



MEMORANDUM CIRCULAR NO. 11
Series of 2010

TO : ALL CONCERNED AGENCIES
SUBJECT : Issuance of Letter of Recommendation (LOR) under the JAPAN
TECHNICAL INTERN TRAINING PROGRAM (TITP)
DATE : 10 November 2010

Further to DOLE Department Order No. 106, Series of 2010, on the deployment of technical interns under the Japan TITP, the following guidelines on the issuance of the Letter of Recommendation (LOR) by POEA which is a requirement for securing the Certificate of Eligibility (COE) from the Ministry of Justice in Japan, are hereby issued for the information and guidance of all concerned:

1. Coverage - These guidelines shall apply to all POEA licensed recruitment agencies with accredited principals hiring technical interns under the Japan Technical Intern Training Program requesting for a Letter of Recommendation.
2. Requirements for the Issuance of the Letter of Recommendation:
 - 2.1 Letter request from the POEA licensed recruitment agency indicating the list of technical interns (in duplicate copy)
 - 2.2 Undertaking from the POEA licensed recruitment agency that the technical interns being endorsed are qualified based on the Japan TITP minimum requirements (presently employed by a sending company, meet education and age requirements, possess valid trade test certificate). For this purpose, the POEA licensed agency shall ascertain that all documents relating to the technical intern's education, age and trade test/competency certificate are authentic and complete.
 - 2.3 Profile and brochure of the Philippine sending company (from which the technical intern is sourced)
 - 2.4 Certified true copy of the business registration of the Philippine sending company
 - a. SEC/DTI or
 - b. Mayor's Permit
 - 2.5 Valid Passport
 - 2.6 Preliminary medical and psychological examination result
 - 2.7 Technical Intern Dispatch Notice (JITCO Form 10-25-5)
 - 2.8 Profile and Brochure of Philippine Recruitment Agency (JITCO Form 10-24-3)
 - 2.9 Copy of Contract agreed between the Principal and the Technical Intern
3. Where to file request for the LOR – Request for issuance of LOR shall be filed with the Employment Services Regulation Division, Employment Regulation Branch, Licensing and Regulation Office, this Administration.

For strict compliance.

Jennifer Manalili
JENNIFER JARDIN-MANALILI
Administrator

