



Republic of the Philippines
Department of Migrant Workers

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BAGONG PILIPINAS

ADVISORY NO. 31
Series of 2024

**TECHNICAL INTERN TRAINING PROGRAM (TITP) AND SPECIFIED SKILLED
WORKER (SSW) CERTIFICATION OF SENDING ORGANIZATIONS**

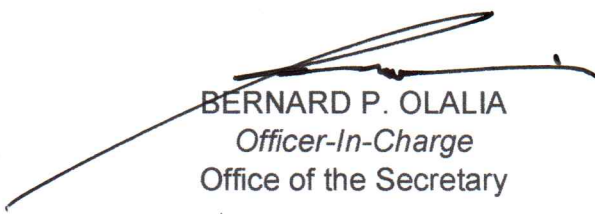
Notice is hereby given to Licensed Recruitment Agencies that the Licensing and Regulations Bureau (LRB) is now accepting applicants for renewal of certificates as Approved Sending Organizations under the Japan TITP / SSW programs. Deadline for submission is on October 31, 2024 to give LRB sufficient time to evaluate and process the applications.

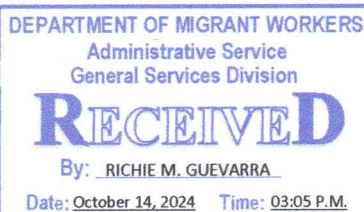
The requirements for the issuance of certificate are as follows:

- a. Letter request from the licensed recruitment agency;
- b. Duly filled-out Outline of Approved Sending Organization;
- c. Notarized Affidavit of Undertaking to be executed by the President/CEO of the licensed recruitment agency;
- d. Valid clearance from the Migrant Workers Protection Bureau;
- e. For Foreign Board Members, a duly authenticated Police Clearance or equivalent government issued document from his country of origin; and
- f. Notarized Affidavit of Declaration of Fees to be executed by the President/CEO of the licensed recruitment agency

The Certificate shall be valid for one (1) year from the date the certificate was issued. For inquiries and clarifications please contact the Employment Services Regulation Division (ESRD) at 8726-8919 / 8727-7776 or email TITPandSSW@dmw.gov.ph.

For strict compliance.


BERNARD P. OLALIA
Officer-In-Charge
Office of the Secretary



CONTROLLED AND DISSEMINATED
By: DMW General Services Division on October 14, 2024



Date : _____

Outline of Approved Sending Organization

Name of Organization : _____

Name of Representative : _____

Address : _____

TEL : _____ FAX : _____

Email : _____

URL: _____

Date of establishment : _____

Date of approval (Duration) : _____ (Valid
until : _____)

Type of industry and main business : _____

Capital : _____

Yearly sales figure (the most recent year) : _____

Number of full-time employees (the number of employees involved in sending
work) : _____ ()

Name of person in charge of training : _____

(position) _____

(Address) _____

(TEL) _____ (FAX) _____

(Email) _____

Contact point in Japan

(Name) : _____

(Name of representative (In the case of a company/organization)) : _____

(Address) _____

(TEL) _____ (FAX) _____

(Email) _____



AFFIDAVIT OF UNDERTAKING OF APPROVING STANDARDS FOR SENDING ORGANIZATION

I, _____ (NAME), of legal age, single/married, Filipino, a resident of _____, Philippines with official business address at _____ after having been subscribed to an oath, depose and say:

- I. That I am the incumbent _____ (position of affiant) of _____ (name of agency), a domestic corporation organized under Philippine Laws, and a duly licensed recruitment agency as per License No. _____ issued by the Department of Migrant Workers with license valid until _____;
- II. That as a licensed recruitment agency, we requested the DMW to issue in our favor a Certificate as sending organization as a requirement under the Japan Technical Intern Training Program (TITP) and Specified Skilled Worker (SSW);
- III. That in my capacity as _____ (position of affiant) of _____ (name of agency), I hereby declare and assume the full responsibility of the following, among others:
 1. To select and deploy to Japan only medically fit and competent workers pursuant to my Undertaking in the conditions for issuance of license which workers are qualified and motivated to engage in the TITP/SSW program and will contribute to the economic development through application of achievement upon return to the Philippines;
 2. To provide necessary support to the returning workers such as possible employment or reintegration locally in order to utilize the technical skills they acquired;
 3. To appropriately respond to the requests from the concerned Japan Ministry of Justice, Foreign Affairs, Health, Labour and Welfare relative to the implementation of the TITP/SSW for the protection of the workers. Requests may include cooperation on follow-up surveys for returning workers after completion of the program.
 4. To carry out any projects in accordance with the laws and regulations of the Philippines;
 5. That we, as the sending organization and our board members have never conducted any of the following acts within the preceding five (5) years:
 - a) Managing money or other properties of workers and candidates, their relatives or other persons concerned, whether by collecting deposits or any other means, in connection with TITP and SSW Program;
 - b) Concluding any contracts that impose monetary penalties or other properties that expect undue transfer of money or for the violation of the contracts in relation to TITP and SSW Program;
 - c) Human rights infringements against workers and candidates such as assaults, intimidations, and restrictions of freedom; and
 - d) With regard to the procedures of the TITP and SSW Program as well as the immigration program of Japan, to use or provide forged, altered or false documents, pictures or drawings with the intention of obtaining permissions fraudulently.
 6. That in coordinating applications for TITP/SSW Program for Japanese supervising/accepting organizations, we confirm with worker candidates, their relatives or other persons concerned have never been involved in the acts set out in (a) and (b) of paragraph (5);
 7. That in acknowledging the importance of addressing disappearance of workers, we will cooperate with Japanese supervising/accepting organizations and make efforts to prevent workers from disappearing;
 8. To have other necessary capacities to appropriately coordinate applications for TITP/SSW Program to supervising/accepting organizations in Japan.
 9. That pursuant to the Undertaking as a condition for the issuance of DMW license, the sending organization shall deploy trainees/workers to Japan who are appropriate to engage in work. Breach of such Undertaking shall result to revocation of its approval as sending organization and shall be communicated to Japan side.

(Affiant)



AFFIDAVIT OF DECLARATION OF FEES

- I. I, _____ (NAME) _____ of legal age, single/married, Filipino, a resident of _____, Philippines with official business address at _____ after having been subscribed to an oath, depose and say:
- II. That am the incumbent _____ (position of affiant) _____ of _____ (name of agency) _____, a domestic corporation organized under Philippine Laws, and a duly licensed recruitment agency as per License No. _____ issued by the Department of Migrant Workers;
- III. That as a licensed recruitment agency, we requested the DMW to issue in our favor a Certificate which is a requirement under the Technical Intern Training Program (TITP) and Specified Skilled Worker (SSW) of Japan;
- IV. That in my capacity as _____ (position of affiant) _____ of _____ (name of agency) _____, that I hereby declare and assume the full responsibility of the following stated documentation fees in relation to the recruitment and placement of Filipino trainees under the TITP and SSW of Japan:
- a. Fees/Costs Assumed by the Workers for the following documents:
1. Passport
 2. NBI/Police/Barangay Clearance
 3. NSO authenticated birth Certificate
 4. Transcript of Records and Diploma Issued by the school. Certified by the CHED and authenticated by DFA.
 5. Professional license issued by the PRC, authenticated by the DFA;
 6. Certificate of Competency issued by TESDA or other competent certifying body for the job applied for; and
 7. DOH prescribed medical/health examination
 8. Membership with Philhealth, Pagibig and Social Security System
- b. Fees/Costs Assumed by the Supervising Organization for the following documents:
1. Visa, including stamping fee
 2. Round trip airfare
 3. Transportation from the airport to the jobsite
 4. DMW processing fee
 5. OWWA membership fee
 6. Training fee
 7. Additional trade test/assessment, if required by the supervising/accepting organization
- V. That the above documentation fees is publicly available and was explained in detail to the workers/candidates and was sufficiently understood.
- VI. That no placement fee shall be charged against the trainees/candidates.

(Affiant)

