

POEA e-Registration System v.2.0

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POEA e-Registration System v.2.0

THE POEA E-REGISTRATION SYSTEM V.2.0

The POEA E-Registration v.2.0 is an enhanced online registration system for Filipino Applicants aspiring of overseas employment.

This system has the following features:

- Can be accessed via the internet
- Online Registration for Filipino applicants aspiring for overseas employment
- Each User can have an e-Registration Profile that they can update
- Automatic issuance of e-Registration Number
- Printing of e-Registration ID
- Printing of Worker's Resume
- Notification of Worker's employment status, job vacancies and advisories

Before using this system, make sure that the following System Requirements are met.

System Requirements

- * Windows7 or higher
- * Dual Core or higher
- * Memory at least 2 Gigabytes
- * Internet connection at least 1 Mbps
- * One of the following internet browsers:
 - Google Chrome v. 40 and above, Firefox 46

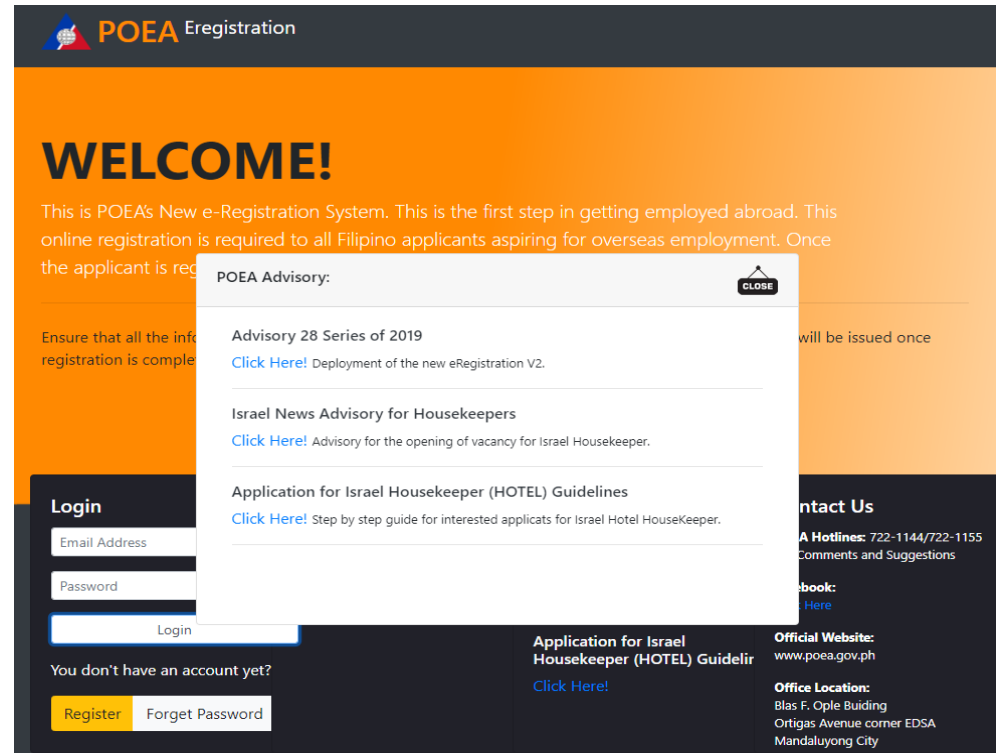
POEA e-Registration System v.2.0

GETTING STARTED

I. How to access the POEA e-Registration System v.2.0

1. Open Google Chrome or Firefox
2. Type in the address field
<http://onlineservices.poea.gov.ph>
3. It will be redirected to the POEA e-Registration System v.2.0 landing page
4. Read first the Advisory posted, this may give you a thorough understanding in using the system, click the *CLICK HERE* link
5. Next, Click *CLOSE* located at the top corner of the advisory message box

Figure 1



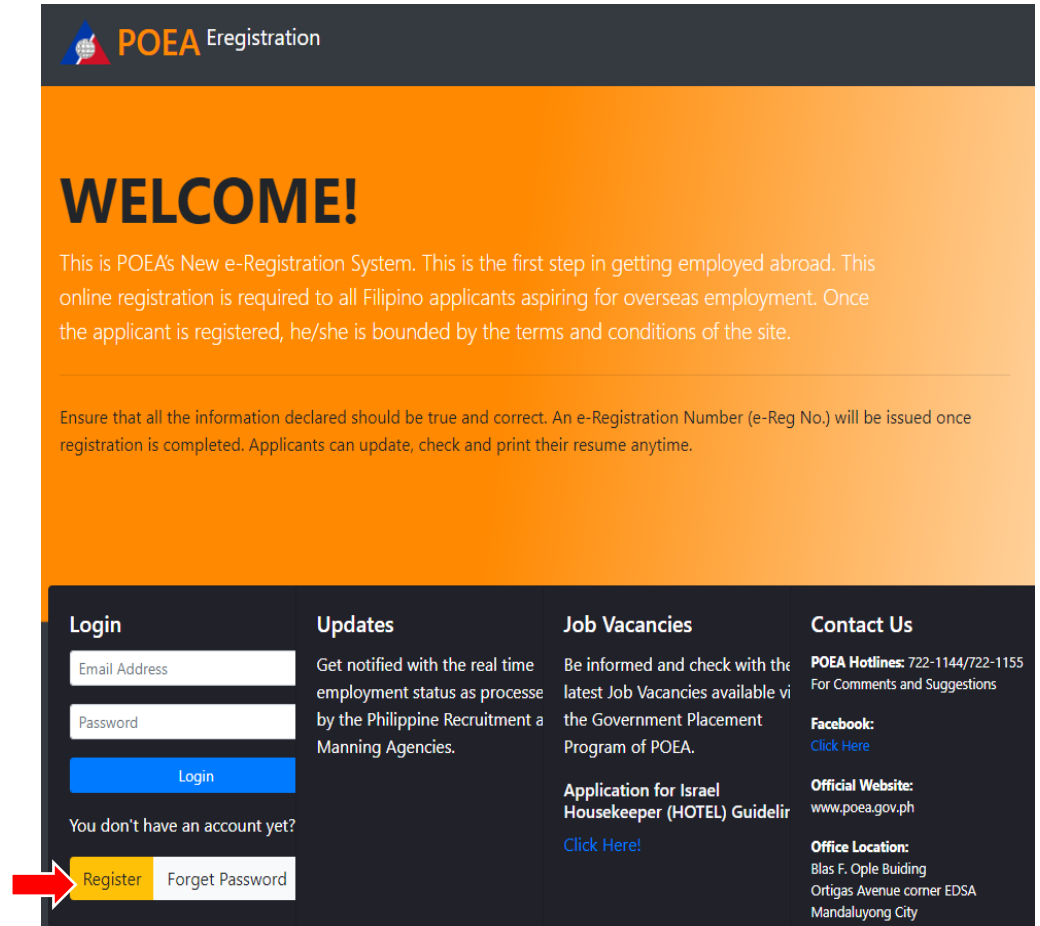
POEA e-Registration System v.2.0

6. The User will be re-directed to the Login Page of the POEA e-Registration v.2.0

7. **For New Users or New Registrants of the POEA e-Registration v.2.0**

7.1 Click the *REGISTER* button

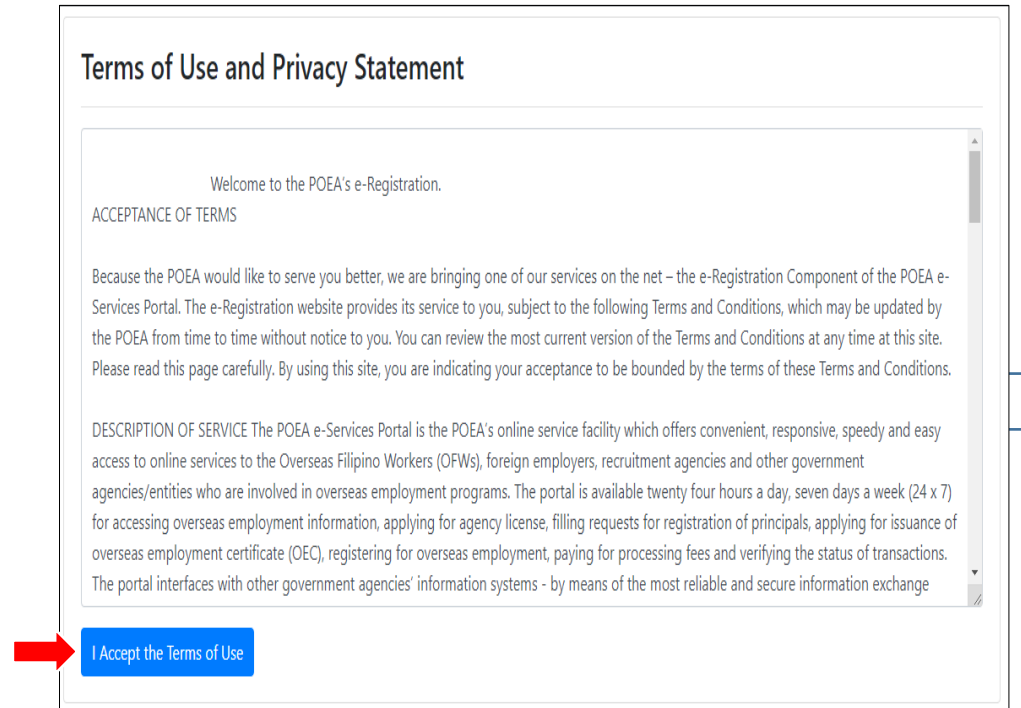
Figure 2



POEA e-Registration System v.2.0

Figure 3

- 7.2 Read and understand the Terms of Use and Privacy Statement clause
- 7.3 If you agree on what is written, then click the button *I ACCEPT THE TERMS OF USE*



POEA e-Registration System v.2.0

Figure 4

7.4 Fill-out the Form completely with your information, see to it that you have read the REMINDERS OR PAALALA to avoid mistakes that may lead to disqualification.

7.5 Click the button *REGISTER* to complete the process

POEA Online

New Account Registration

Paalala

1. Use only an active email address for account registration, this will enable you to receive the email confirmation for the account activation in the e-Registration System v.2
2. If no email confirmation received, do not attempt to create or register another account by altering or changing the personal information, for ex. First Name, Middle Name, Last Name, Birthday and Passport Number.
3. Ensure that the information provided here are true and correct to the best of your knowledge..
4. Any FALSE INFORMATION MISINTERPRETATION provided may result to cancellation of your privilege to use the e-Registration System v.2 and disqualification of your application.
5. If you have encountered any problems, you may call/ask help from your Crewing or Manning Agency because they are in direct contact with POEA or contact POEA directly with these contact details:
Manpower Registry Division: Tel. Nos.7221172/722-1173
POEA Hotlines : 722-11-44 / 722-11-55
Email : info@poea.gov.ph

***Please enter the details that appear in your passport**

First Name:

Middle Name:

Last Name:

Suffix Name: eg: Jr, Sr, III, IV


Gender:

Email Address (Username): Valid Email Address

Birth Date: mm/dd/yyyy

Passport No: Valid Passport

Passport Expiry Date: mm/dd/yyyy



POEA e-Registration System v.2.0

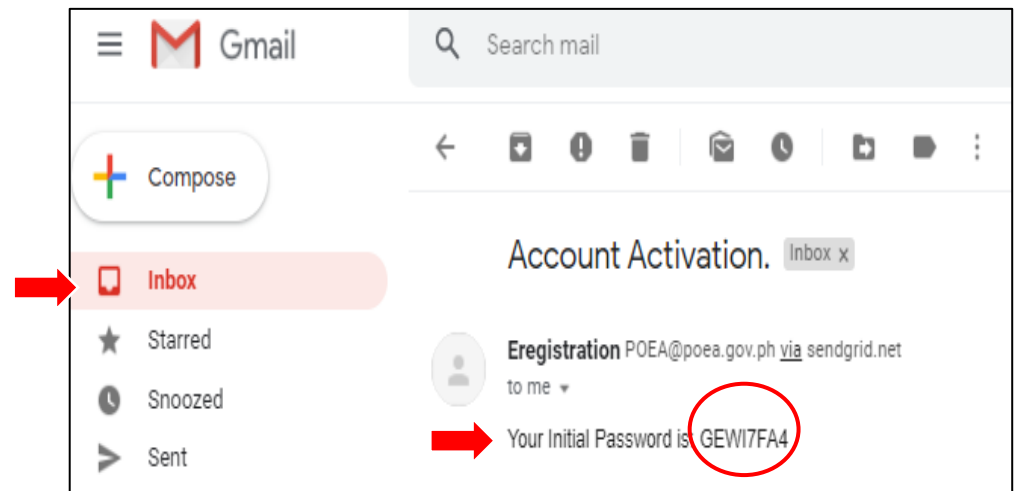
- 7.6 Login to your email account, look for an email sent by the ERegistration for Account Activation in the Inbox. If none, check also the Spam Folder, Junk Email or Archive.

Figure 5

Account is successfully created please check your email to activate your account.

- 7.7 Copy the Initial/Temporary Password given.

Figure 6



POEA e-Registration System v.2.0

- 7.8 Go to e-Registration Login Page,
- 7.9 Next, type your email address and the copied password from the email then click *LOGIN*

Figure 7

POEA Registration

WELCOME!

This is POEA's New e-Registration System. This is the first step in getting employed abroad. This online registration is required to all Filipino applicants aspiring for overseas employment. Once the applicant is registered, he/she is bounded by the terms and conditions of the site.

Ensure that all the information declared should be true and correct. An e-Registration Number (e-Reg No.) will be issued once registration is completed. Applicants can update, check and print their resume anytime.

Login	Updates	Job Vacancies	Contact Us
<input type="text" value="Email Address"/> <input type="password" value="Password"/> <input type="button" value="Login"/>	Get notified with the real time employment status as processed by the Philippine Recruitment and Manning Agencies.	Be informed and check with the latest Job Vacancies available via the Government Placement Program of POEA. Application for Israel Housekeeper (HOTEL) Guidelines Click Here!	POEA Hotlines: 722-1144/722-1155 For Comments and Suggestions Facebook: Click Here Official Website: www.poea.gov.ph Office Location: Blas F. Ople Building Ortigas Avenue corner EDSA Mandaluyong City
<p>You don't have an account yet?</p> <input type="button" value="Register"/> <input type="button" value="Forget Password"/>			

POEA e-Registration System v.2.0

Figure 8

- 7.10 You will be prompted to change your Password
- 7.11 Type your chosen Password twice
- 7.12 Click the *CHANGE PASSWORD*

Change Password:

Reminders:
Please make sure that you set a password that you can always remember.
Password should be alpha numeric and minimum of 8 characters.

Password:

Confirm Password:

Change Password

Figure 9

- 7.13 Go back to the Login page, type your email address and new password
- 7.14 Click the *LOGIN* button

Login

Email Address

Password

Login

You don't have an account yet?

Register Forget Password

Updates

Get notified with the real time employment status as processed by the Philippine Recruitment and Manning Agencies.

Job Vacancies

Be informed and check with the latest Job Vacancies available via the Government Placement Program of POEA.

Application for Israel Housekeeper (HOTEL) Guidelines

Click Here!

Contact Us

POEA Hotlines: 722-1144/722-1155
For Comments and Suggestions

Facebook:
Click Here

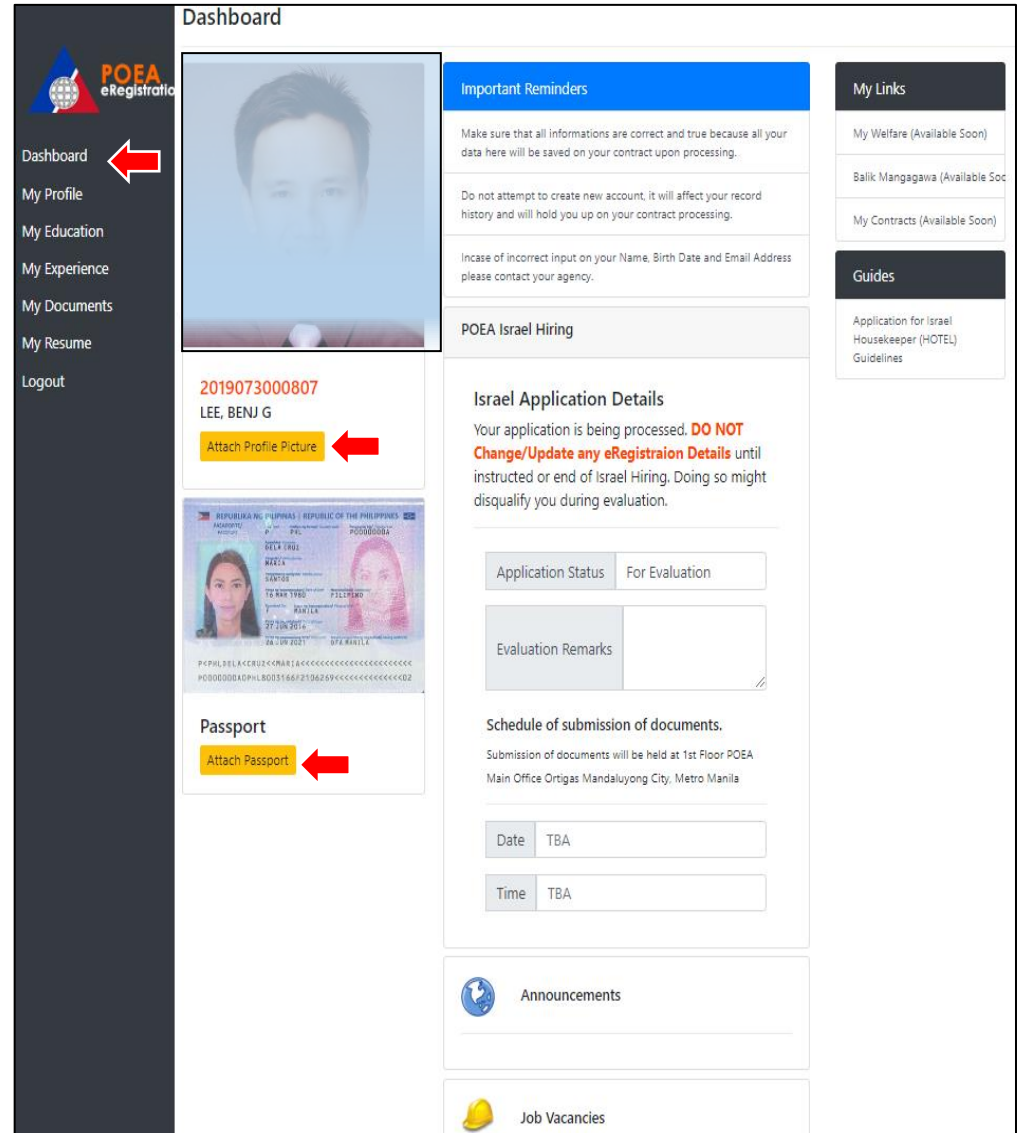
Official Website:
www.poea.gov.ph

Office Location:
Blas F. Ople Building
Ortigas Avenue corner EDSA
Mandaluyong City

POEA e-Registration System v.2.0

Figure 10

- 7.15 You are now logged-in to your New e-Registration Account Profile/Dashboard
 - 7.15.1 You are required to attach/upload your PHOTO, click *ATTACH PROFILE PICTURE*
 - 7.15.2 Next requirement, attach/upload your scanned PASSPORT, click *ATTACH PASSPORT*



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Figure 11

- 7.16 You can update/edit your *Basic Personal details, Identifications and Beneficiaries* in the **MY PROFILE** window.
 - 7.16.1 Complete your Personal Details, once done, do not forget to click the *UPDATE PROFILE* button.
 - 7.16.2 Next, enter your valid Identifications or valid IDs such as: Passport No., OWWA No., TESDA No., Seaman's Book (SIRB) No., UMID, Philhealth, SSS No., Pagibig and the like.
 - 7.16.3 Click *REMOVE* button if you want to delete/erase what you've previously typed.

My Profile [Update Profile](#)

POEA eRegistration

Dashboard
My Profile
 My Education
 My Experience
 My Documents
 My Resume
 Logout

First name: benj Middle name: g Last name: lee Suffix: Suffix

Date of Birth: 1987-10-05 Gender: Male Email Address: ghskome04@gmail.com Mobile No. (Philippines): 0 Contact No.: 0

Weight (Kilograms): 60 Height (Meters): 1.34 Civil Status: Single Religion: BAPTIST

Address

House/Bldg and Street No.: asdasd Province: Batanes City/Municipality: Itbayat Barangay: Rael

Birth Place: asdasd

Mother's Name Details

Maiden Last Name: sadas Maiden First Name: asd Maiden Middle Name: asdasd

Identifications [Add New Identification](#)

	Identification	Identification No.	Issue Date	Expiry Date	Date Created
Remove	PASSPORT	7777777	8/7/2019 12:00:00 AM	10/31/2018 12:00:00 AM	8/24/2018 8:17:47 AM
Remove	OWWA	asdasd	9/2/2019 12:00:00 AM	9/12/2019 12:00:00 AM	9/20/2019 4:06:18 PM
Remove	TESDA	sdas	10/16/2019 12:00:00 AM	10/19/2019 12:00:00 AM	10/7/2019 9:32:45 AM
Remove	SEAMAN'S BOOK (SIRB)	21312321	9/30/2019 12:00:00 AM	10/17/2019 12:00:00 AM	10/15/2019 8:37:46 AM
Remove	UMID	13213	10/15/2019 12:00:00 AM	10/17/2019 12:00:00 AM	10/17/2019 3:32:41 PM

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Figure 12

7.16.4 Next, on the MY FAMILY section, you can add BENEFICIARY, click the *ADD BENEFICIARY* button.

7.16.5 Click *REMOVE* button if you want to delete/erase what you've previously typed.

My Family										
	Type	First Name	Middle Name	Last Name	Suffix	Gender	Relation	Birth Date	Mobile No.	Date Created
Remove		dsad	sad	sad		Female	Common Law Partner	10/16/2019 12:00:00 AM	123213	10/29/2019 8:14:50 AM
Remove		sadsad	sad	asd	sad	Female	Sister	10/7/2019 12:00:00 AM	213213	10/29/2019 7:18:24 AM
Remove	Beneficiary	sadsadsa	dasd	asd		Female	Mother	10/22/2019 12:00:00 AM	21321	10/20/2019 9:37:09 AM
Remove		sdsadas	sad	sad		Male	Father	10/22/2019 12:00:00 AM	213	10/17/2019 3:36:27 PM

Figure 13

7.1 You can update/edit your *Educational Attainment, Certificates, Trainings and Language* in the **MY EDUCATION** window.

POEA eRegistration

My Education

- Educational Attainment → Add Education
- Certificates → Add Certificate
- Trainings → Add Training
- Language → Add Language

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Figure 14

- 7.1.1 Click **Add Education** to enter your Educational Attainment.
- 7.1.2 Fill-out the form with the required data, then click **SAVE** so that the system can capture all the information entered.

The screenshot shows a web form titled "Education Details" with a "CLOSE" button in the top right corner. The form contains the following fields:

- Category:** A dropdown menu.
- Academic Year (yyyy):** A text input field.
- School:** A dropdown menu.
- Others:** A text input field.
- Course:** A dropdown menu.
- Others:** A text input field.

A green "Save" button is located at the bottom of the form. A red arrow points to the "Add Education" button above the form, and another red arrow points to the "Save" button.

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- 7.1.3 Click **Add Certificate** to enter your Certificates received.
- 7.1.4 Fill-out the form with the required data, then click **SAVE** so that the system can capture all the information entered.

Figure 15

The screenshot shows a web form for adding a certificate. At the top left, there is a yellow button labeled "Add Certificate" with a red arrow pointing to it. Below this is a form titled "Certificate Details" with a "CLOSE" button in the top right corner. The form contains the following fields:

- Certificate Title:** A text input field.
- Certificate No/Serial:** A text input field.
- Issued By:** A text input field.
- No of Hours:** A text input field.
- Competency:** A dropdown menu with "Not Applicable" selected.
- Date Issued:** A date input field with the placeholder "mm/dd/yyyy".
- Expiry Date:** A date input field with the placeholder "mm/dd/yyyy".

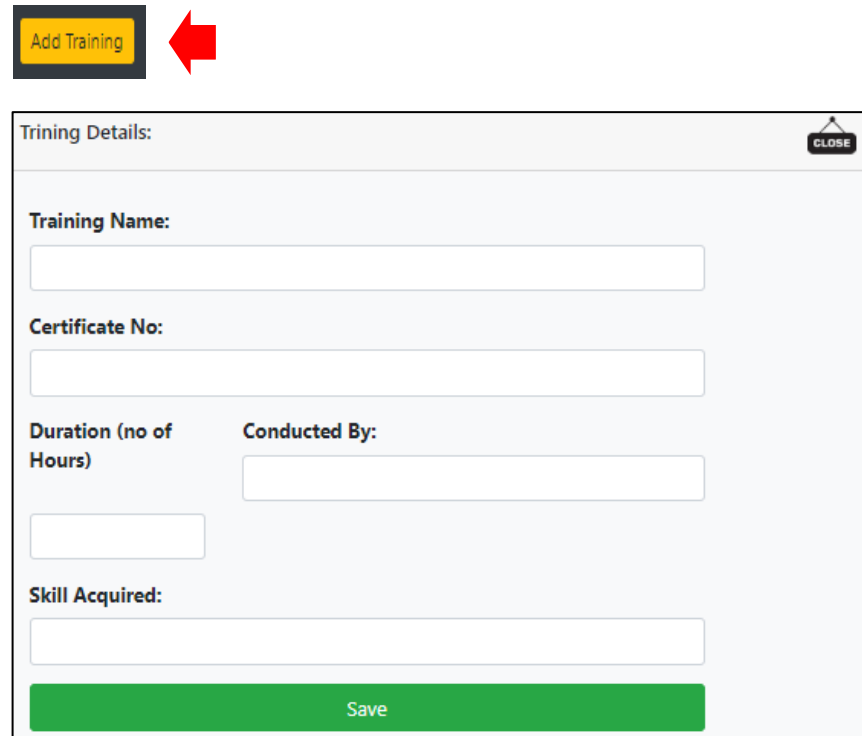
At the bottom of the form is a green button labeled "Save" with a red arrow pointing to it.



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- 7.1.5 Click **Add Training** to enter your Training/s attended.
- 7.1.6 Fill-out the form with the required data, then click *SAVE* so that the system can capture all the information entered.

Figure 16



The screenshot displays the 'Add Training' button, which is highlighted with a red arrow. Below the button is the 'Training Details' form, which includes the following fields:

- Training Name:** A text input field.
- Certificate No:** A text input field.
- Duration (no of Hours):** A text input field.
- Conducted By:** A text input field.
- Skill Acquired:** A text input field.

A green 'Save' button is located at the bottom of the form. A 'CLOSE' button is visible in the top right corner of the form window.

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- 7.1.7 Click **Add Language** to enter your Language/s spoken.
- 7.1.8 Fill-out the form with the required data, then click *SAVE* so that the system can capture all the information entered.

Figure 17

Language Details: CLOSE

Language:
Abkhazian

Competency:
▼

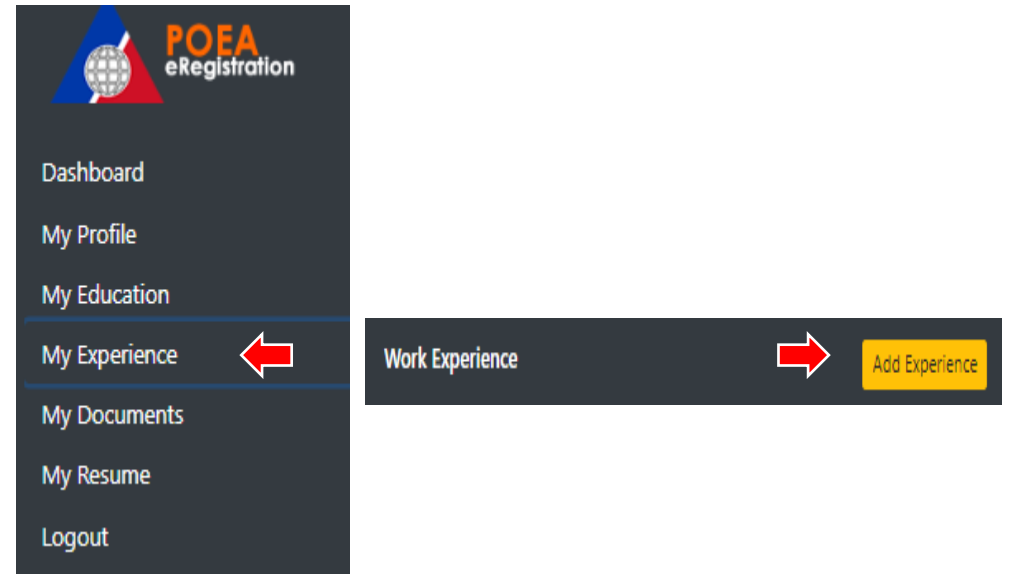
Spoken (Fluent as 10): 0
Written (Proficient as 10): 0

Save

POEA e-Registration System v.2.0

7.18 You can update/edit your *Work Experience* in the **MY EXPERIENCE** window.

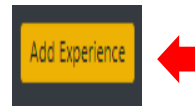
Figure 18



POEA e-Registration System v.2.0

Figure 19

- 7.18.1 Click **Add Experience** to enter your Work Experience and details.
- 7.18.2 Fill-out the form with the required data, then click **SAVE** so that the system can capture all the information entered.



Work Preference Details: CLOSE

Company:

Position:

Date Started: **Date Ended:** **Country:**

Present Work

POEA e-Registration System v.2.0

Figure 20

7.19 You can update/edit your Documents in the **MY DOCUMENTS** window.

7.19.1 Click **Add Document** to enter your pertinent Documents such as: NBI, Police Clearance and Medical Certificates.

7.19.2 Fill-out the form with the required data, then click **SAVE** so that the system can capture all the information entered.

The screenshot displays the POEA e-Registration System interface. On the left is a dark sidebar menu with the following items: Dashboard, My Profile, My Education, My Experience, My Documents (highlighted with a red arrow), My Resume, and Logout. The main content area is titled 'My Document Details:' and contains a 'CLOSE' button in the top right corner. Below the title is a 'Document Type:' dropdown menu with 'NBI Clearance' selected. Underneath are two date input fields: 'Date Issued:' and 'Date of Expiry:', both with placeholder text 'mm/dd/yy'. At the bottom of the form is a large green 'Save' button, which is also highlighted with a red arrow. Above the main form area, a yellow 'Add Document' button is highlighted with a red arrow.

POEA e-Registration System v.2.0

Figure 21

7.20 Click **My Resume** to view and print your Resume. Please review the contents of your resume.

7.20.1 Click **Print Resume** button to print.

The screenshot shows the POEA e-Registration System v.2.0 interface. On the left is a dark sidebar with navigation options: Dashboard, My Profile, My Education, My Experience, My Documents, My Resume (highlighted with a red arrow), and Logout. The main content area features the POEA logo and the text 'Philippine Overseas Employment Administration' and 'Overseas Workers Welfare Administration'. Below this is the title 'WORKER'S INFORMATION SHEET'. A green 'Print Resume' button is in the top right, with a red arrow pointing to it. The e-Registration No. '2019073000807' is circled in red, with a red arrow pointing to it from the text 'e-Registration No.'. Below this is the name 'BENJ G LEE' and an email address. A placeholder for a profile picture is on the right. The 'Personal Information' section includes fields for Date of Birth (1987-10-05), Age (32), Gender (Male), Religion (BAPTIST), Civil Status (Single), Weight (60), and Height (1.34). The Address is 'asdasd, Raelle, Itbayat, Batanes'. The 'Identification:' section contains a table with the following data:

Identification Type	Identification No	Expiry Date
PASSPORT	7777777	2018-10-31
OWWA	asdsad	2019-09-12
TESDA	sdsas	2019-10-19
SEAMAN'S BOOK (SIRB)	21312321	2019-10-17
UMID	13213	2019-10-17

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7.20.1 The User will be directed to the Print Page, select the correct printer, then click the **Print** button below the page to print.

7.20.2 Check pages of the printout if complete.

Figure 22

Philippine Overseas Employment Administration | **Overseas Workers Welfare Administration**

WORKER'S INFORMATION SHEET

2019073000807
BENJ G LEE

Personal Information

Date of Birth: 1987-10-05 | Age: 32
 Gender: Male | Religion: BAPTIST | Civil Status: Single
 Weight: 60 | Height: 1.34
 Address: asdad, Raale, Itbayat, Batanes

Identification:

Identification Type	Identification No	Expiry Date
PASSPORT	7777777	2018-10-31
OWWA	asdad	2019-09-12
TSDA	sdas	2019-10-19
SEAMANS BOOK (SBB)	21312321	2019-10-17
UMID	12313	2019-10-17

Education:

Level	School	Course	Year
COLLEGE UNDERGRADUATE	ASE INTERNATIONAL COLLEGE OF BUSINESS & ECONOMICS-CANTON	ADULT LITERACY PROGRAM	1987
ELEMENTARY UNDERGRADUATE	ASADA COLLEGE		1987
ELEMENTARY GRADUATE	ASE INTERNATIONAL COLLEGE OF BUSINESS & ECONOMICS-CABANATUBAN CITY	ADVERTISING ARTS	1233

Certificates

Title	Certificate No	No. Hours	Issued By	Date Issued	Expiry Date
housekeeping	123211	50	TSDA	10-09-2019	10-17-2019

Trainings

Training	Certificate No	Duration(Hrs)	Conducted By	Skills Acquired
housekeeping nci	asdas	45	sdasdas	housekeeping
asdad	asda	2	asdasdas	asda

Print 2 sheets of paper

Destination: EPSON7CB01A (M100)

Pages: All

Copies: 1

More settings

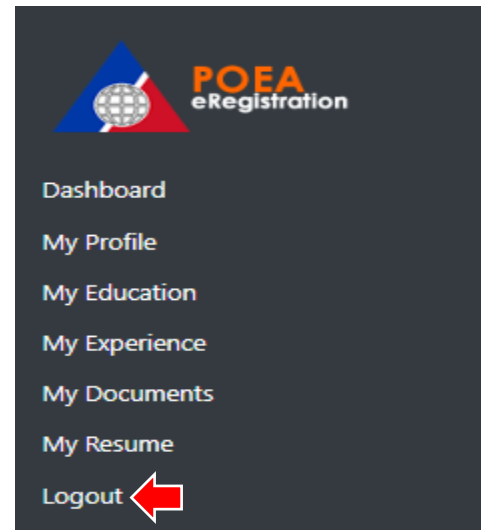
Print **Cancel**

POEA e-Registration System v.2.0

Figure 23

7.21 How to Logout from the System?

7.21.1 Click the *LOGOUT* link in the navigation bar to logout.

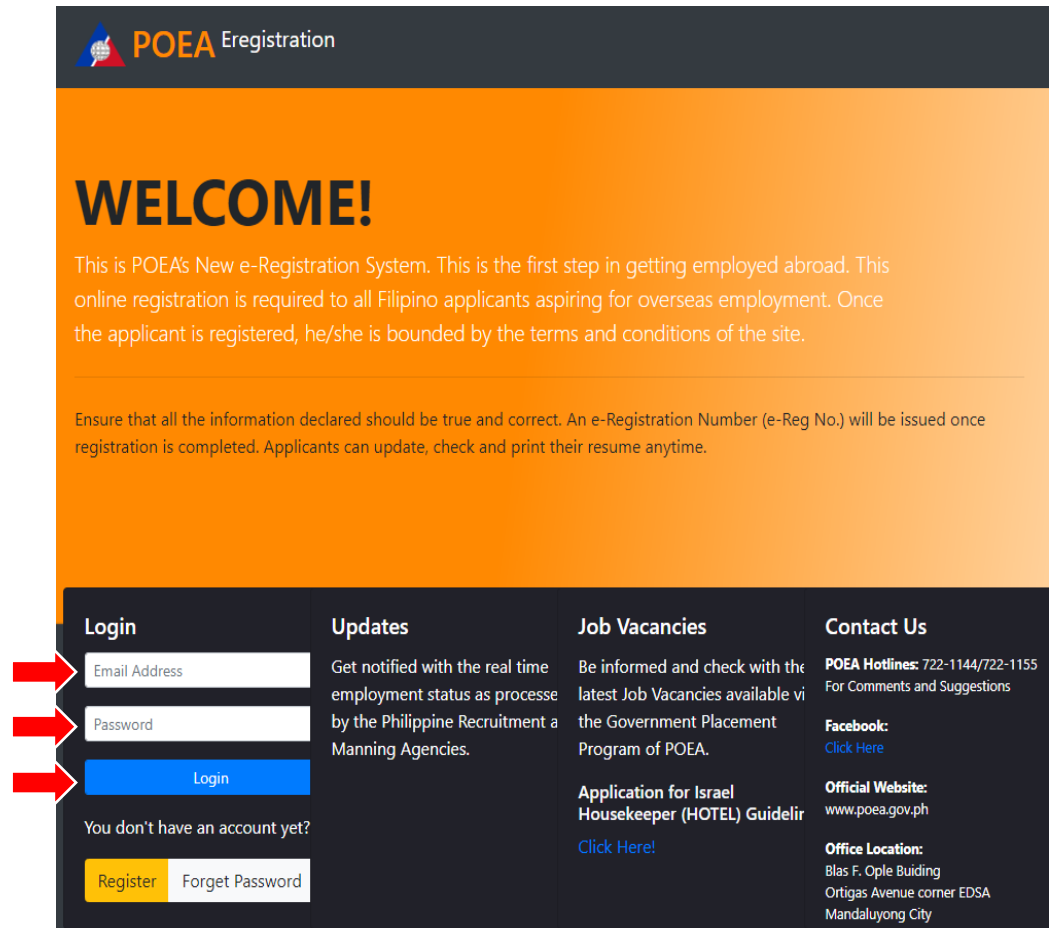


POEA e-Registration System v.2.0

Figure 24

8. For Users already registered on the e-Registration v. 1

- 8.1 Open internet browser, type the link <http://onlineservices.poea.gov.ph> in the address bar
- 8.2 Type your Username and Password then click LOGIN



POEA e-Registration System v.2.0

8.1 Fill-out the form by typing your email address, First Name, Last Name and Birthday you have in the e-Registration v.1

8.2 Click **Activate** button

Figure 25

Activate Account

Please input your account Details

Email Address: shiskeme04@gmail.com

First Name: benj

Last Name: lee

Birth Date: 07/11/2019

Activate

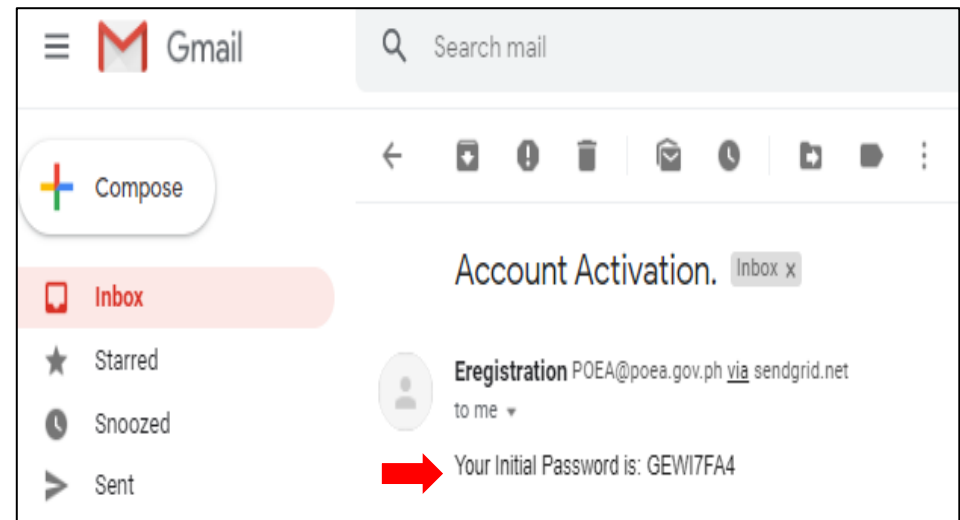
Reminders:

1. Please input your eRegistration Details for verification.
2. After successful verification an activation code will be sent to your email.
3. Follow the instructions on how to activate your account.

8.3 Login to your email account, look for an email sent by the ERegistration for Account Activation in the Inbox. If none, check also the Spam Folder, Junk Email or Archive.

8.4 Copy the Initial/Temporary Password given.

Figure 26



POEA e-Registration System v.2.0

Figure 27

8.5 Go to e-Registration v.2 Login Page, next type your email address and the copied password and click LOGIN button

8.6 You will be prompted to change your Password

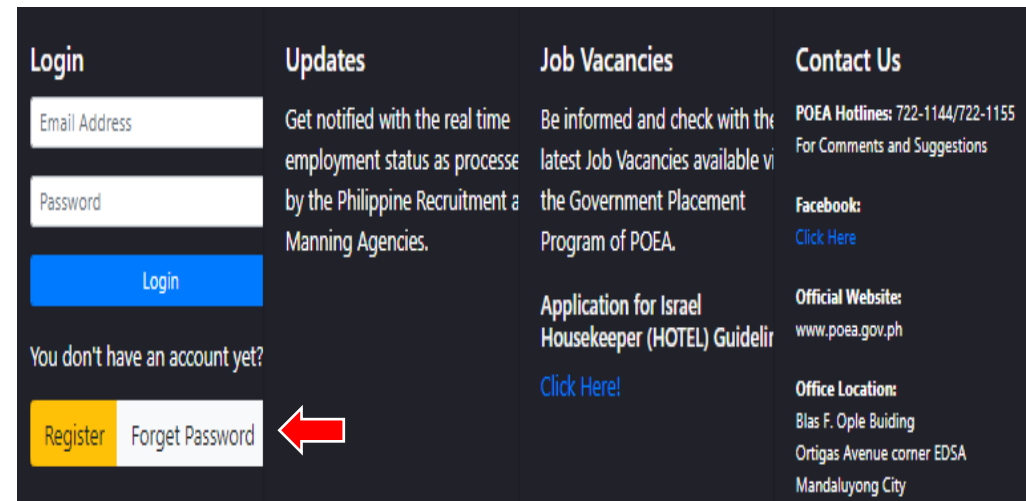
8.7 Follow the instruction Number 7.9 on page 9 then continue up to 7.20.2 on page 18.



Figure 28

9. What to do if you forget your password?

9.1 Click the *FORGET PASSWORD* link found in the Login Page.



POEA e-Registration System v.2.0

Figure 29

- 9.2 You will be redirected to the Forget Password Form.
- 9.3 Fill-out the form with your correct information such as: email address and birthday.
- 9.4 Click *FORGET PASSWORD* button to complete the process.

Forget Password

Please input your account Details

Email Address:

Birth Date:

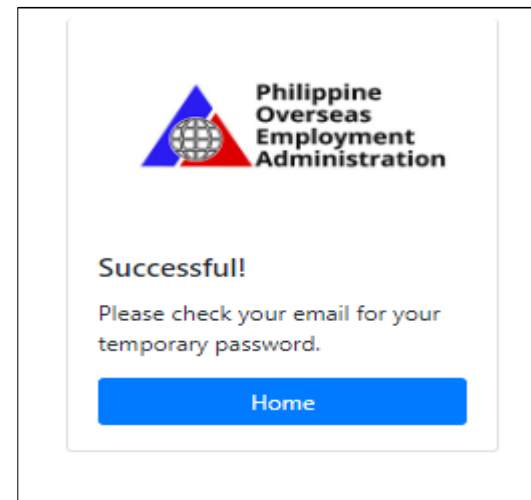
[Forget Password](#)

Reminders:

1. Please input your Birth Date for Verification.
2. After successful verification an activation code will be sent to your email.
3. Follow the instructions on how to activate your account.

Figure 30

- 9.5 A confirmation message will pop up that you have successfully submitted the request.



POEA e-Registration System v.2.0

- 9.6 Login to your email account, look for an email sent by the POEA Helpdesk Accounts in the Inbox. If none, check also the Spam Folder, Junk Email or Archive.
- 9.7 Copy the Initial/Temporary Password given.
- 9.8 Go back to Login Page. Follow instruction in Page 8 then continue up to Page 18, if you need to update your account.

Figure 31

