



MEMORANDUM CIRCULAR NO. 04  
(Series of 2013)

TO: ALL MANNING AGENCIES

SUBJECT: Revision of the One-Page Covering Employment Contract

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In compliance with Regulation 2.1, Standard A2.1 of the Maritime Labor Convention (MLC) 2006, the one-page employment contract which forms part of the Standard Terms and Conditions Governing the Overseas Employment of Filipino Seafarers On-board Ocean-going Ships is hereby revised to include the following additional details / information:

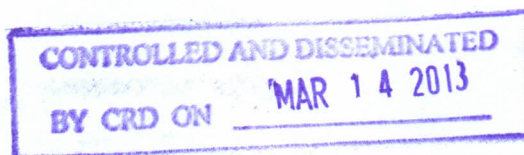
- a. Seafarer's date of birth and place of birth;
- b. Shipowner's address; and
- c. Reference to collective bargaining agreement (CBA), if applicable.

Copy of the revised Contract of Employment is herewith attached for guidance and reference.

This Memorandum Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation and filing with the Office of the National Administrative Register.

  
**HANS LEO J. CACDAC**  
Administrator

12 March 2013  
PSO/POEA



Republic of the Philippines  
Department of Labor and Employment  
PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION

CONTRACT OF EMPLOYMENT

KNOW ALL MEN BY THESE PRESENTS:

This Contract, entered into voluntarily by and between:

Name of Seafarer: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
SIRB No.: \_\_\_\_\_ SRC No. \_\_\_\_\_ License No. \_\_\_\_\_  
hereinafter referred to as the Seafarer

and

Name of Agent: \_\_\_\_\_  
Name of Principal /Shipowner : \_\_\_\_\_  
Address of Principal / Shipowner: \_\_\_\_\_  
for the following vessel:  
Name of Vessel: \_\_\_\_\_  
IMO Number: \_\_\_\_\_ Gross Registered Tonnage (GRT): \_\_\_\_\_ Year Built: \_\_\_\_\_  
Flag: \_\_\_\_\_ Type of Vessel: \_\_\_\_\_ Classification Society: \_\_\_\_\_  
hereinafter referred to as the Employer

WITNESSETH

1. That the seafarer shall be employed on board under the following terms and conditions:

- 1.1 Duration of Contract: \_\_\_\_\_
- 1.2 Position: \_\_\_\_\_
- 1.3 Basic Monthly Salary: \_\_\_\_\_
- 1.4 Hours of Work: \_\_\_\_\_
- 1.5 Overtime: \_\_\_\_\_
- 1.6 Vacation Leave Pay: \_\_\_\_\_
- 1.7 Point of Hire: Manila, Philippines
- 1.8 Collective Bargaining Agreement, if any: \_\_\_\_\_

2. The herein terms and conditions in accordance with POEA Governing Board Resolution No. 09 and Memorandum Circular No. 10, both series of 2010, shall be strictly and faithfully observed.

3. Any alterations or changes, in any part of this Contract shall be evaluated, verified, processed and approved by the Philippine Overseas Employment Administration (POEA). Upon approval, the same shall be deemed an integral part of the Standard Terms and Conditions Governing the Employment of Filipino Seafarers On-Board Ocean Going Vessels.

4. Violations of the terms and conditions of this Contract with its approved addendum shall be ground for disciplinary action against the erring party.

IN WITNESS WHEREOF the parties have hereto set their hands this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Seafarer

\_\_\_\_\_  
For the Employer  
Name and Signature/Designation

Verified and approved by the POEA:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature of POEA Official