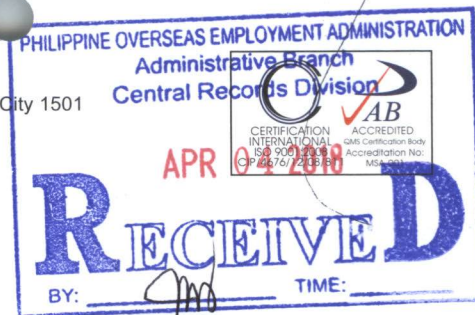




Philippine
Overseas
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Administration

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MEMORANDUM CIRCULAR NO. 04
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

1. Letter request from the POEA licensed recruitment agency.
2. Duly filled-out Outline of Approved Sending Organization (Attachment 2 of the Memorandum of Cooperation between the governments of the Philippines and Japan)
3. Notarized Affidavit of Undertaking to be executed by the official representative/president/CEO of the licensed recruitment agency indicated in the attached standard format.
4. 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

CONTROLLED AND DISSEMINATED

BY CRD ON 04 APR 2018

(5) years have elapsed after the penalty had been completed or the penalty has been exempted from execution.

6. 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All previous issuances inconsistent herewith are hereby repealed or modified accordingly.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 04 APR 2018

AFFIDAVIT OF DECLARATION OF FEES

- I. 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:
- II. 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;
- III. 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:
1. Passport
 2. NBI/Police/Barangay Clearance
 3. NSO authenticated birth Certificate
 4. Transcript of Records and Diploma Issued by the school. Certified by the CHED and authenticated by DFA.
 5. Professional license issued by the PRC, authenticated by the DFA;
 6. Certificate of Competency issued by TESDA or other competent certifying body for the job applied for; and
 7. DOH prescribed medical/health examination
 8. Membership with Philhealth, Pagibig and Social Security System
- b. Fees/Costs Assumed by the Supervising Organization for the following documents:
1. Visa, including stamping fee
 2. Round trip airfare
 3. Transportation from the airport to the jobsite
 4. POEA processing fee
 5. OWWA membership fee
 6. Training fee
 7. 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)