



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



Certificate No.: AJA15-0048

Department Order No. 188-A
Series of 2018

Nancy
DOLE-AS 13APR'18 17:11

**VERIFICATION GUIDELINES
ON THE TECHNICAL INTERN TRAINING PROGRAM (TITP) OF JAPAN
UNDER DEPARTMENT ORDER NO. 188, SERIES OF 2018**

In the interest of the service and pursuant to Department Order No. 188, Series of 2018 prescribing the *Guidelines on the Implementation of the Organization for Technical Intern Training Program in Relation to the Technical Intern Training (TIT)*, the following shall be the guidelines in the verification of documents to be adopted by the Philippine Overseas Labor Office (POLO) - Tokyo, Japan:

I. CRITERIA FOR VERIFICATION

- A. Legal personality of the Supervising Organization/Principal;
- B. Its financial capability;
- C. Consistency of the terms and conditions of employment with the DOLE and Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016;
- D. Compliance with the laws of Japan which are for the benefit of the Filipino technical intern trainees; and
- E. Result of the interview and/or on-site visit conducted for new companies hiring Filipinos for the first time, when necessary.

II. COVERAGE

Pursuant to Department Order No. 188, Series of 2018, these verification guidelines shall cover the seventy-seven (77) occupational categories provided by the Organization of Technical Intern Training (OTIT) and those that shall be subsequently added to the list, except for the Care Worker and other critical categories for which separate guidelines shall be issued.

III. DOCUMENTARY REQUIREMENTS

- A. The following documents shall comprise the list of requirements to be evaluated by POLO-Tokyo for the verification of documents of the **SUPERVISING ORGANIZATION (SO)** as principal of the Philippine Recruitment Agency (PRA):
 1. Copy of Business/License Permit issued by the Ministry of Justice and the Ministry of Health, Labour, and Welfare to the

Supervising Organization, with an English translation bearing the name and signature of the translator;

2. Copy of Notification of License Term of Supervising Organization issued by the Ministry of Justice and the Ministry of Health, Labour, and Welfare, with an English translation bearing the name and signature of the translator;
3. Original Company Registration issued by the Ministry of Justice to the Supervising Organization, with an English translation bearing the name and signature of the translator;
4. Criteria of Job Category and Operation issued by the Ministry of Health, Labour and Welfare with an English translation bearing the name and signature of the translator;
5. Draft Technical Training Plan with an English translation bearing the name and signature of the translator;
6. Recruitment Agreement, using the POEA template, issued by the Supervising Organization to the Sending Organization and duly notarized in Japan;
7. Technical Intern Offer (TIO) indicating the positions, the number of positions required and salary per position, using POLO-Tokyo TITP Form No. 2018-01 (ANNEX A);
8. Addendum to the Master Employment Contract, using POLO-Tokyo TITP Form No. 2018-02 (ANNEX B);
9. Employment Contract for Technical Intern, using OTIT Reference Form 1-14 (ANNEX C);
10. Employment Terms and Conditions with Attachment on Wage Payment, using OTIT Reference Form 1-15 (ANNEX D); and,
11. Other documents as may be required by POLO based on prevailing conditions or realities in Japan.

B. On the other hand, the following documents shall comprise the list of requirements to be evaluated by POLO-Tokyo for **VERIFICATION** of documents of the **NEW/UNREGISTERED EMPLOYER/IMPLEMENTING COMPANIES**:

1. Copy of Business/License Permit issued by the Ministry of Justice and the Ministry of Health, Labour, and Welfare to the Supervising Organization, with an English translation bearing the name and signature of the translator;



2. Copy of Notification of License Term of Supervising Organization issued by the Ministry of Justice and the Ministry of Health, Labour, and Welfare, with an English translation bearing the name and signature of the translator;
 3. Criteria of Job Category and Operation issued by the Ministry of Health, Labour and Welfare with an English translation bearing the name and signature of the translator;
 4. Draft Technical Training Plan with an English translation bearing the name and signature of the translator;
 5. Technical Intern Offer (TIO) indicating the positions, the number of positions required and salary per position, using POLO-Tokyo TITP Form No. 2018-01;
 6. Certification on the number of employees;
 7. Addendum to the Master Employment Contract, using POLO-Tokyo TITP Form No. 2018-02;
 8. Employment Contract for Technical Intern, using OTIT Reference Form 1-14; and,
 9. Employment Terms and Conditions with Attachment on Wage Payment, using OTIT Reference Form 1-15.
- C. Meanwhile, the following documents shall be required for submission to POEA relative to applications for **ADDITIONAL JOB ORDER** for Already Registered Implementing Organization:
1. Letter request for Additional Job Order;
 2. Technical Intern Offer indicating the positions, the number of positions required and salary per position, using POLO-Tokyo TITP Form No. 2018-01; and,
 3. Additional Technical Intern Offer, using POLO-Tokyo TITP Form No. 2018-03.

IV. VERIFICATION PROCEDURE/PROCESS INVOLVING ACCREDITATION OF SUPERVISING ORGANIZATION/PRINCIPAL

- A. The Supervising Organization/Principal prepares and completes the recruitment documentary requirements;
- B. The Supervising Organization/Principal submits the accomplished documents either personally, by mail or courier to POLO for evaluation;
- C. If all documents are found to be complete and in order, POLO schedules the interview and/or on-site visitation and informs the Supervising Organization/Principal on the date and time of

interview/on-site visitation

within seven (7) working days from the date of receipt of the documents by POLO Tokyo;

- D. POLO conducts the interview/on-site visitation; and,
- E. If everything is found to be in order, POLO issues Memorandum and recommends the registration of the Supervising Organization to POEA.

V. EVALUATION/ASSESSMENT CONSIDERATIONS

A. Master Employment Contract:

The Master Employment Contract should be signed and sealed on all pages by the authorized representative of the Implementing Organization and shall incorporate the minimum provisions of employment contracts as follows:

1. Complete name and address of the Implementing Organization;
2. Position and jobsite of the trainee;
3. Basic monthly salary, including benefits, allowances and mode of payment, based on their work conditions. The amount of remuneration paid to a technical intern trainee shall be equivalent to or greater than the amount of remuneration paid to a Japanese national for similar work. As such, a Certification by the Employer on the salary range shall be attached as part of the documentary requirements;
4. One (1) month bonus for every year of service, if applicable;
5. Reasonable food and accommodation or the monetary equivalent which shall be commensurate to the cost of living in Japan;
6. Pension, Health, and Employment (Employment and Accident Compensation) Insurance shall be provided;
7. Commencement and duration of contract;
8. Free transportation from and back to the point of hire and free inland transportation at the jobsite;
9. Regular work hours and day off;
10. Overtime pay for services rendered beyond the regular working hours, rest days and holidays;
11. Paid leave for every year of service as prescribed by the law of the host country;
12. Just/valid/authorized causes for termination of the contract or of the services of the technical intern trainees, taking into consideration the customs, traditions, norms, mores, practices, company policies and the labor laws and social legislations of Japan;
13. Settlement of disputes;
14. Repatriation of technical intern trainees in case of imminent danger due to war, calamity, and other analogous circumstances, at the expense of the employer; and,

15. In case of technical intern trainees' death, repatriation of his/her human remains and personal belongings, at the expense of the employer.

VI. MISCELLANEOUS PROVISIONS

- A. Incomplete documents shall be returned to the Supervising Organization/Principal for completion. Upon resubmission of the complete documentary requirements, this will be considered as a new application; and,
- B. Data on the envelopes bearing documentary requirements for processing of the POLO should be written in English with specific description on what job category is being applied for verification, and if submitted merely for compliance purposes.

VII. MONITORING SCHEME

The POLO shall monitor the implementation of the provisions of the employment contract and other related documents after a reasonable period of time to ensure compliance and non-violation of the terms and conditions of employment.

Should there be an initial finding of non-compliance of the guidelines, the Employer or Supervising Organization shall submit its comments to the POLO immediately but not later than 72 hours from receipt of the letter from POLO.

The Labor Attaché may issue subsequent advisories or guidelines that would further ensure the protection of the rights and promotion of the interest of the technical intern trainees based on existing conditions of employment.

VIII. EFFECTIVITY

These Guidelines shall form part of Department Order No. 188, series of 2018 and as such, take effect on the date of effectivity of the said issuance.

This supersedes any other issuance inconsistent with the provisions in these Guidelines.

For strict compliance.


SILVESTRE H. BELLO III
Secretary

Dept. of Labor & Employment
Office of the Secretary



027267

13 April 2018