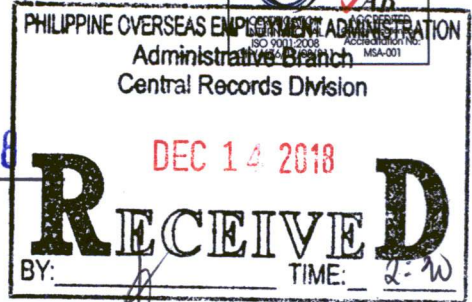




Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501

Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155



MEMORANDUM CIRCULAR NO. 18
Series of 2018

TO : ALL CONCERNED

SUBJECT : Clarification on Department Order No. 188 Series of 2018
vis-à-vis POEA Memorandum Circular No. 13 Series of 2018

DATE : 13 December 2018

Towards the smooth implementation of the Technical Intern Training Program under Department Order No. 188 Series of 2018, and of guidelines provided by Memorandum Circular No. 13, Series of 2018 regarding additional Technical Intern Offers, the following clarifications are hereby issued:

1. *Dual Registration under the Technical Intern Training Program.* The Japanese supervising organization may be registered to a maximum of two (2) Philippine licensed recruitment agencies or sending organizations provided that:
 - a. The supervising organization has an established track record as evidenced by previous accreditation under the old TITP program and rated as a compliant Supervising Organization by the Organization for Technical Intern Training (OTIT);
 - b. It has no pending welfare cases with the POLO or the OTIT or has never been involved in any welfare and employment issue with any of technical interns;
 - c. A uniform or upgraded compensation package shall be adopted by the implementing and supervising organizations and the agency;
 - d. The Japanese supervising organization shall undertake to perform its obligations to the sending organization it has previously registered with; and
 - e. The Japanese supervising organization has a technical intern offer for the following cases:
 - i. At least 50 interns duly verified and recommended for approval by the POLO in Japan; or
 - ii. At least 25 interns under the care worker job category duly verified and recommended for approval by the POLO in Japan; or
 - f. The Japanese supervising organization must have hired interns as follows:

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- i. At least 50 interns within a period of one year immediately preceding the registration; or
- ii. At least 25 interns under the care worker job category within a period of one year immediately preceding the registration.

Supervising organizations may be exempted from the requirements stated in (e) and (f) upon the recommendation of the POLO in Japan.

2. *Approval of Additional Technical Intern Offers Governed by Memorandum Circular No. 13, Series of 2018.* Additional technical intern trainee offers of accredited/registered supervising organizations and implementing organizations shall be approved within seven (7) working days upon receipt of the following documents duly verified and recommended for approval by the POLO in Japan:

- a. Letter request for additional technical intern from the sending organization
- b. Original Technical Intern Offer (POLO-Tokyo TITP Form No. 2018-01)
- c. Copy of the previously approved Technical Intern Offer
- d. Employment Contract and addendum to the employment contract for the technical intern training between the intern and the implementing organization (signed on all pages by the authorized representative of the implementing organization)
- e. Criteria of Job Category and Operation issued by the Ministry of Health, Labour and Welfare

POLO-Tokyo shall verify additional Technical Intern Offers (TIOs), subject to the submission of the following documents:

- a. Copy of the POLO-Tokyo verified Technical Intern Offer (POLO-Tokyo TITP Form No. 2018-01) bearing the POEA registered stamp;
- b. Copy of verified Employment Contract with Employment Terms and Conditions and Wage Payment;
- c. Original Technical Intern Offer (POLO-Tokyo TITP Form No. 2018-01) and Additional TIO Information Sheet (POLO-Tokyo TITP Form No. 2018-03a)
- d. Schedule of Implementation of Training with an English translation bearing the name and signature of the translator

After seven (7) days of submission and receipt by POLO Japan, the additional Technical Intern Offers shall be deemed approved if no written request to POEA for extension to verify is issued by the said POLO.

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3. *Approval of issuance of POEA Exit Clearance to Technical Interns in the Pipeline.* Exit clearances shall be issued by the Administration to technical interns provided that:

- a. The accreditation/registration and job order of the supervising/ implementing organization with the licensed recruitment agency under JITCO are still valid;
- b. Technical interns who have been issued Letter of Recommendation (LORs) before 01 June 2018, by the Licensing and Regulation Office before the implementation of the new Technical Intern Training Program shall be considered as technical interns in the pipeline; and
- c. Upon submission of documentary requirements provided in Department Order No. 106, Series of 2010.

The provisions of Section 109 of the 2016 POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Filipino Workers on Cancel & Transfer of Supervising Organization shall likewise be observed.

This Memorandum Circular shall be implemented without prejudice to the welfare of the technical intern trainee and shall be subject to subsequent amendments as necessary.

Other issuances inconsistent with the provisions in this Order are hereby superseded accordingly.

For compliance effective immediately.


BERNARD P. OLALIA
Administrator

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