



Republic of the Philippines
Department of Migrant Workers

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BAGONG PILIPINAS

MEMORANDUM CIRCULAR NO. 01

Series of 2025

**ADOPTING AN AUTOMATED SYSTEM IN THE APPROVAL AND
CERTIFICATION OF SENDING ORGANIZATIONS TO DEPLOY UNDER
THE SPECIFIED SKILLED WORKER (SSW) AND TECHNICAL INTERN
TRAINING PROGRAM (TITP) OF JAPAN AND DIRECTING THE
IMPLEMENTATION THEREOF**

WHEREAS, R.A. 11641 instructs that the Department shall build strong and harmonious partnerships with counterpart and relevant agencies in foreign countries to facilitate the implementation of strategies and programs for the protection and promotion of the rights and well-being of OFWs;

WHEREAS, the Memorandum of Cooperation (MOC) between the Philippines and Japan on the SSW and the TITP both explicitly provide for the commitment of the Philippines to examine whether or not a Sending Organization meets the approving standards for the SSW and/or TITP, as the cases may be, and shall give approval to the same if the said Sending Organization meets such approving standards;

WHEREAS, both MOCs also categorically provide that the Philippines commits to make the names and other information of approved Sending Organizations in the Philippines publicly available;

WHEREAS, our government counterparts in Japan, as well as private recruitment agencies and other stakeholders, have expressed the need to streamline the process of certifying Sending Organizations who meet the approved standards to deploy Filipino workers under the SSW and TITP of Japan;

WHEREAS, His Excellency President Ferdinand Marcos, Jr. has consistently highlighted the importance of digital transformation in enhancing government services and strengthening ease of doing business;

NOW THEREFORE, premises considered, the Department, through the Employment Facilitation Desk for Japan (Japan Desk), shall hereby adopt an upgraded system, from manual to digital, in the evaluation, recommendation, approval, certification, and monitoring of Sending Organizations under the SSW

and TITP

Administrative Service
General Services Division

RECEIVED

By: RICHIE M. GUEVARRA

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By: DMW General Services Division on February 25, 2025



Section 1: Objectives.

The new system aims to automate and streamline the approval and certification of Sending Organizations under the SSW and TITP, enhancing efficiency and transparency in the certification process.

The entire application procedure shall be conducted online—from submission of the application and documentary requirements to evaluation of applications until approval and issuance of a certificate of approval.

The system shall likewise provide real-time status monitoring of the list of authorized Sending Organizations under the SSW and TITP. This includes an automatic delisting and relisting function to have a readily available database of approved Sending Organizations in the Philippines as prescribed in the MOCs for TITP and SSW.

Section 2: Scope and Coverage.

This Memorandum Circular shall govern application until the Sending Organizations are certified to deploy under the SSW and TITP of Japan. The new application and certification system subject to this Memorandum Circular shall be developed, maintained, and enhanced by the Management Information Technology Service as may be directed and administered by the Office of the Undersecretary for Policy and International Cooperation through the Japan Desk.

Section 3: Documentary Requirements.

Licensed Philippine Recruitment Agencies (PRAs) in good standing who intend to deploy Filipino workers in Japan under the TITP and/or SSW shall prepare the following documents, which shall be uploaded during the online application process in the system:

1. Letter request;
2. Duly filled-out Outline of Approved Sending Organization (hereto attached as Annex A);
3. Notarized Affidavit of Undertaking to be executed by the President/CEO of the PRA (hereto attached as Annex B); and,
4. Notarized Affidavit of Declaration of Fees executed by the President/CEO of the PRA (hereto attached as Annex C).

Section 4: Operational Guidelines.**A. Application by Sending Organization**

1. Login to agencyportal.dmw.gov.ph
2. On the dashboard, click the “accreditation” icon (third icon on the left) then click “Online Application for Sending Organization Approval.”



3. Complete the form for your partner (Receiving Organization), the person in charge (Sending Organization), and any other necessary information, then click the "Submit" button.
4. After submitting, upload the required documents and click "Submit for Evaluation." The system allows the uploading of multiple images in PDF format.

B. Evaluation by the Japan Desk

1. Login to utility.dmw.gov.ph
2. click the Online Sending Organization Data Management system on the landing page.
3. On the Sending Organization Module dashboard, click "Applications," then click "Get."
4. To access your assigned application, click "My Assignments," select "For Evaluation" in the dropdown as a status, and then search.
5. Click the "View" button to see the application details.
6. To change the application status based on the evaluation, select one of the icons in the upper right corner of the page.
 - Update – Change of remarks (to make changes to the details of the Sending and Receiving Organizations)
 - Cancel – Termination (to terminate) of the application due to inaccurate input or a decision to discontinue the process.
 - For Compliance – to put the application on hold until the applicant-PRA complies accordingly.
 - Disapproved – to deny/disapprove the application.
 - Approve – to include the PRA applicant in the list recommended for approval and posting on the website.

C. Certification

1. On the Sending Organization's Module, click "For Posting."
2. Click the "Print Certificate" button to print the Certificate.



3. Click the "Print Endorsement" button to print the Memorandum for the Head of the Japan Desk recommending the application's approval and the certificate's signing.

D. Posting on the Website

1. Once the applications are approved and the certificates signed, return to the Sending Organization Module Dashboard, click "For Posting," and click the "Post" button.
2. Once posted, the approved sending organization's name will become available and searchable on the DMW Website.

Section 5: Validity and Renewal of Certification.

The validity of the Certificate as an Approved Sending Organization under the TITP and SSW shall be coterminous with the PRA's license as a recruitment agency in the Philippines. This is without prejudice to other causes for delisting or temporary documentary suspension as may be determined by the Japan Desk, the Licensing and Adjudication Services (LAS), the Migrant Welfare Services (MWS), the Migrant Workers Offices (MWOs) in Japan, and other relevant bureaus and offices in the Department.

PRAs who have renewed their licenses with the Department must reapply for certification at least 30 calendar days before their license expires. Failure to reapply within this prescribed period will result in the PRA's documentary suspension for the SSW and TITP, which will automatically be reflected in the system.

The documentary requirements for Renewal of Certification are the following:

1. Letter request;
2. Notarized Affidavit of Undertaking to be executed by the President/CEO of the PRA (hereto attached as Annex B); and,
3. Notarized Affidavit of Declaration of Fees to be executed by the President/CEO of the PRA (hereto attached as Annex C).

Note: The duly filled-out Outline of Approved Sending Organization (attached as Annex A) is no longer required, except in cases of changes from the previous application.

Section 6: Grounds for Disapproval and/or Delisting.

Applications for initial and renewal certification may be disapproved due to the following grounds:

1. The PRA is currently suspended, disqualified, or blacklisted by the Department;



2. The PRA's license has already expired;
3. Failure by the PRA to submit or upload a completed documentary requirement;
4. Existence of pending cases or investigations before the relevant bureaus and offices in the Department, where there exists reasonable ground to believe that approval of the application would adversely affect our OFWs, Japanese government counterparts, and national interest, as determined by the Secretary; and
5. Such other grounds may justifiably be determined by the Japan Desk and the MWOs of Japan in accordance with the Department's existing rules.

The Japan Desk, the LAS, the MWS, MWOs in Japan, and other relevant bureaus and offices in the Department shall have access to the delisting and relisting of Approved Sending Organizations.

Section 7: Status and Monitoring.

The system shall monitor and maintain real-time tracking of the list of Approved Sending Organizations under the SSW/TITP. Any change in a PRA's status shall be instantaneously reflected in the system and will trigger a notification to the concerned PRA in their account and registered email address.

Section 8: Separability Clause. In the event that any provision of this Memorandum Circular is declared unconstitutional or invalid, the validity of the other provisions shall not be affected by such declaration.

Section 9: Repealing Clause. All prior rules and regulations inconsistent with this Memorandum Circular are hereby repealed or amended accordingly.

Section 10: Effectivity. This Order shall take effect immediately.

For compliance and guidance of all concerned.

21 February 2025, Mandaluyong City.


HANS LEO J. CACDAC
Secretary

