



POEA AND PRE-DEPARTURE GUIDE FOR FILIPINOS

Step 1. Prepare Your Documents



After receiving your Letter of Employment (LOE)

- You are required to obtain or renew all your pending documents, and ensure they are valid for the entire length of your contract plus 1 month.
- POEA requires all Filipino seafarers to undergo an Anti-Piracy Awareness Seminar and a Pre-Departure Orientation Seminar before joining their vessels. RCG will only accept certificates issued by PTC/RCM. APAS certificates obtained 2010 until present do not have an expiration, while PDOS certificates have 5 years of validity. Should you need to secure an appointment, send an email to pdosandapas@rcclapac.com.
- Ensure that you always have the most recent information and version of the workers information sheet by logging in to <https://onlineservices.dmw.gov.ph/OnlineServices/POEAOnline.aspx>. Please do not create multiple WIS accounts to avoid delays in processing your POEA contract.
- You must be fully vaccinated with an approved FDA/WHO vaccine before joining a ship or private destination, and be willing to receive a booster vaccine when eligible. Please refer to the RCG Vaccine Policy available in MyRCL to learn more.
- Upload all required documents to RCLCrewTravel's Assignment Confirmation Tool (ACT). Click [here](#) to access a guide on how to upload properly your documents.

REMINDER: Your uploaded documents are validated within **5 business days** by our Crew Readiness Team.



Step 2. Submit Your POEA Package to RCM

Once your POEA Contract has been generated please ensure to submit your POEA package via courier or personally through the drop-box area at RCM Philippines Office. Our guard on-duty is available 24/7 to assist you.

Your POEA Package must contain:

- 3 signed copies of your POEA Contract (Contract of Employment)
- 2 signed copies of Terms and Conditions
- Old and New original Seaman's Book/s
- 1 original signed copy of your updated Worker's Information Sheet (WIS). For more information, go to: <https://onlineservices.dmw.gov.ph/OnlineServices/POEAOnline.aspx>

IMPORTANT TO KNOW:

- Your POEA Package will only be available on RCLCrewTravel if all your required documents (**RCG Medical Certificate, Passport, Seaman's Book, STCW Certificates, and updated version of WIS**) are uploaded and validated in the Assignment Confirmation Tool.
- The Place of Birth in your POEA contract should be the same as what is indicated on your Seaman's Book. To update it, you may log in to your CTRAC profile and edit the Place of Birth (City and State) field.
- Please ensure that all personal information submitted to RCM matches your POEA contract and has been reviewed to avoid delays on your joining process.

NOTE: If your ship assignment changes, you will need to submit a **new POEA package** reflecting your new joining ship.

Step 3. Visa (if required)



Visa requirements for crew members vary based on ship itinerary. Please check the Assignment Confirmation Tool in RCLCrewTravel to see the specific visas you need to obtain for your assignment. You may also use the "Visa Application Tool" available in MyRCLHome. You can access this as soon as you are ready to start your visa application. Click the link below for a step-by-step guide: https://rclcrewtravel.com/images/VAT/VisaApplicationToolGuide_031722.pdf

IMPORTANT! The Visa Application Tool **does not apply to Italy and Spain** as an actual application form is needed for submission. Please refer to the following links to access their visa package:

Italy: https://rclcrewtravel.com/images/CrewRequirements/ItalyVisaPackage_033122.pdf

Spain: https://rclcrewtravel.com/images/CrewRequirements/SpainVisaPackage_031522.pdf

REMINDER: If OKTB/Sign on Letter is required, your Crew Readiness Representative will request it 5 days before your joining date, assuming all your documents are complete.



Step 4. Dispatch Documents

Dispatch Protocols:

- If documents are ready for dispatch **beyond 8 days** of your joining date, our team will be sending your documents via courier (either 2GO or LBC).
- If documents are ready for dispatch **within 7 days** of your joining date, you will receive an email notification informing you to pick up your documents at the RCM office. Office is open 24/7. Make sure to bring a copy of your email notification to present upon arrival.

IMPORTANT! These protocols are applicable to all crew members, regardless of chosen gateway.

- Joiners from Visayas or Mindanao Region**
 - If you need to submit your documents to RCM, please send them at least 8 days before your international flight.
 - If you need to pick up your documents at the office, book a domestic flight that will give you at least 6 to 10 hours of stay in Manila before your international flight.
- All transportation expenses from the Manila airport going to the RCM Manila office and vice versa are not reimbursable to the company.

IMPORTANT If you do not receive your dispatched documents 72 hours before your flight departure, please contact rcm_documentation@rccl.com.



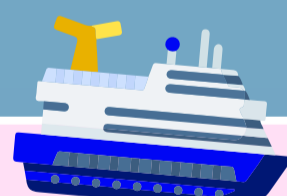
Step 5. Final reminders before traveling

- Remember to **log-in to MyRCL** and complete your online **Crew Check-In** -which also includes a digital Health Questionnaire that **MUST** be completed within 24 hours of embarkation and before arrival to the pier.
- Some countries may require you to fill out an online health form before boarding your flight and/or to present proof of COVID-19 vaccination, the airline should provide you with this information as well.
- If within 48 hours of traveling, you experience any symptoms that could be associated with COVID-19, please get tested and upload your results. If you test positive, contact CrewAssist to cancel your travel.

Important to Know:

All crew members will continue being tested at the pier prior to sign-on.

Step 6. You Are Ready to Travel



To avoid any delays when you pass through airport immigration and arrive at the port, make sure you have **original copies** of the following documents in your carry-on luggage:

- Passport (with required visa(s))
- Seaman's Book
- Medical Certificate (PEME Forms A & B, Laboratory Results, Vaccination Certificates (Flu, MMR & Yellow Fever if applicable)
- STCW Certificates
- Issued POEA contract with OEC
- Negative COVID-19 Test Result (if required)
- Vaccination Certificate/Card
- OK to Board and Letter of Guarantee from Port Agent (if applicable)
- NBI Clearance (For New Hires only)
- PDOS & APAS certificates (RCM and PTC Issued Certificates only)
- Letter of Employment (LOE)
- Letter of Guarantee (Downloadable in RCLCrewTravel > Crew Travel Details > POEA | LOG)
- Flight Details and Hotel Information (Downloadable in RCLCrewTravel > Crew Travel Details)

REMINDER: During your travels, please continue following local safety protocols. When possible, maintain physical distance and wear a face mask in crowded places. Thank you for your cooperation and commitment to everyone's safety.

TRAVEL ASSISTANCE

For urgent travel assistance, please contact our 24-7 CrewAssist Team:

CONTACT US TOOL

Log in to MyRCLHome > Select RCLCrewTravel

On the right side of the screen, **click on the EMAIL** icon to send us an urgent email message **or click on the ONLINE** to chat with a Crew Assist representative.

PHONE

1-877-414-CREW (2739)

*To call from the (United States, simply dial the number above.

*To call from outside the US, click [here](#) to find the country from which you are calling and dial the AT&T Direct Code. A voice prompt will ask for the number you are trying to reach. Enter 1.877.414.2739.

