



**Philippine
Overseas
Employment
Administration**

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MEMORANDUM CIRCULAR NO. 03
Series of 2009



TO : ALL CONCERNED

SUBJECT : GUIDELINES FOR THE RECRUITMENT AND DEPLOYMENT OF FILIPINO NURSES (KANGOSHI) AND CAREGIVERS (KAIGOFUKUSHISHI) FOR JAPAN ON A GOVERNMENT-TO-GOVERNMENT ARRANGEMENT

DATE : 13 January 2009

Pursuant to the Memorandum of Understanding (MOU) forged between the Philippine Overseas Employment Administration (POEA) and the Japan International Corporation of Welfare Services (JICWELS) signed on 12 January 2009, in accordance with the framework of the Movement of Natural persons under the Economic Partnership Agreement of the Philippines and Japan (JPEPA), the following guidelines are hereby issued to facilitate the recruitment and deployment of Filipino nurses (Kangoshi) and caregivers (Kaigofukushishi) to Japan:

I. System of Deployment and Acceptance of Candidates

In close coordination with the JICWELS, the system of deployment and acceptance of candidates for nurses and caregivers shall be based on the following policies:

1. The number of candidates that can enter Japan under the JPEPA shall be based on the actual number of vacancies informed by the Government of Japan.
2. Candidate-nurses and candidate-caregivers shall initially complete a six-month language and culture training in Japan at a designated training facility of the government before starting their on-the-job training with the respective hospital or caregiving institution.
3. The candidates shall obtain their qualification as "Kangoshi" or as "Kaigofukushishi" by passing the respective national examination within the period allowable under the laws and regulations of Japan i.e., three (3) years for nurses and four (4) years for caregivers. Nurse-candidates shall have three (3) chances to pass the examination while caregiver-candidates shall need at least three (3) years work experience before they can take the examination once on the 4th year of stay in Japan.
4. The POEA shall shortlist applicants based on the minimum qualifications under the JPEPA. The POEA shall adopt, as may be necessary, an additional set of criteria to further shortlist the number of applicants up to the maximum required for endorsement to JICWELS which is 1.2 times the number that can enter Japan on a particular year. Endorsement of applicants to JICWELS shall be on a first-come-first-served basis, subject to the submission of complete and authentic documentary requirements.

CONTROLLED AND DISSEMINATED

BY CRD ON MAR 3 1 2009

II. Qualifications

1. Candidate - Nurses

- a. Registered Nurse
- b. With three (3) years hospital experience
- c. Willingness to undergo a full time Japanese language training for six (6) months in Japan
- d. Willingness to take the Nursing Licensure of Japan within the time allowed in order to qualify as registered Kangoshi under the laws and regulations of Japan
- e. No pending criminal or administrative cases or any other restriction which would prevent travel outside of the Philippines
- f. Not restricted from entering Japan

2. Candidate-Caregivers

- a. Graduate of any four year college course and Certified Caregiver by the Technical Education and Skills Development Academy (TESDA) or Graduate of Nursing Course
- b. Willingness to undergo a full-time Japanese language training for six (6) months in Japan
- c. Willingness to take the national examination for candidate-caregivers within the time allowed in order to qualify as a Certified kaigofukushishi under the laws and regulations of Japan
- d. No pending criminal or administrative case or any other restriction which would prevent travel outside of the Philippines
- e. Not restricted from entering Japan

III. Registration of Applicants

1. Interested applicants who are qualified may register on-line through any internet facility at www.poea.gov.ph or at all POEA offices with on-line registration facilities.
2. Registration is free of charge and is governed by the Guidelines on E-registration issued under Advisory No. 1, Series of 2008 and posted in the POEA website.

IV. Pre-Selection of Applicants

1. Only applicants with active profiles in the POEA Registry shall be considered for pre-selection and pre-screening.
2. Pre-selected applicants (those identified from the registry for pre-screening/validation of documents) shall be notified through their registered e-mail accounts or contact numbers.
3. Pre-selected applicants shall be required to present the original and submit photocopies of the following documents at Window L, Ground Floor, POEA, BFO Bldg., Ortigas Avenue corner EDSA, Mandaluyong City or at the nearest POEA office in the regions, as may be directed in the notification, for validation:

For candidate-nurses:

1. Self-made bio-data/resume with detailed job description with one (1) piece 2x2 colored picture
2. Valid Passport
3. Valid NBI Clearance (for travel abroad)
4. College Diploma
5. Transcript of Records
6. Valid PRC ID
7. PRC Board Certificate
8. PRC Board Rating
9. Employment Certificate/s
10. Training/Skills Certificate/s
11. Japanese language proficiency certificate (optional)

For candidate-caregivers

1. Self-made bio-data/resume with detailed job description with one (1) piece 2x2 colored picture
2. Valid Passport
3. Valid NBI Clearance (for travel abroad)
4. Authenticated College Diploma
5. TESDA Certificate on Caregiving (NC II)
6. Transcript of Records
7. Training/Skills Certificate/s
8. Japanese language proficiency certificate (optional)

4. Applicants found to have provided false or incorrect information or documents or who fail to present and submit documents to support their educational attainment, training, work experience and personal circumstances shall be disqualified from the registry and from application under this program.

V. Pre-Qualification of Applicants

1. Pre-selected applicants shall be pre-qualified based on the criteria set for candidates under the JPEPA and completeness and authenticity of documents submitted.
2. Pre-qualified applicants shall be notified, through e-mail or by phone, to appear and attend a pre-recruitment briefing to be conducted by the POEA on the system of deployment and acceptance of candidates under the MOU-JPEPA (Economic Partnership Agreement of the Philippines and Japan) and the status of accepted candidates before they pass the required National Licensure Examination for nurses and national examination for caregivers.
3. Pre-qualified applicants who have attended the pre-recruitment briefing shall be included in the List of Candidates for Kangoshi (nurse) and for Kaigofukushishi (caregivers) for endorsement to JICWELS.
4. Inclusion in the List of Candidates does not guaranty employment at a hospital or a caregiving facility in Japan.

VI. Aptitude Test and Interview

1. JICWELS, through its authorized representatives, shall conduct an aptitude test and interview in a joint session of all the applicants included in the List of Candidates. Hospitals/Caregiving institutions who wish to participate in the interview may join the interview.
2. The interview may be recorded as a video clip with the consent of the applicants.
3. An ID number shall be issued by JICWELS to a candidate who has passed both the interview and aptitude test.

VII. Medical Examination

1. Candidates who have passed the aptitude test and interview shall be required to undergo a medical examination with a DOH-accredited medical clinic of their choice.
2. The medical examination shall be in accordance with the requirements and scope as agreed upon between the POEA and JICWELS.
3. Candidates shall shoulder the cost of medical examination.

VIII. Matching of Candidates with Japanese Hospitals/Caregiving Institutions

1. Candidates who have passed the medical examination shall be matched with Japanese hospitals/caregiving institutions.
2. Matching of candidates shall be done by JICWELS in accordance with a matching program designed for this purpose.
3. Each candidate shall have three (3) chances of being matched with a Japanese accepting institution or prospective employer in accordance with the preference order list of accomplished by the candidate/s.

IX. Documentation of Matched Candidates

1. Signing of an Employment Contract - Candidates who have been successfully matched shall sign an employment contract (Japanese and English versions) with Japanese accepting institution or prospective employer.
2. Visa Processing – The Japanese accepting institution or prospective employer, through JICWELS, shall make arrangements for issuance of visa to successful candidates.
3. Visa Issuance – The POEA, in coordination with the Department of Foreign Affairs, which shall issue a Note Verbale to the Japanese Embassy in Manila, shall apply for issuance of visa, in behalf of the successful candidate/s. The candidate shall shoulder the cost of visa.
4. Pre-departure Orientation Seminar (PDOS) – Prior to deployment selected candidate/s shall undergo a Pre-departure Orientation Seminar (PDOS) conducted by the POEA. The PDOS shall include, among others, modules on the rights and obligations of worker, cultural orientation, airport procedures and travel tips.
5. Pre-paid Ticket Advice (PTA) – The POEA shall coordinate with JICWELS for issuance of a pre-paid ticket advice (PTA) for each selected candidate.

6. Issuance of Travel Exit Pass/OEC – The Government Placement Branch (GPB) of the POEA shall process the documents of selected candidates and issue their travel exit clearance to facilitate their departure.

X. Deployment

1. The POEA shall coordinate with JICWELS and the POLO for the smooth entry of selected candidates.
2. Upon arrival in Japan, the selected candidates shall be assisted at the airport by the training facility with which they shall undergo the 6-month full time language training, in coordination with JICWELS.

XI. Areas of Responsibility

1. The Employment Branch shall handle registration, validation and pre-qualification of candidates.
2. The Information and Communications Technology Branch (ICT) shall handle pre-selection of candidates for validation of documents.
3. The Government Placement Branch (GPB) shall handle documentation, processing and deployment of candidates in coordination with JICWELS and POLO.

For strict compliance.


JENNIFER JARDIN-MANALILI
Administrator