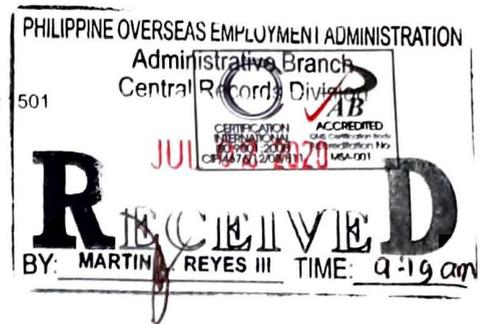




Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155



MEMORANDUM CIRCULAR NO. 15

TO : ALL CONCERNED:

SUBJECT: EXTENSION OF VALIDITY OF CERTIFICATION AS SENDING ORGANIZATIONS FOR TECHNICAL INTERNSHIP TRAINING PROGRAM (TITP) AND SPECIFIC SKILLED WORKERS (SSW) TO 30 NOVEMBER 2020

On June 13, 2020, through Advisory No. 77, Series of 2020, the validity of the Certification of licensed recruitment agencies as Sending Organizations under Technical Internship Training Program (TITP) and Specified Skilled Workers (SSW) which expired last 30 May 2020, was automatically extended up to 30 June 2020.

On the basis of the Bayanihan to Heal As One Act and in consideration of the Inter-agency Task Force Resolution No. 46-A issued on 15 June 2020, further extending the General Community Quarantine (GCQ) in Metro Manila and in several areas, the validity of the Certifications of Sending Organizations herein referred to is hereby automatically extended up to 30 November 2020, subject to the submission within thirty (30) days from the effectivity of this circular of the following documents (see Annex "A"):

1. Letter of Intent to continue participating as approved Sending Organization in the TITP and SSW;
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 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 the organization's incumbent directors, officers and employees, have 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 and SSWs;
 - e. Guarantee compliance with existing labor and social legislation of the Philippines and of the country of destination of trainees and SSWs;
 - f. Be automatically removed from the List of recognized Sending Organizations in case of breach of any of this undertaking.

CONTROLLED AND DISSEMINATED

BY CRD ON JUL 02 2020

The extended period should give recruitment agencies ample time to procure required clearances from the National Bureau of Investigation (NBI) which at present, can not be easily done by the affected agencies due to restrictions of movement within, into and out, of the areas of community quarantine. This is especially so that agencies whose board members are senior citizens need not go out of their homes to line up and procure the required clearances and unnecessarily placing them at risk of contracting corona virus disease. Further, the main office of the National Bureau of Investigation declared its partial lockdown due to Covid-19 infection.

Hence, these agencies shall remain in the list of approved Sending Organizations for Japan TITP and SSW unless delisted by this Administration for violations under the Rules and other prevailing issuances.

Any further action on the extended validity of Certification before its expiration shall be subject to evaluation and approval by the Administrator.

For immediate and strict compliance.



BERNARD P. OLALIA
Administrator

30 June 2020

CONTROLLED AND DISSEMINATED
BY CRD ON JUL 02 2020

AFFIDAVIT OF UNDERTAKING
(for Extension of Certification as approved Sending Organization)

I, _____, of legal age, Filipino and resident of _____, after being duly sworn to in accordance with law, depose and state that:

1. That am the incumbent _____ of _____ a domestic corporation organized under Philippine Laws, and a duly licensed recruitment agency as per _____ issued by the Philippine Overseas Employment Administration;
2. That as a licensed recruitment agency, we requested the POEA to issue in our favor, an extended Certification as approved Sending Organization, which is a requirement under the Technical Intern Training Program (TITP) and Specified Skilled Worker (SSW) deployment program of Japan;
3. That _____ as an approved Sending Organization, 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 the organization's incumbent directors, officers and employees, have 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 and SSWs;
 - e. Guarantee compliance with existing labor and social legislation of the Philippines and of the country of destination of trainees and SSWs;
 - f. Be automatically removed from the List of recognized Sending Organizations in case of breach of any of this undertaking.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ in _____, Philippines.

Licensed Recruitment Agency

Represented by:

President
Affiant

Valid ID No. _____

REPUBLIC OF THE PHILIPPINES)
CITY/MUN. OF _____) S.S.
X-----X

SUBSCRIBED AND SWORN TO before me this _____ in
_____, Philippines, affiant exhibiting to me his or her Competent evidence of
Identity (CEI), Valid ID No. _____.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2020.