

**NCL Guidelines for ALL New Hire**  
**(Ready for Contract)**  
**Please read carefully and follow the procedures**

**Step 1.0 Pre-Employment Medical Exam**

**CEBU-**

For Cebu applicants, medical examination will start on April 16, 2007 onward. Applicants are advised to prepare at least Php 1,660.00 for male and Php2,010.00 for female (reimbursable prior to deployment once declared fit for sea duty). Medical results will be released after 2-3 working days. Please ask the clinic to entrust the copy of your medical result and have it checked if FIT for Sea Duty. Bring the copy along with you before reporting to Manila whenever you are ready

**\*Physicians Diagnostic Services Center**  
108 F. Ramos St., cor Junquera St.,  
Cebu City (032)254-1778  
Look for Noel or Theresa

**DAVAO-**

For Davao applicants, medical examination will start on April 16, 2007 onward. Applicants are advised to prepare at least Php 1,660.00 for male and Php2,010.00 for female (reimbursable prior to deployment once declared fit for sea duty). Medical results will be released after 2-3 working days. Please ask the clinic to entrust the copy of your medical result and have it checked if FIT for Sea Duty. Bring the copy along with you before reporting to Manila whenever you are ready

**\*Davao-Physicians Diagnostic Services Center**  
# 49 Jose Palma Gil St. Brgy.4A District 1  
Davao City, Mindanao Philippines  
Tel #(082)224-6672 ; (082) 2246673  
Look for Irene Pagas

**Step 2.0 Documents**

**2.1 Basic Safety Training**

New-hire applicants are required to enroll in basic safety training courses.

**2.2 Basic Requirements**

Prior to reporting, all applicants must accomplish all the necessary documents (original & photocopy).

- Passport
- Basic Safety Course (BSC)
- Seaman's Book
- CAV\*( for college level/undergraduate - use your High School diploma.)

- Transcript of records\*
- School Diploma\*
- Employment Certificate
- NBI
- Police Clearance
- SSS(Employment history, Actual premiums, member details\* print out)
- TIN
- Allottee's bank account (photocopy of latest deposit slip - for those who have existing peso savings account)

Note: \* not necessary for applicants with valid Seafarer's Registration Card (SRC) or C3

### **Step 3.0 US VISA**

#### **3.1 Visa Application**

The company will provide all applicants a schedule for US visa, a delivery fee of Php150.00 is required.

#### **3.2 Visa Orientation**

All Us visa applicants are required to attend the visa orientation, this is held a day prior to your US visa schedule 2:00 pm at PDOS room.

Applicants who were denied with their US visa should report to documentation and NCL operation department.

### **Step 4.0 Employment Contract**

All applicants that are fit for work and with complete documents will be eligible to sign the employment contract.

### **Step 5.0 OWWA CONTRIBUTION**

Based on the policy of OWWA, all seafarer's are required to pay Php 510.00 as contribution. Transact all monetary account to the cashier and demand for receipt.

### **Step 6.0 Processing of SRC/C3**

Seafarer's Registration Card (SRC). As per POEA's requirement, all seafarers are required to be registered prior to deployment. The company will process the SRC/C3 to POEA. Processing fee Php 150.00 payable to the cashier. Female applicants who is not a resident of Manila are subject for personal appearance to POEA.

### **Step 7.0 NAC Application**

Right after the visa orientation, provide a photocopy of SRC/C3, Seaman's Book, Passport, Basic Safety Certificate and a fee of Php 300.00 payable to the cashier, submit all photocopies and receipt to

NCL Operation Department. The applicant will be schedule for National Assessment Center (NAC) for examination date. The NAC certificate will be forwarded to the company.

### **Step 8.0 PDOS Schedule**

All new hire are required to attend PDOS (pre departure orientation seminar), schedule are available at CABD-Administration.

### **Step 9.0 Yellow Fever Card**

Seafarer's are required to have their vaccine prior to deployment, vaccines are available at the Bureau of Quarantine every Monday-Friday morning until 10:00. Prepare at least Php1,000.00 for the vaccination. Provide one photocopy of the yellow card and submit to NCL Operation Department for encoding.

### **Step 10.0 Visa Photocopy**

Secure one photocopy of visa indicating your job position and submit it to NCL Operation department for line-up.

**CF Sharp Crew Management, Inc.**  
**Norwegian Cruise Line Fleet Group**  
**527-6031 to 49 loc. 275**  
**look for Mylene Bacurin**