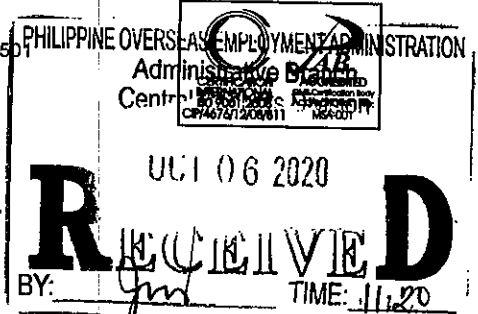




**Philippine  
Overseas  
Employment  
Administration**

Republic of the Philippines  
Department of Labor and Employment  
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Hotlines: 722-1144, 722-1155



**MEMORANDUM CIRCULAR NO. 22**  
Series of 2020

**FOR :** ALL CONCERNED LANDBASED LICENSED RECRUITMENT AGENCIES

**SUBJECT :** GUIDELINES ON THE ISSUANCE OF CERTIFICATION AS SENDING ORGANIZATION FOR THE JAPAN TECHNICAL INTERNSHIP TRAINING PROGRAM (TITP) AND SPECIFIED SKILLED WORKERS (SSW)

**DATE :** 29 September 2020

This issuance is pursuant to the implementation of the Memorandum of Cooperation (MOC) on the Japan Programs for Technical Intern Training Program (TITP) and Specified Skilled Workers (SSW) signed by the representatives of both Japan and Philippine governments. The following guidelines are hereby issued on the issuance of Certificate:

**I. COVERAGE**

These guidelines shall cover all qualified landbased licensed recruitment agencies participating in the Japan TITP and SSW programs.

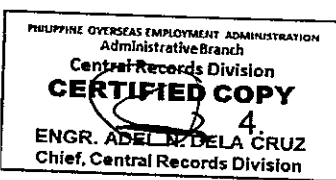
**II. REQUIREMENTS FOR THE ISSUANCE OF CERTIFICATE**

The licensed recruitment agency shall submit the following documentary requirements at the Employment Regulation Branch:

1. Letter of intent from the POEA licensed recruitment agency to participate as approved sending organization for the Japan TITP and SSW programs;
2. Dully filled-out Outline of Approved Sending Organization (Attachment 2 of the MOC between the governments of the Philippines and Japan)
3. Notarized Affidavit of Undertaking on the following essential portion of the MOC based on the attached standard format to be executed by the official representative/president/CEO of the licensed recruitment agency:

- a. Affidavit of Declaration of Fees
- b. Affidavit of Approving Standards for Sending Organization

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

### III. VALIDITY OF CERTIFICATE

The Certificate as sending organization for both TITP and SSW shall be valid during the duration of the effectivity of the MOC between the government of Japan and Philippines which will expire on 26 November 2022. Henceforth, the certification shall be renewed upon compliance with the required documents enumerated above.

### IV. DISQUALIFICATION AS APPROVED SENDING ORGANIZATION

POEA shall institute appropriate administrative proceedings and or criminal action against the licensed recruitment agencies found to be violating the TITP and SSW guidelines and POEA 2016 Revised Rules and Regulations. Violators will be automatically removed from the list of approved sending organizations.

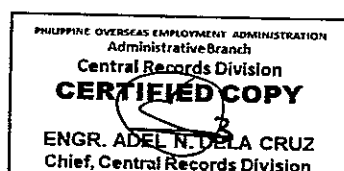
### V. PERIODIC SUBMISSION OF THE LIST OF APPROVED SENDING ORGANIZATION

The POEA shall periodically submit to the concerned government offices in Japan an updated list of qualified licensed recruitment agencies.

All previous issuances inconsistent herewith are hereby repealed or modified accordingly.

For strict compliance.

  
BERNARD P. OLALIA  
Administrator



CONTROLLED AND DISSEMINATED  
BY CRD ON OCT 06 2020



