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Department of Labor and Employment
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MEMORANDUM CIRCULAR NO. 9 4 Series of 2018

FOR

ALL CONCERNED LANDBASED LICENSED RECRUITMENT

AGENCIES

SUBJECT

GUIDELINES ON THE ISSUANCE OF CERTIFICATION FOR

THE IMPLEMENTATION OF THE JAPAN TECHNICAL INTERN

TRAINING PROGRAM

DATE

26 February 2018

Pursuant to implementation of the Japan Organization for Technical Intern Training Program Act in relation to the Technical Intern Training Program, the following guidelines are hereby issued on the issuance of Certificate:

I. COVERAGE

These guidelines shall cover all landbased licensed recruitment agencies participating in the Japan Technical Intern Training Program

II. REQUIREMENTS FOR THE ISSUANCE OF CERTIFICATE

- Letter request from the POEA licensed recruitment agency.
- Duly filled-out Outline of Approved Sending Organization (Attachment 2 of the Memorandum of Cooperation between the governments of the Philippines and Japan)
- Notarized Affidavit of Undertaking to be executed by the official representative/president/CEO of the licensed recruitment agency indicated in the attached standard format.
- Clearance issued by the Anti Illegal Recruitment Branch of POEA.
- 5. Clearance issued by the National Bureau of Investigation (NBI) of the Proprietor/Partners/all members of the Board of Directors and Officers of the licensed recruitment agency. For its board members who are foreigners, a duly authenticated police clearance from his/her country of origin OR similar government issued document in Japan. If they have been sentenced to imprisonment or more severe penalty in Japan or in the Philippines, at least five

BY CRD ON 1 APR 2018

- (5) years have elapsed after the penalty had been completed or the penalty has been exempted from execution.
- Notarized Affidavit of Declaration of Fees to be executed by the official representative of the licensed recruitment agency as indicated in the attached standard format.

III. VALIDITY OF CERTIFICATE

The Certificate shall be valid for six (6) months from the date the certificate was issued.

All previous issuances inconsistent herewith are hereby repealed or modified accordingly.

For strict compliance.

BERNARD P. OLALIA
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON 1 A APR 2018

AFFIDAVIT OF UNDERTAKING

I, _ busi		, of legal age, single/married, Filipino, a resident of, Philippines with officients at, Philippines with officients at, after having been subscribed to an oath, depose and say:
l.	organize	the incumbent(position of affiant) of(name of agency), a domestic corporation dunder Philippine Laws, and a duly licensed recruitment agency as per License No issued by pine Overseas Employment Administration with license valid until;
II.		a licensed recruitment agency, we requested the POEA to issue in our favor a Certificate which is ent under the Technical Intern Training Program of Japan;
H.		my capacity as(position of affiant) of(name of agency), I hereby declare an the full responsibility of the following, among others:
	1.	To select and deploy to Japan only medically fit and competent workers pursuant to my Undertaking in the conditions for issuance of license which workers are qualified and motivated to engage in the technical Intern Training Program and will contribute to the economic development through application of achievement upon return to the Philippines;
	2.	To provide necessary support to the returning trainees such as possible employment locally in order tutilize the technical skills they acquired from such internship;
	3.	To appropriately respond to the requests from the Japan Ministry of Justice, Health, Labour and Welfar or the Organization for Technical Intern Training relative to the implementation of the TITP for the protection of the trainees. Requests may include cooperation on follow-up surveys for returning traineer after completion of the technical intern training.
	4.	To carry out any projects in accordance with the laws and regulations of the Philippines;
	5.	 That we, as the sending organization and our board members have never conducted any of the following acts within the preceding five (5) years: a) Managing money or other properties of trainees and candidates their relatives or other persons concerned, whether by collecting deposits or any other means, in connection with technical intern training; b) Concluding any contracts that impose monetary penalties or other properties that expedient undue transfer of money or for the violation of the contracts in relation to technical internationing; c) Human rights infringements against trainees and candidates such as assaults intimidations, and restrictions of freedom; and d) With regard to the procedures of the Technical Intern Training Program as well as the immigration program of Japan, to use or provide forged, altered or false documents pictures or drawings with the intention of obtaining permissions fraudulently.
	6.	That in coordinating applications for technical intern training for Japanese supervising organizations we confirm with technical intern trainee candidates that trainees and candidates, their relatives or other persons concerned have never been involved in the acts set out in (a) and (b) of paragraph (5);
	7.	That in acknowledging the importance of addressing disappearance of technical intern trainees, we will cooperate with Japanese supervising organizations and make efforts to prevent technical intern traineer from disappearing; and
	8.	To have other necessary capacities to appropriately coordinate applications for technical intern training to supervising organizations in Japan.
	9.	That pursuant to the Undertaking as a condition for the issuance of POEA license, the sendin organization shall deploy trainees to Japan who are appropriate to engage in technical intern training Breach of such Undertaking shall result to revocation of its approval as sending organization and shall be communicated to Japan side.
		(Affiant)

AFFIDAVIT OF DECLARATION OF FEES

1.	I, (NAME), of legal age, single/married, Filipino, a resident of Philippines with official business address at after having been subscribed		
	to an oath, depose and say:		
11.	That am the incumbent(position of affiant) of(name of agency), a domestic corporation organized under Philippine Laws, and a duly licensed recruitment agency as per License No issued by the Philippine Overseas Employment Administration;		
111.	That as a licensed recruitment agency, we requested the POEA to issue in our favor a Certificate which is a requirement under the Technical Intern Training Program (TITP) of Japan;		
IV.	That in my capacity as(position of affiant) of (name of agency), that I hereby declare and assume the full responsibility of the following stated documentation fees in relation to the recruitment and placement of Filipino trainees under the TITP of Japan:		
	a. Fees/Costs Assumed by the Trainees for the following documents:		
	 Passport NBI/Police/Barangay Clearance NSO authenticated birth Certificate Transcript of Records and Diploma Issued by the school. Certified by the CHED and authenticated by DFA. Professional license issued by the PRC, authenticated by the DFA; Certificate of Competency issued by TESDA or other competent certifying body for the job applied for, and DOH prescribed medical/health examination Membership with Phillhealth, Pagibig and Social Security System Fees/Costs Assumed by the Supervising Organization for the following documents: Visa, including stamping fee Round trip airfare Transportation from the airport to the jobsite POEA processing fee OWWA membership fee Training fee Additional trade test/assessment, if required by the supervising organization 		
V.	That the above documentation fees is publicly available and was explained in detail to the trainees/candidates and was sufficiently understood.		
VI.	That no placement fee shall be charged against the trainees/candidates.		
	(Affiant)		