



Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501  
Website: www.poea.gov.ph E-mail: info@poea.gov.ph  
Hotlines: 722-1144, 722-1155



MEMORANDUM CIRCULAR No. : 03  
Series of 2014

TO : ALL CONCERNED

Subject : Guidelines for the Engagement of Cadets on Ships Engaged in International Trade

The following guidelines are hereby issued in the engagement of undergraduate maritime students/cadets on ships engaged in international voyage.

1. A Standard Cadet Training Agreement issued under POEA Governing Board Resolution No. 08, Series of 2013, may be adopted for the engagement of cadets, who are undergraduate maritime students undergoing the mandatory shipboard training, to complete the academic requirement for a maritime degree;
2. The use of the Standard Cadet Agreement shall be voluntary and shall be utilized exclusively for the purpose as mentioned in Paragraph 1 above;
3. Principals/employers/ manning agencies opting to adopt the POEA Standard Employment Contract in the engagement of cadets, for the purpose described in Paragraph 1 above, shall be allowed;
4. Cadets shall be given an opportunity to examine and seek advice on the agreement/contract before signing, as well as such other facilities as are necessary to ensure that they have freely entered into an agreement/contract with a sufficient understanding of their rights and responsibilities;
5. The Parties shall each have a signed original copy of the agreement/ contract duly processed by the POEA. Manning agencies with approved In-House Processing Facility shall be allowed to undertake the processing of the agreement/ contract pursuant to the established procedures of the In-House Processing policy.

This Memorandum Circular shall take effect immediately.

  
HANS LEO J. CACDAC  
Administrator

05 June 2014

