



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, 722-1166, 722-1177



**MEMORANDUM CIRCULAR NO. 14**  
Series of 2019

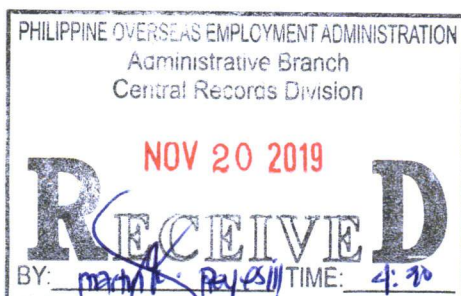
Further to Memorandum Circular (MC) No. 4, Series of 2018 on the Guidelines on the issuance of Certification for the Implementation of the Japan Technical Intern Training Program (TITP) and Advisory No 52, Series of 2018, the validity of the certificate issued to licensed recruitment agencies as Approved Sending Organizations for TITP is hereby extended for another six (6) months or until May 30, 2020, in line with the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (R.A. 1032) and in view of pending issuance of guidelines on the revocation of approval of recruitment agencies as Sending Organization, subject to the submission of the following documents:

1. Letter of Intent to continue participating as Approved Sending Organization for TITP; and
2. Duly notarized Affidavit of Undertaking signed by the sole proprietor, managing partner, or President of the agency, as the case may be, stating that their recruitment agency as a Sending Organization for TITP shall:
  - a. Faithfully and diligently adhere to the existing TITP guidelines and issuances as well as the 2016 Revised POEA Rules and Regulations relative to recruitment and deployment of trainees to Japan;
  - b. Be compliant to the criteria set forth on the TITP under Department Order (DO) No. 188 on the Guidelines on the Implementation of the Organization for the Technical Intern Training Program in Relation to the Technical Intern Training (TIT);
  - c. Guarantee that its incumbent directors, officers and employees has no derogatory record;
  - d. Assume full and complete responsibility for all acts of its officers, employees and representatives done in connection with recruitment and deployment of trainees;
  - e. Guarantee compliance with existing labor and social legislation of the Philippines and of the country of destination of trainees;
  - f. Be automatically removed from the List of recognized Sending Organizations in case of breach of any of this undertaking.

All licensed recruitment agencies approved as Sending Organizations for TITP that have fully complied with the above-mentioned requirements shall be automatically included in the list of Sending Organizations for Specific Skilled Workers.

All previous issuances inconsistent herewith are hereby repealed accordingly.

For immediate and strict compliance.



**ATTY. BERNARD P. OLALIA**  
Administrator