";
- e. Kindly read the "Paalala" section before filling out your registration;
- f. Fill out the registration form. Then submit by clicking "Register";
- g. Temporary Password will be sent to your submitted email address;
- h. Repeat steps 1 and 2. Then on Login, enter your registered email address. Click "Next". Enter your Temporary Password and click "Login";
- i. You will be asked to enter a new password. Enter and confirm your new password;
- j. Upon login, go to "My Profile" and fill out your information. You may now access your "Balik Manggagawa" Module.

Please take note of the following rules:

1. One (1) OFW, One (1) e-Registration Account only;
2. Ensure that you only provide correct/factual information and always check your details before submitting your personal information. Submitted information cannot be manually changed/corrected/edited, such as: Name, Gender, Birthdate, Email Address;
3. Request to correct any of the above-mentioned critical personal information shall be done by filing an electronic ticket under the POEA Helpdesk, accessible at ***onlineservices.poea.gov.ph***;
4. Frequent commission of errors/mistake/misdeclarations involving any of the mentioned critical personal information may be construed as misrepresentation and shall subject the concerned BM Worker to legal action;
5. You will not be allowed to acquire a new OEC unless it has expired/cancelled or have already been used for deployment, to resume employment overseas;
6. OECs have a 60-day validity and can only be used once (1) for the jobsite and employer indicated therein; and,
7. Your passport must be valid for at least six (6) months.

Attached are POEA Advisory No. 77 which was issued on 15 June 2021 and POEA Memorandum Circular No. 12, series of 2021 for further details.

For related concerns and inquiries, you may call POLO-Abu Dhabi's OEC hotline no. at **0503902367** or email at ***vfpoloabudhabi@gmail.com***.

For the information of all concerned.

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*Labor Attaché*



21 June 2021