

Direct Hire Application Manual

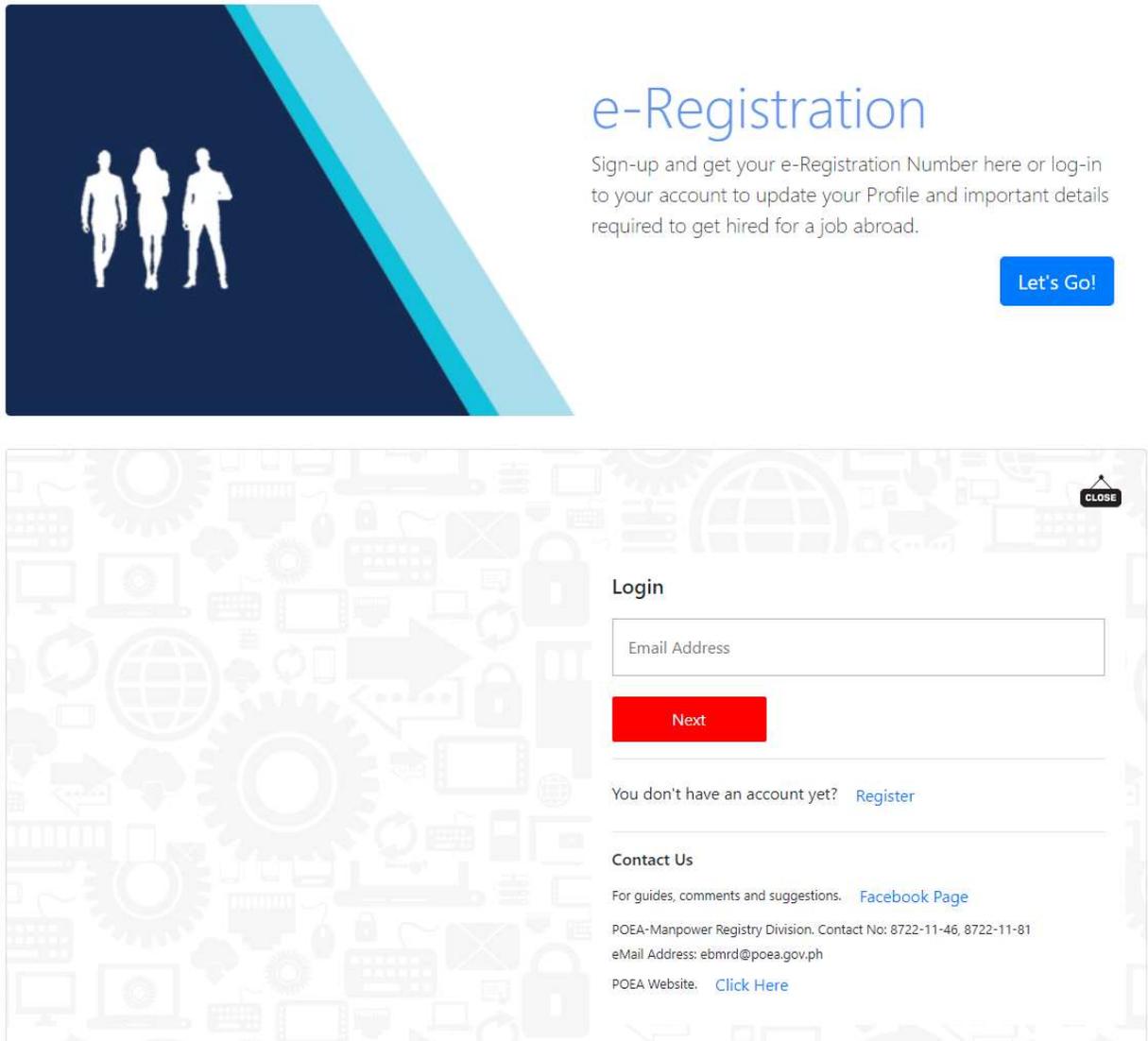
Version 1.0

POEA ICT-BRANCH

I. Introduction

II. Using the System

1. Login



The image shows a banner for e-Registration and a login form. The banner features a dark blue background with a light blue diagonal stripe and three white silhouettes of people. The text on the banner reads: "e-Registration", "Sign-up and get your e-Registration Number here or log-in to your account to update your Profile and important details required to get hired for a job abroad.", and a blue button labeled "Let's Go!". Below the banner is a login form with a "CLOSE" button in the top right corner. The form has a "Login" heading, an "Email Address" input field, and a red "Next" button. Below the input field, it says "You don't have an account yet? Register". Underneath, there is a "Contact Us" section with the text: "For guides, comments and suggestions. Facebook Page", "POEA-Manpower Registry Division. Contact No: 8722-11-46, 8722-11-81", "eMail Address: ebmrd@poea.gov.ph", and "POEA Website. Click Here".

e-Registration

Sign-up and get your e-Registration Number here or log-in to your account to update your Profile and important details required to get hired for a job abroad.

[Let's Go!](#)

Login

[Next](#)

You don't have an account yet? [Register](#)

Contact Us

For guides, comments and suggestions. [Facebook Page](#)

POEA-Manpower Registry Division. Contact No: 8722-11-46, 8722-11-81
eMail Address: ebmrd@poea.gov.ph
POEA Website. [Click Here](#)

Login using your e-Registration account. If you do not have one yet, please register. In case you are encountering account problems please file a ticket at the POEA Online Helpdesk System.

2. Update your eRegistration details

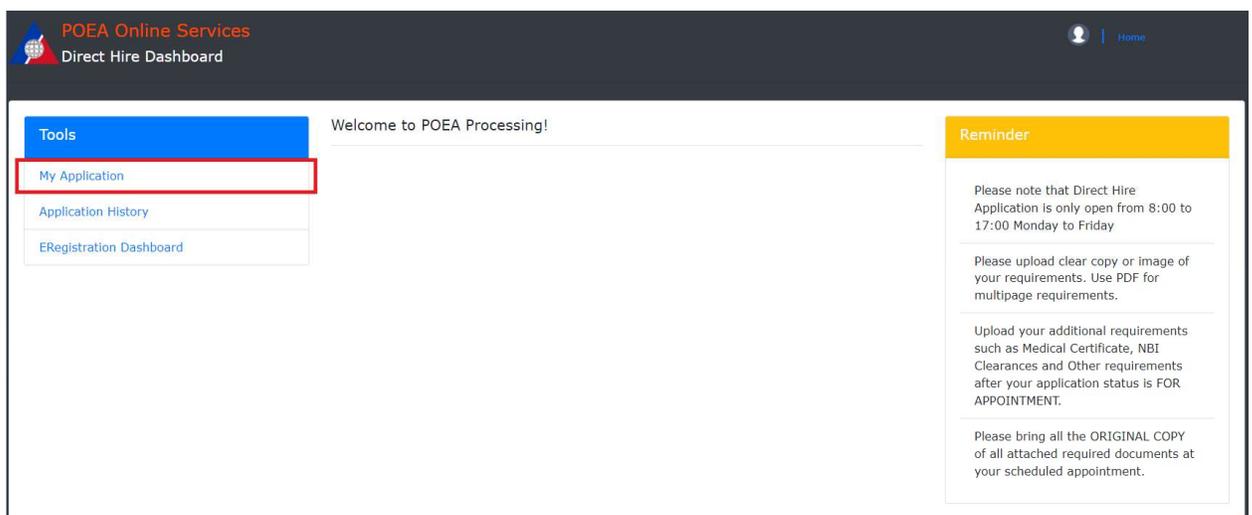
The screenshot displays the POEA eRegistration dashboard. On the left is a dark sidebar with navigation links: Dashboard, My Profile, My Education, My Experience, My Documents, My Resume, and Logout. The main content area is titled "Dashboard" and features a user profile card for LEE, BENJ GU with ID 2019073000789, including an "Attach Profile Picture" button. Below the profile is a "Thank You" message and a "Passport" section with an "Attach Passport" button. The central area contains an "Important Reminders" section with three messages and two job opportunity banners: "Home-based Caregivers for Israel!" and "We Are Looking For Medical Practitioners For Saudi Arabia", both with "Apply Now" buttons. On the right, there are "My Links" and "Guides" sections. The "My Links" section includes: My Welfare (Available Soon), Balik Mangagawa, Direct Hire Application, My Contracts, G2G Hiring (Available Soon), and Client Satisfaction. The "Guides" section includes: eRegistration Version 2 Guide and EPS TOPIK Guide. At the bottom right, there is a "JOBFAIR" banner.

Update your e-Registration profile and upload your profile picture and passport images. Make sure to keep your profile picture professional and clear. You can upload .jpeg files and with a maximum of 2MB in size.

3. Input application details



Click the Direct Hire Application Button at the upper left side of your e-Registration Dashboard.



Click the My Application button to access the Direct Hire Application Module. Please read the reminders for your guidance.

Processing Site

MANDALUYONG, ORTIGAS

Application Type

Household Application

Principal Name Or Employer Name

test Employer

Position

test Position

VISA Number

12345

VISA Expiry Date

01/28/2022

Submit Application

Input your application details, do not leave anything blank and make sure that you supply true and correct information according to your documents.

4. Upload documentary requirements

POEA Online Services
Direct Hire Application

Application Details

Application Type	Household Application
Date Submitted	1/13/2022 4:07:24 AM
Processing Site	MANDALUYONG, ORTIGAS
Principal or Employer Name	test Employer
Position	test Position
Status	Upload Document

Passport with 1 year validity	No Document Uploaded
UPLOAD FILE	
Valid Work VISA or Work Permit	No Document Uploaded
UPLOAD FILE	
Employment Contract	No Document Uploaded
UPLOAD FILE	
POLD Endorsement Letter	No Document Uploaded
UPLOAD FILE	
Additional country-specific requirement	No Document Uploaded
UPLOAD FILE	

Reminder

Documentary Requirement - Household

Please upload clear copy or image of your requirements. Use PDF for multipage requirements.

Upload your additional requirements such as Medical Certificate, NBI Clearances and Other requirements after your application status is FOR APPOINTMENT.

Please bring all the ORIGINAL COPY of all attached required documents at your scheduled appointment.

[Cancel Application](#)

Click Upload button to upload scanned document or image of your document.

Attach Profile Image: CLOSE

Image Specifications:

1. Passport Size
2. Less than 2 MB JPG/JPEG file
3. Image should be clean and clear

No file chosen

Choose your file location and select the file you need to upload, NOTE; use PDF file for multipage documents, and image for single page.

Passport with 1 year validity	✓ Uploaded
REMOVE	
Valid Work VISA or Work Permit	No Document Uploaded
UPLOAD FILE	

You can click the Upload to view your uploaded document. You can remove the uploaded document in case you uploaded a wrong file.

TESDA National Certificate II for Domestic Helper	✓ Uploaded
REMOVE	
Notarized Statement on how the worker secured his/her employment	✓ Uploaded
REMOVE	
Photocopy of employer`s passport or ID and Contract details	✓ Uploaded
REMOVE	

[Submit Document](#)

After uploading all required documents, you can click the Submit Document button to submit your application to the POEA Evaluators.

POEA Online Services
Direct Hire Application
Home

Application Details	Action Taken																		
Cancel Application	Uploaded and submitted requirements																		
Application Type: Household Application Date Submitted: 1/13/2022 4:07:24 AM Processing Site: MANDALUYONG, ORTIGAS Principal or Employer Name: test Employer Position: test Position Status: For Assignment Remarks:	BENJ GU LEE Jan 13, 2022 at 04:11:46																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Passport with 1 year validity</td><td style="text-align: right;">✓ Uploaded</td></tr> <tr><td>Valid Work VISA or Work Permit</td><td style="text-align: right;">✓ Uploaded</td></tr> <tr><td>Employment Contract</td><td style="text-align: right;">✓ Uploaded</td></tr> <tr><td>POLO Endorsement Letter</td><td style="text-align: right;">✓ Uploaded</td></tr> <tr><td>Additional country-specific requirement</td><td style="text-align: right;">✓ Uploaded</td></tr> <tr><td>LMO</td><td style="text-align: right;">✓ Uploaded</td></tr> <tr><td>TESDA National Certificate II for Domestic Helper</td><td style="text-align: right;">✓ Uploaded</td></tr> <tr><td>Notarized Statement on how the worker secured his/her employment</td><td style="text-align: right;">✓ Uploaded</td></tr> <tr><td>Photocopy of employer`s passport or ID and Contract details</td><td style="text-align: right;">✓ Uploaded</td></tr> </table>	Passport with 1 year validity	✓ Uploaded	Valid Work VISA or Work Permit	✓ Uploaded	Employment Contract	✓ Uploaded	POLO Endorsement Letter	✓ Uploaded	Additional country-specific requirement	✓ Uploaded	LMO	✓ Uploaded	TESDA National Certificate II for Domestic Helper	✓ Uploaded	Notarized Statement on how the worker secured his/her employment	✓ Uploaded	Photocopy of employer`s passport or ID and Contract details	✓ Uploaded	
Passport with 1 year validity	✓ Uploaded																		
Valid Work VISA or Work Permit	✓ Uploaded																		
Employment Contract	✓ Uploaded																		
POLO Endorsement Letter	✓ Uploaded																		
Additional country-specific requirement	✓ Uploaded																		
LMO	✓ Uploaded																		
TESDA National Certificate II for Domestic Helper	✓ Uploaded																		
Notarized Statement on how the worker secured his/her employment	✓ Uploaded																		
Photocopy of employer`s passport or ID and Contract details	✓ Uploaded																		

After you have successfully submitted and uploaded your documentary requirement, wait for your application to be processed.

POEA Online Services
Direct Hire Application

Application Details

Application Type: Household Application
 Date Submitted: 1/13/2022 4:07:24 AM
 Processing Site: MANDALUYONG, ORTIGAS
 Principal or Employer Name: test Employer
 Position: test Position
 Status: For Appointment
 Remarks:

- Rapport with 1 year validity ✓ Uploaded
- Valid Work VISA or Work Permit ✓ Uploaded
- Employment Contract ✓ Uploaded
- POLO Endorsement Letter ✓ Uploaded
- Additional country-specific requirement ✓ Uploaded
- LMO ✓ Uploaded
- TESDA National Certificate II for Domestic Helper ✓ Uploaded
- Notarized Statement on how the worker secured his/her employment ✓ Uploaded

Action Taken

Your appointment schedule is set to 2022-01-14 at 11:00

BENJAMIN JOSEPH GUEVARA LEE
Jan 13, 2022 at 04:26:53

OEC is created with OEC Number: 2022013541285. Please check your appointment schedule and bring all ORIGINAL COPY of all requirements for validation.

BENJAMIN JOSEPH GUEVARA LEE
Jan 13, 2022 at 04:26:53

FOR APPROVAL: : Approved By BENJAMIN JOSEPH GUEVARA LEE , Date: 1/13/2022 4:22:53 AM

BENJAMIN JOSEPH GUEVARA LEE
Jan 13, 2022 at 04:32:53

FOR APPROVAL:

BENJAMIN JOSEPH GUEVARA LEE
Jan 13, 2022 at 04:32:53

Assigned to POEA Evaluator

BENJAMIN JOSEPH GUEVARA LEE
Jan 13, 2022 at 04:33:52

OEC

[Print Appointment](#)

RFP Number: 2022013541285
 Full Name: BENJ GU LEE
 Birth Date: 5/29/1987 12:00:00 AM
 Gender: Male
 Passport: 123213
 Status: For Appointment
 Principal: test_principal_3
 Position: AIDE NURSE
 Direct Employer: sadsadsadsad
 Jobtitle: ALBANIA
 Contract Duration: 12 Month/s @ Day/s
 Salary: 2,000.00 US DOLLAR/Month
 Insurance: OTHERS
 Policy No: sadsadsadsad
 Insurance Duration: 12 Month/s

Assessment Items

Description	Amount	Quantity
POEA Fee	3000.00	1
OWWA Fee	1255.50	1
Pagbig Fee	300.00	1
Total	6555.50	

You can always check the current status and progress of your application through the Action Taken tab of this system. If you think your application is already delayed, check if you may need to comply for additional requirements set by the POEA Evaluator.

5. Submit documentary requirement to processing site

OEC

[Print Appointment](#)

RFP Number: 2022013541285
FullName: BENJ GU LEE
Birth Date: 5/29/1987 12:00:00 AM
Gender: Male
Passport: 123213
Status: For Appointment
Principal: test principal 3
Position: AIDE NURSE
Direct Employer: sadsadsadsadas
Jobsite: ALBANIA
Contract Duration: 12 Month/s 0 Day/s
Salary: 2,000.00 US DOLLAR/Month
Insurance: OTHERS
Policy No: sadsadsadsad
Insurance Duration: 12 Month/s

Assessment Items

Description	Amount	Quantity
POEA Fee	5000.00	1
OWWA Fee	1255.50	1
PagIbig Fee	300.00	1

Total **6555.50**

Once your application is evaluated and processed you can now print your appointment details at the POEA Processing Site. Please bring all original copy of the documents you uploaded for verification.

POEA Online Appointment

Please take note of your schedule, you can screenshot or print this information sheet.

Name: **BENJ GU LEE**
Processing Site: MANDALUYONG, ORTIGAS
Branch: Direct Hire Processing
Date: 1/14/2022 12:00:00 AM
Time: 11

Purpose of Visit

Direct Hire Application Processing and Verification.

Please bring your passport and all original copy of required documents.

OEC Details

RFP Number: 2022013541285
FullName: BENJ GU LEE
Birth Date: 5/29/1987 12:00:00 AM
Gender: Male
Passport: 123213
Status: For Appointment
Principal: test principal 3
Position: AIDE NURSE
Direct Employer: sadsadsadsadas
Jobsite: ALBANIA
Contract Duration: 12 Month/s 0 Day/s
Salary: 2,000.00 US DOLLAR/Month
Insurance: OTHERS
Policy No: sadsadsadsad
Insurance Duration: 12 Month/s

A generic error occurred in GDI+.

Print

NOTE: At this point please upload all the secondary documents needed by clicking My Document button at your e-Registration Dashboard.

Secondary Requirements:

- Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical exam for OFWs
 - Pre-Employment Orientation Seminar Certificate (PEOS)
 - Pre-Departure Orientation Seminar (PDOS) Certificate issued by OWWA
 - POEA Clearance (for employers under Section 124d of the POEA Revised Rules & Regulations)
 - Proof of certificate of insurance coverage covering at least the benefits provided under Section 37-A of RA 8042 as amended

My Documents		Add Document					
		Date Created	Document	Date Issued	Date of Expiry	Doc Code	
Remove	Attach	View	8/8/2021 12:00:00 AM	NBI Clearance	8/8/2021 12:00:00 AM	11/26/2021 12:00:00 AM	171542

Click Add document and select document type to upload. If you made a mistake you can remove the uploaded documents and add it again.

6. Payment of fees

OEC Details

RFP Number: 2022013541285
FullName: BENJ GU LEE

Once all the required documents are verified, you may now pay the Processing Fee at the POEA Cashier. Use the RFP Number as the reference number at the cashier.

7. Printing of OEC

After payment of Processing Fee, your OEC transaction is complete. You may login to you e-Registration account to print your OEC.

OEC

[Print OEC](#)

RFP Number: 2022013541285
FullName: BENJ GU LEE
Birth Date: 5/29/1987 12:00:00 AM
Gender: Male
Passport: 123213
Status: Completed
Principal: test principal 3
Position: AIDE NURSE
Direct Employer: sadsadsadsadas
Jobsite: ALBANIA
Contract Duration: 12 Month/s 0 Day/s
Salary: 2,000.00 US DOLLAR/Month
Insurance: OTHERS
Policy No: sadsadsadsad
Insurance Duration: 12 Month/s

Assessment Items

Description	Amount	Quantity
POEA Fee	5000.00	1
OWWA Fee	1255.50	1
PagIbig Fee	300.00	1

Total 6555.50

8. Cancelling of OEC

You can only cancel your application if your application is not yet assigned to an evaluator.

POEA Online Services
Direct Hire Application

Application Details

Application Type	Household Application
Date Submitted	1/13/2022 4:07:24 AM
Processing Site	MANDALUYONG, ORTIGAS
Principal or Employer Name	test Employer
Position	test Position
Status	Upload Document

Passport with 1 year validity	No Document Uploaded
UPLOAD FILE	
Valid Work VISA or Work Permit	No Document Uploaded
UPLOAD FILE	
Employment Contract	No Document Uploaded
UPLOAD FILE	
POLO Endorsement Letter	No Document Uploaded
UPLOAD FILE	
Additional country-specific requirement	No Document Uploaded

Reminder:

Documentary Requirement - Household

Please upload clear copy or image of your requirements. Use PDF for multipage requirements.

Upload your additional requirements such as Medical Certificate, NBI Clearances and Other requirements after your application status is FOR APPOINTMENT.

Please bring all the ORIGINAL COPY of all attached required documents at your scheduled appointment.

Cancel Application

POEA Online Services
Direct Hire Application

Application Details

Cancel Application

Action Taken

Uploaded and submitted requirements

Application type	Household Application	MEMO 001285
Date Submitted	1/13/2022 4:07:24 AM	JAN 13, 2022 @ 04:11:46
Processing Site	MANDALUYONG, ORTIGAS	
Principal or Employer Name	test Employer	
Position	test Position	
Status	For Assignment	
Remarks		

Passport with 1 year validity	✓ Uploaded
Valid Work VISA or Work Permit	✓ Uploaded
Employment Contract	✓ Uploaded
POLO Endorsement Letter	✓ Uploaded
Additional country-specific requirement	✓ Uploaded
LMO	✓ Uploaded
TESDA National Certificate II for Domestic Helper	✓ Uploaded
Notarized Statement on how the worker secured his/her employment	✓ Uploaded
Photocopy of employer's passport or ID and Contract details	✓ Uploaded