



**PHILIPPINE OVERSEAS LABOR OFFICE**  
Dubai and Northern Emirates, U. A. E.

**ADVISORY NO. 03-2021**

**POEA ONLINE PROCESSING SYSTEM FOR BALIK-MANGGAGAWA  
(POPS-BaM)**

As part of the continuous effort of the Philippine Overseas Employment Administration (POEA) to expedite the process of issuing Overseas Employment Certificates (OECs) to Returning Overseas Workers/Balik-Manggagawa (BMs), the BM Online System will be replaced by the **POEA Online Processing System for Balik-Manggagawa (POPS-BaM)**, a new web-based processing system, effective 30 June 2021.

This new system will incorporate the general functionality of the current Balik-Manggagawa (BM) Online System and transfer them to the new POPS-BaM. After 30 June 2021, the old BM online shall no longer be operational.

This new system covers all Balik-Manggagawa workers as follows:

1. Returning documented Overseas Filipino Workers
2. Undocumented workers, or workers not previously registered with the POEA – workers with no existing record of deployment with the POEA or the POLO; and
3. Workers who changed employment/employer, on site – including workers who transferred or entered into a new employment contract from employer to another.

There are two (2) general procedures to transfer the existing records in the old BM Online System to the new POPS-BaM:

**1. Balik-Manggagawa with existing e-Registration Accounts:**

Those who already have an existing E-Registration System account shall only need to log-in on their accounts and update the same. Please be guided by the following steps:

- a. Login using your e-Registration Account.
- b. Go to “My Profile” and update your information, and
- c. After updating your information, you may now access your “Balik-Manggagawa” Module.

**2. Balik-Manggagawa with NO existing e-Registration Accounts:**

Those without an e-Registration System account shall need to create one. Please be guided by the following steps:

- a. Go to “onlineservices.poea.gov.ph”
- b. Go on e-Registration panel, click “Let’s Go!”
- c. Then click “Register”.
- d. On “terms of Use and Privacy Statement”, click “Accept the Terms of Use”
- e. Kindly read the “Paalala” section before filling out your registration
- f. Fill out the registration form. Then submit by clicking “register”
- g. Temporary password will be sent to submitted email address
- h. Repeat steps 1 and 2. Then on login, enter your registered email address. Click “Next”. Enter your temporary password and click “login”
- i. You will be asked to enter a new password. Enter and confirm your new password.
- j. Upon login, go to “My Profile” and fill out your information. You may now access your “Balik-manggagawa” module.

Please take note of the following rules:

1. One (1) OFW, One (1) e-Registration account only.
2. Ensure that you only provide correct/factual information and always check your details before submitting your personal information. **Submitted information cannot be manually changed/corrected/edited, such as: Name, Gender, Birthdate, Email Address.**
3. Request to correct any of the above-mentioned critical personal information shall be done by filing an electronic ticket under the POEA Helpdesk accessible at [onlineservices.poea.gov.ph](http://onlineservices.poea.gov.ph)
4. Frequent commission of errors/mistake/misdeclarations involving any of the mentioned critical personal information may be construed as misrepresentation and shall subject the concerned BM Worker to legal action
5. You will not be allowed to acquire a new OEC unless it has expired /cancelled or have already been used for deployment, to resume employment overseas.
6. OECs have a 60-day validity and can only be used once (1) for the jobsite and employer indicated therein; and
7. Your passport must be valid for at least six (6) months.

Attached is POEA Advisory No. 77, Series of 2021 for reference.

For queries and further details, you may send whatsapp message or call **0508721025**. You may also reach us through email address **[polodxb.oec@yahoo.com](mailto:polodxb.oec@yahoo.com)**.

For the information of all concerned.



22 June 2021