



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
MIGRANT WORKERS OFFICE
TOKYO, JAPAN**



**ADVISORY NO. 003
Series of 2024**

**TO ALL SUPERVISING ORGANIZATIONS, IMPLEMENTING
ORGANIZATIONS, AND SENDING ORGANIZATIONS UNDER THE
TECHNICAL INTERN TRAINING PROGRAM (TITP)**

The Organization for Technical Intern Training (OTIT) recently provided information that Reference Form No. 1-14 (RFN 1-14) (Employment Contract and Employment Conditions) has been updated because of recent revision to labour-related laws and regulations. The information also mentioned that the new reference form must be used for contracts entered on or after April 1, 2024.

In view of the above, supervising organizations (SO) must include in their applications for verification, master employment contracts (MEC) that incorporate the amendments mandated by OTIT under RFN 1-14. Moreover, SOs are reminded to submit amended MECs especially when individual contracts submitted to OTIT were revised to confirm with RFN 1-14.

For strict compliance.




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