

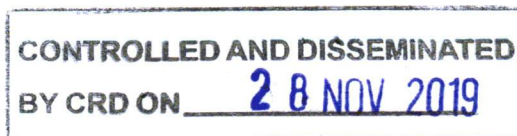


MEMORANDUM CIRCULAR NO. 15
Series of 2019

TO : ALL CONCERNED
SUBJECT : GUIDELINES FOR THE DEPLOYMENT OF WORKERS UNDER THE SPECIFIED SKILLED WORKER VISA OF JAPAN
DATE : 26 NOVEMBER 2019

Pursuant to *Department Order No. 201 and 201-A, Series of 2019* and the *Memorandum of Cooperation between the Ministry of Justice, the Ministry of Foreign Affairs, the Ministry of Health, Labour and Welfare and the National Police Agency of Japan and the Department of Labor and Employment of the Republic of the Philippines on the Basic Partnership Framework for Proper Operation of the System Pertaining to Foreign Human Resources with the Status of Residence of "Specified Skilled Worker"*, the following are the guidelines for Filipinos who are already in Japan who wish to change their residence status to work with a Specified Skilled Worker (SSW) visa:

- I. Technical Intern Trainees who have finished 3 years of training in Japan or who have passed the required skills and language exam for SSW or Working Visa Holder who wish to change to Specified Skilled Worker visa.
 - A. If the Employer/Accepting Organization who wants to employ qualified technical intern trainees or those with valid residence status is already accredited by the POEA and has a valid recruitment agreement with a licensed Philippine Recruitment Agency:
 1. The Employer/Accepting Organization sends the following documentary requirements by letter-pack to the POLO for evaluation/verification:
 - a. Standard Employment Contract (Annex B of the checklist of requirements)
 - b. Salary Scheme/Breakdown
 - c. List of tasks, duties and responsibilities and/or description of the occupational category to be performed by Filipinos with Specified Skills
 - d. Company profile
 - e. List of Filipinos presently in the Company (full or part time)



- f. List of Clients (for Dispatch Company)
 - g. Company Registration (tokibo tohoun) with English translation
If hired by a Sole Proprietorship, include Business Permit and latest tax payment
 - h. Company brochure/pamphlets/flyers
 - i. Other documents as may be required by POLO based on prevailing conditions or realities in Japan
2. If the documents are complete and compliant with Philippines and Japan labor laws, POLO may set an interview or conduct company visit. After the interview or company visit, if the recommendation is favorable, POLO verifies the documents and issues a Memorandum to the POEA for the registration of the Employer/Accepting Organization as the employer.
 3. The employer/Accepting Organization submits to the Japan Immigration Services Agency the usual application form for change in residence status, a copy of the Standard Employment Contract verified by POLO, and a copy of the Memorandum of Recommendation signed by the POLO.
 4. The worker presents the verified documents *in person* to the POEA Balik-Manggagawa Processing Division for OEC issuance and effectively recording the employer in the POEA database.

B. If the Employer/Accepting Organization who wants to employ qualified technical intern trainees or those holding other visas is NOT accredited by the POEA and/or has no valid recruitment agreement with a licensed Philippine Recruitment Agency:

1. The Employer/Accepting Organization sends the following documentary requirements by letter-pack to the POLO for evaluation/verification:
 - a. Accomplished POLO Application Form for Accreditation/Registration
 - b. Business License/Permit
 - c. Company Profile
 - d. Company Registration (tokibo tohoun) with English translation
If hired by a Sole Proprietorship, include Business Permit and latest tax payment
 - e. List of tasks, duties and responsibilities and/or description of the occupational category to be performed by Filipinos with Specified Skills
 - f. Recruitment Agreement
 - g. Copy of valid POEA license of the Sending Organization, identification page of the Passport of the owner of the Sending

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Organizations and the authorized representative of the Accepting Organization

- h. Manpower Request/Job Order
 - i. Salary Scheme/Breakdown
 - j. Standard Employment Contract (Annex B of the checklist of requirements)
 - k. Company brochure/pamphlets/flyers
 - l. Other documents as may be required by POLO based on prevailing conditions or realities in Japan
 - m. List of Clients (for Dispatch Company)
2. If the documents are complete and compliant with Philippines and Japan labor laws, POLO may set an interview or conduct company visit. After the interview or company visit, if the recommendation is favorable, POLO verifies the documents and issues a Memorandum to the POEA for the accreditation of the Japanese employer through the Philippine Recruitment Agency (PRA).
3. The employer will send the verified documents to the Philippine Recruitment Agency (PRA).

- II. The implementation of the direct hire provisions in Department Order No. 201 is suspended subject to further study.
- III. Those who entered Japan as Philippines-Japan Economic Partnership Agreement (PJPEA) certified care worker candidates who have worked and trained at a nursing care facility in Japan for 4 years are exempted from taking the skills and language exams for Specified Skilled Worker (i).

To qualify, the care worker must have had a total score of over half of the passing grade in the latest national certified care worker examination (e.g. passing score is 100, the total score must be 51 and above) and must not have any zero scores in the subjects included in the exam.

These workers are allowed to continue working at nursing care facilities as Specified Skilled Worker (i) for a maximum of 5 years. If they pass the national certified care worker examination within their stay, they are allowed to change their status of residence to "Care Worker" and continue working at the nursing care facility without limits of extension of their status of residence.

This Circular takes effect immediately.


BERNARD P. OLALIA
Administrator

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