

POPS-LAB WEB-BASED PROCESSING

POEA Online Services Agency Dashboard

Server Time: 13:39:21

Announcements

20210112 ADVISORY 03 04 06 series 2021 George Parlan	12 January 2021
20210112 PEOS George Parlan	12 January 2021
20200106 PEOS maintenance George Parlan	6 January 2021
20210104 System shutdown 11:15 PM to 05:00 AM George Parlan	4 January 2021
20201229 Onlineservices shutdown George Parlan	29 December 2020

Whats New?

Version 7.0
Benjamin Joseph Lee - 10/19/2020 3:52:00 PM
-Enhanced Helpdesk Ticketing.
* ICT will only answer tickets filed under Account Concerns and Other Services

Developers Note!
Benjamin Joseph Lee
I have observed the increase of system signature issues on helpdesk tickets, in this connection I checked the system for any abnormalities that may cause this issue. However there is no abnormalities found on the system, so I have installed logs to track this issues. The initial finding from these logs indicates that most issues are caused by missing signature on clients browser. Please see the following causes of missing signature.

1. Clearing your browser cache will also clear the system signature. Please check third party applications configuration such as antivirus, cleaners and other IT Resource limiters. turn off third party cache clearing configuration.
2. Please consult your ICT Policy for auto browser cache clearing. Please ask your IT Personnel to exclude your contract processing unit on such policy.
3. Do not attempt to login your contract processing account

Notifications

Processed Contracts 60	For Payments 0
Tickets 22	WEO Report 0
Accreditation For Compliance 1	Accreditation Approved 3

My Tools

- Helpdesk
- Accreditation
- Workers Welfare
- Processed Workers
- Prepurchase OEC
- Contract Processing**
- My Personnels
- POEA Job Fair
- Downloadable Forms
- Help Files
- Reports
- Appointment List

License Details

Agency Name: CAMOX PHILIPPINES, INC.

Step 1. Login your helpdesk account, from the helpdesk dashboard click Contract Processing.

DASHBOARD

Dashboard

Completed

For Payments

For Evaluations

Logout

Dashboard

Welcome

Contract Processing Summary

01 January 2021 - 31 January 2021

Completed 60	For Payment 0	For Evaluation 0
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Search

First Name

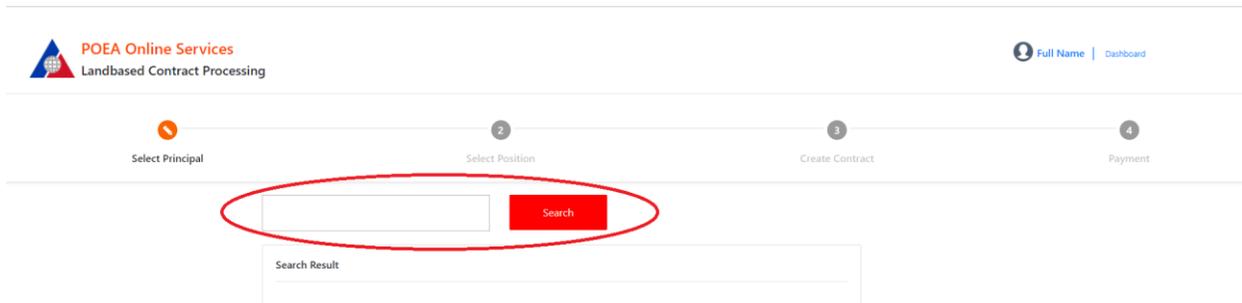
Last Name

Search

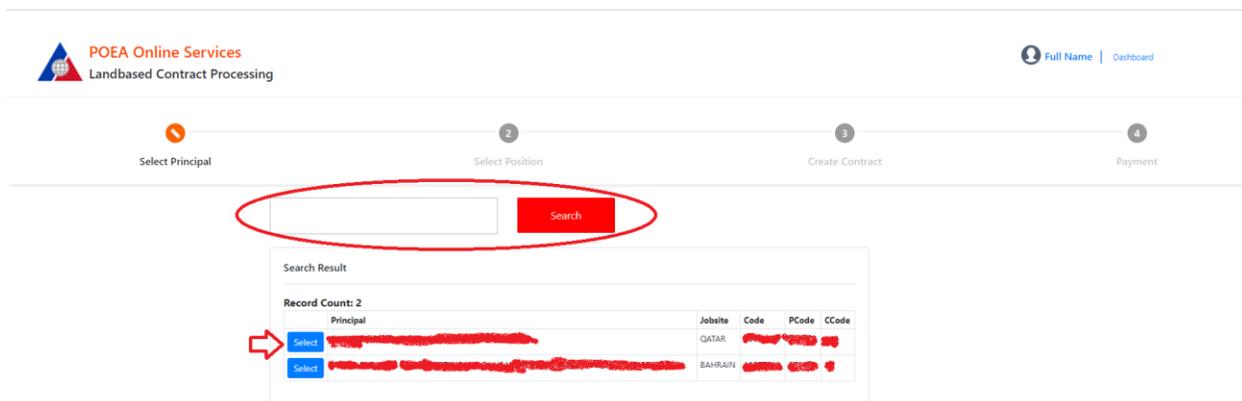
Search Result

Create Contract

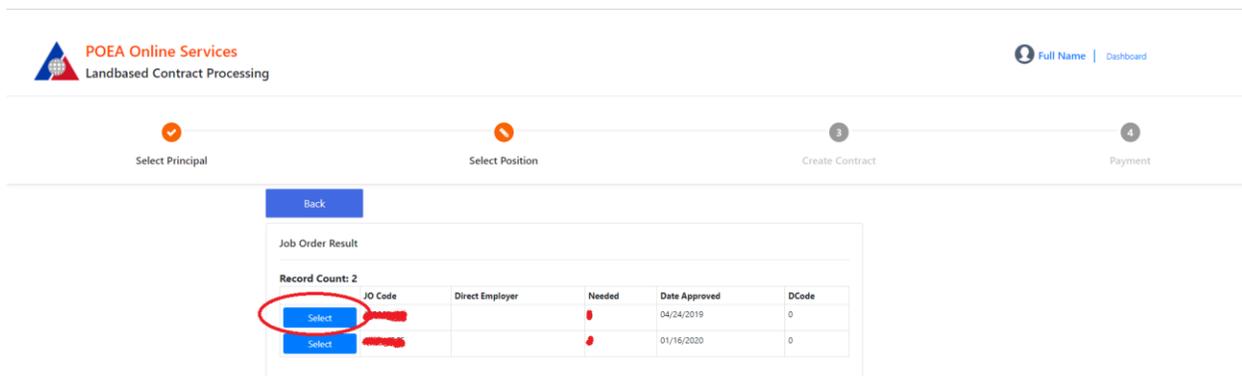
Step 2. On the Contract Processing Dashboard click Create Contract.



Step 3. Just click the search button to see the list of the principal or type the name of principal for easily searching.



Step 4. Once the list of principal is visible click Select button of the chosen principal.



Step 5. Choose the Job Order by clicking Select button.

POEA Online Services
Landbased Contract Processing

Full Name | Dashboard

Select Principal Select Position Create Contract Payment

Back

Position Result

Record Count: 2

Position	Needed	Processed	Balance	Salary	Currency	Code	JPCode	CCode	PCode	Class
<input type="button" value="Select"/> <input type="button" value="Select"/>	0				UAE DIRHAM/Month					
COOK	0				UAE DIRHAM/Month					

Step 6. Click Select button again to choose the position.

POEA Online Services
Landbased Contract Processing

Full Name | Dashboard

Select Principal Select Position Create Contract Payment

ERegistration No FIRST NAME LAST NAME Search

Step 7. Type the E-Registration, First Name and Last Name of worker, then click the Search button to continue.

Checklist

- ✓ OFW Clear
- ✓ Principal Clear
- ✓ Position Clear
- ✓ Critical Skill Clear
- ✓ Country Clear
- ✗ OFWW Data Not Available
- ✗ PEOS Not Available

PEOS No

TERMS OF USE AND AGREEMENT/S

POEA Online Processing System for Landbased (POPS-LaB)

A. TERMS OF USE

- The POEA Online Processing System for Landbased is a system developed by the POEA for processing overseas employment contracts of OFWs deployed by landbased hiring agencies. The users of this system shall utilize the same only for the purpose intended by the POEA;
- The subject system is proprietary. As such, the users of this program shall not be allowed to hack/alter/change/re-program the same, for whatever purpose may serve them;
- Corollary thereto, no user/authorized third parties shall be allowed to use said system, its name, symbols/logo, elements/components thereof, for any other use not authorized by the POEA;
- The user shall abide by all applicable laws of the Republic of the Philippines and policies/rules/regulations/issuances of the Philippine Overseas Employment Administration.

B. DATA PRIVACY & PROHIBITIONS

- OFW Personal information is covered and protected by the Data Privacy Act of 2012 under Republic Act 10173. No OFW personal data shall be used other than the purpose by which the OFW has allowed. The consent of the OFW for the use of a particular data for a particular purpose, has to be explicit. The consent for one thing, shall not be construed as consent for all things surrounding the OFW's personal data.
- Copying/duplicating/imitating/reproducing/distributing/selling/installing without authorization/pirating the subject program is likewise prohibited

C. AGREEMENTS

- The user agrees to ensure the correctness of the data being encoded into the system by verifying the same prior to creating a record/contract using subject system;
- Processed contracts will no longer be edited;
- Workers without PEOS will be referred to the Welfare & Employment Office for evaluation;
- Report any data that does not belong to your agency.

Accept and Continue

Step 8. If the PEOS and Direct Employer are not automatically filled, manually type the PEOS number and Direct Employer, then click Accept and Continue to proceed.

DASHBOARD

- Dashboard
- Completed
- For Payments
- For Evaluations
- Logout

For Payment Contracts

Search

First Name

Last Name

Search

Search Result

Step 9. To pay click the For Payment on the Dashboard, supply the necessary data, then click the Search button.

For Payment Contracts

Search

First Name

Last Name

Search

Search Result

Record Count: 3

RFP/RPS No	Name	Principal Name	Position	Direct Employer	Job Site	Duration	Expiration Date	View
[REDACTED]	[REDACTED]	[REDACTED]	BUILDER TANK		ZAMBIA	12 Months And 0 Days	11/13/2020	View
[REDACTED]	[REDACTED]	[REDACTED]	RESTAURANT WORKER		SAUDI ARABIA	24 Months And 0 Days		View
[REDACTED]	[REDACTED]	[REDACTED]	WAITER		UNITED ARAB EMIRATES	24 Months And 0 Days		View

Step 10. Click View button align to the worker you want to pay.

POEA Online Services
Landbased Contract Payment Processing

Full Name | Logout

Contract Details

RFP Number

Name

Principal

Position

Contract Duration: 12 Months And 0 Days

Date Created: 8/20/2019 4:17:17 PM

Payment Expiry: 11/13/2020

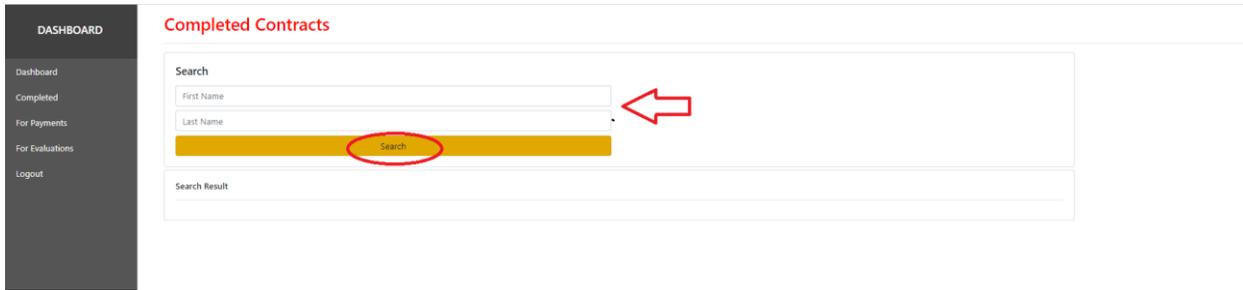
Payment Data

Description	Amount	Quantity
POEA Fee	200.00	1
OWWA Fee	1201.75	1
Pig Pig Fee	300.00	1

TOTAL: [REDACTED]

Pay Reprints

Step 11. Click the Pay button to continue.

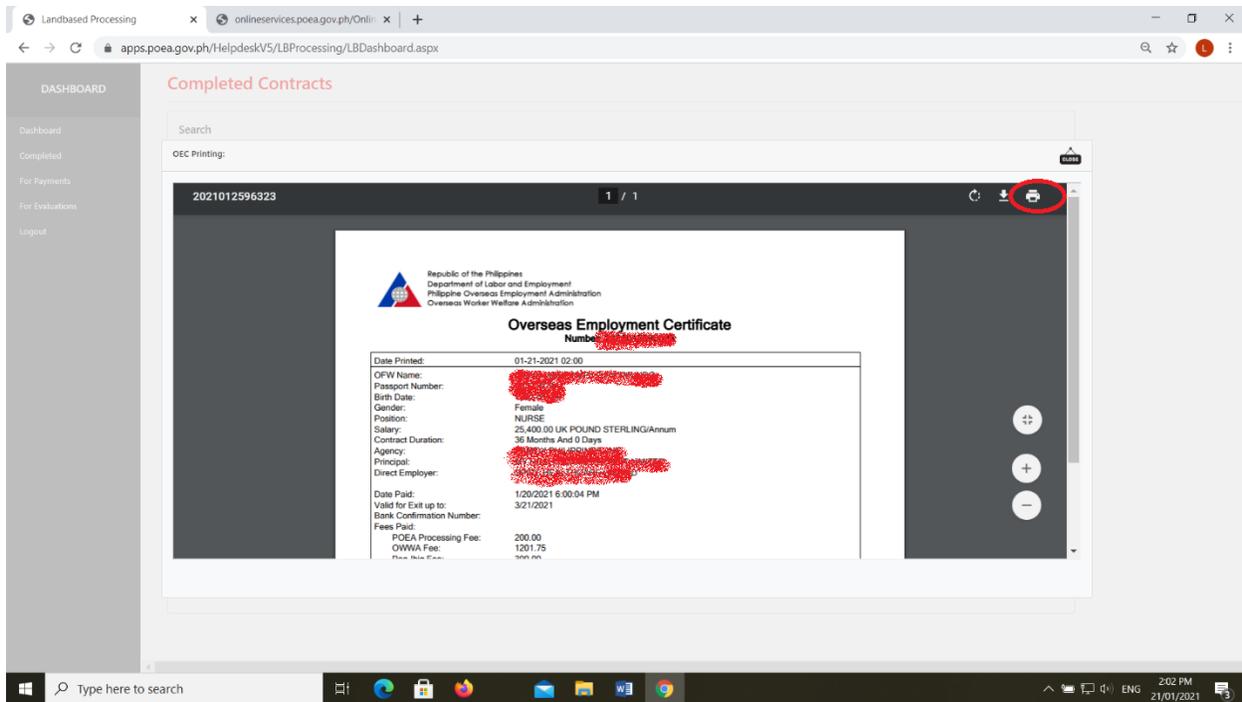


Step 12. To search for completed contract click the Completed on the Dashboard, supply the necessary data then click Search button.

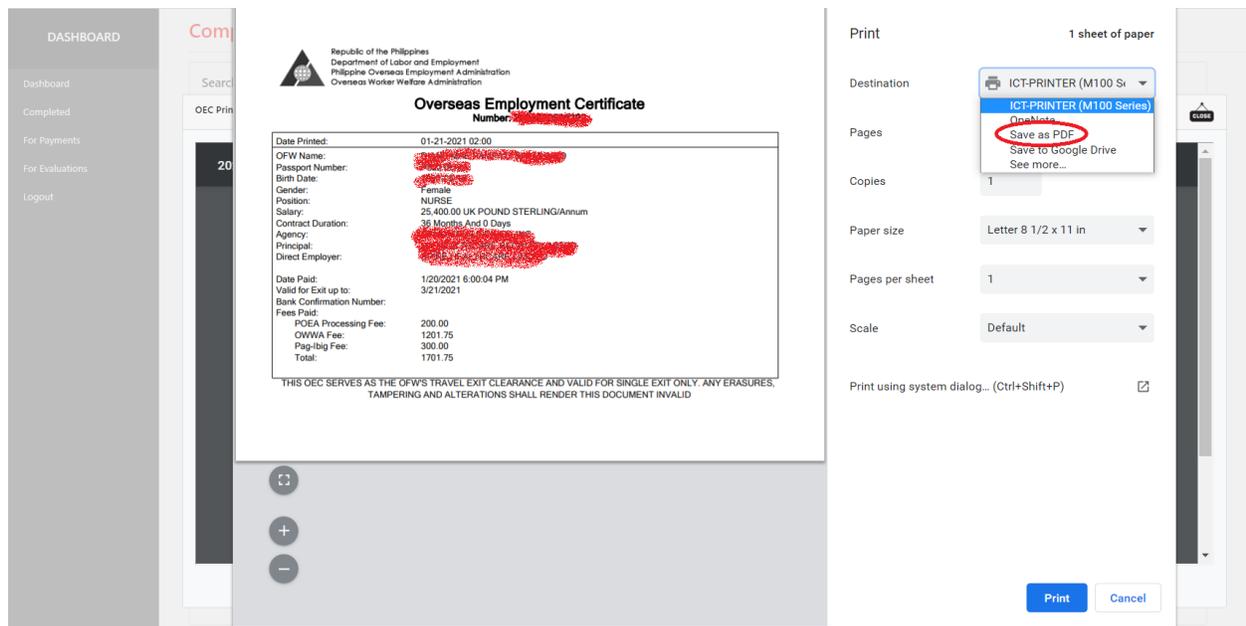
Completed Contracts

RFP/RPS No	Name	Principal Name	Position	Direct Employer	Job Site	Duration	Deployment Date	Print
[REDACTED]	[REDACTED]	[REDACTED]	NURSE	SPIRE HEALTHCARE LIMITED	UNITED KINGDOM	36 Months And 0 Days		Print
[REDACTED]	[REDACTED]	[REDACTED]	NURSE	SPIRE HEALTHCARE LIMITED	UNITED KINGDOM	36 Months And 0 Days		Print
[REDACTED]	[REDACTED]	[REDACTED]	NURSE	SPIRE HEALTHCARE LIMITED	UNITED KINGDOM	36 Months And 0 Days		Print
[REDACTED]	[REDACTED]	[REDACTED]	NURSE	SPIRE HEALTHCARE LIMITED	UNITED KINGDOM	36 Months And 0 Days		Print
[REDACTED]	[REDACTED]	[REDACTED]	NURSE	SPIRE HEALTHCARE LIMITED	UNITED KINGDOM	36 Months And 0 Days		Print
[REDACTED]	[REDACTED]	[REDACTED]	WAITER	MHAB FOOD TRADING COMPANY	SAUDI ARABIA	24 Months And 0 Days		Print
[REDACTED]	[REDACTED]	[REDACTED]	NURSE	SPIRE HEALTHCARE LIMITED	UNITED KINGDOM	36 Months And 0 Days		Print
[REDACTED]	[REDACTED]	[REDACTED]	NURSE	SPIRE HEALTHCARE LIMITED	UNITED KINGDOM	36 Months And 0 Days		Print
[REDACTED]	[REDACTED]	[REDACTED]	NURSE	BLACKPOOL TEACHING HOSPITALS NHS FOUNDATION TRUST	UNITED KINGDOM	36 Months And 0 Days		Print
[REDACTED]	[REDACTED]	[REDACTED]	NURSE	BLACKPOOL TEACHING HOSPITALS NHS FOUNDATION TRUST	UNITED KINGDOM	36 Months And 0 Days		Print

Step 13. Click the Print button align to the worker you choose.



Step 14. Click the Print Icon to continue.



Step 15. To download OEC as PDF file, choose Save as PDF from the Printer Selection when you are about to print.

NOTE: Do not click the download button in downloading OEC.