



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
7th Flr., Muralla cor Gen. Luna Sts., Intramuros, Manila



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Certificate No.: AJA 15-0048

DEPARTMENT ORDER NO. 201
Series of 2019

TO ALL CONCERNED

**SUBJECT : GUIDELINES ON THE DEPLOYMENT OF WORKERS TO
JAPAN UNDER THE STATUS OF RESIDENCE "SPECIFIED
SKILLED WORKER"**

DATE : 22 MARCH 2019

Pursuant to the *Memorandum of Cooperation between the Ministry of Justice, the Ministry of Foreign Affairs, the Ministry of Health, Labor, and Welfare and the National Police Agency of Japan and the Department of Labor and Employment of the Philippines*; following the enactment and promulgation of the *Law for Partial Amendment to the Immigration Control and Refugee Recognition Act and the Act for Establishment of the Ministry of Justice, Law No. 102* and the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016, the following guidelines on the deployment of workers to Japan under the status of residence "Specified Skilled Worker" are hereby issued:

I. Coverage

These guidelines shall cover the identified occupational categories as of 25 December 2018 provided by the Basic Policy on Operation of the System of the Status of Residence of "Specified Skilled Worker" (Attachment A).

II. Definition of Terms

- 1. Accepting organization** refers to a public or private organization in Japan which intends to enter into an employment contract with specified skilled workers.

2. **Accreditation** refers to the grant of authority by the Philippine Overseas Employment Administration (POEA) to a foreign employer herein referred to as **accepting organization** to recruit and hire **Filipino workers to Japan through a sending organization**.
3. **Overseas Employment Certificate** refers to the document issued to specified skilled workers which serves as proof that the worker has been processed by the Administration or the POLO for worker(s) on leave.
4. **POLO** refers to the Philippine Overseas Labor Office in Japan.
5. **Recruitment Agreement** refers to an agreement by and between the accepting organization and the sending organization defining their rights and obligations on the recruitment and employment of workers.
6. **Registered Support Organization** refers to an organization entrusted based on a contract to perform the work of implementation of all the suitable support plans for foreign nationals with the status of residence of "Specified Skilled Workers (i)" and registered with the Immigration Services Agency of Japan.
7. **Sending Organization** refers to a Philippine recruitment agency licensed by the Philippine Overseas Employment Administration and duly authorized to engage in the recruitment and placement of specified skilled workers.
8. **Specified Skilled Worker** refers to workers who are deployed to Japan under the identified occupational categories allowed under the status of residence of the same name.
 - i. **Specified Skilled Worker (i)** refers to the first level of specified skilled worker who are allowed to work in Japan for a maximum of five (5) years.
 - ii. **Specified Skilled Worker (ii)** refers to the second level of specified skilled worker who are allowed to work in Japan indefinitely based on renewal of their employment contract and extension of period of stay.

9. **Support Plan** refers to assistance rendered to foreign nationals with the status of residence of "Specified Skilled Workers (i)" by their accepting organization or registered support organization on their working life, day-to-day living and social life.

III. Sending Organizations

The POEA will provide the names and other information on sending organizations to the Ministries and Agencies of Japan.

IV. Accreditation of Accepting Organizations at POEA

In addition to the duly approved support plan by the Ministry of Justice of Japan, the requirements for accreditation of principal/employer and dual/multiple accreditation under the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016 shall apply on the accreditation of accepting organizations.

V. Qualifications for Specified Skilled Worker

- A. The following are the qualifications for Specified Skilled Worker (i) category:
 - i. The applicant must be at least 18 years old.
 - ii. It must be proven through an examination or other evaluation method that the applicant possesses skills requiring considerable knowledge or experience necessary for the work which the applicant intends to engage in.
 - iii. It must be proven through an examination or other evaluation method that the applicant possesses the Japanese language proficiency necessary for living in Japan and the Japanese language proficiency necessary for the work which the applicant intends to engage in.
 - iv. The applicant must possess a passport valid for at least six (6) months prior to the intended date of departure.

Those who have successfully completed "Technical Intern Training (ii)" are exempted from the requirements under ii and iii above.

B. The following are the qualifications for Specified Skilled Worker (ii) category:

- i. The applicant must be at least 18 years old.
- ii. It must be proven through an examination or other evaluation method that the applicant possesses the proficient skills necessary for the work which the applicant intends to engage in.
- iii. The applicant must possess a passport valid for at least six (6) months prior to the intended date of departure.

VI. Issuance of Overseas Employment Certificate to Specified Skilled Workers

1. The issuance of overseas employment certificate to specified skilled workers deployed through sending organizations shall be subject to the procedure for online registration of landbased workers under Memorandum Circular No. 7, Series of 2018 implementing the Landbased E-contract System (LBECS).
2. Specified skilled workers who are directly hired by an accepting organization shall not exceed five (5) and shall be required to comply with the documentary requirements specified in Rule II, Section 125 of the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016 and related issuances.
3. Specified skilled workers who transferred from one accepting organization to another while in Japan shall present their new contract to the POLO for verification.
4. Technical interns who are qualified under section V, letter A and are employed by an accepting organization while in Japan shall present their new contract to the POLO for verification.
5. Technical interns who are qualified under section V, letter A and have returned to the Philippines but are being reemployed by


their implementing organizations (now accepting organizations) shall comply with the requirements for and be processed as returning workers (balik manggagawa) under the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016.

6. For other workers not covered by the preceding enumerations, the processing of OEC shall be governed by the pertinent provisions of the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016 and other related issuances.

VII. Fees and Charges

1. No fee of any kind or form shall be collected, directly or indirectly, from the specified skilled worker for their selection and deployment to Japan.
2. No deductions shall be made on the worker's allowances/wages for any purpose except for host country prescribed allowable deductions such as tax.
3. The fees and costs chargeable to the specified skilled worker, sending organization, and accepting organization shall be in accordance with the appropriate provisions under Rule V of the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016.

For guidance and compliance effective immediately.


SILVESTRE H. BELLO III
Secretary

Dept. of Labor & Employment
Office of the Secretary



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ATTACHMENT A

	Field	1. Labor shortage	2. Human resources criteria		3. Other important matters	
		Prospective no. of foreign nationals to be accepted (maximum no. over 5 years) (Under examination)	Skills test	Japanese language exam	Type of work	Employment form
M H L W	Care Worker	60,000	Nursing care skills evaluation test (provisional) [Newly established] etc.	Japanese-Language Proficiency Test (provisional), etc. (In addition to the above) Nursing care Japanese language evaluation test (provisional), etc.	As well as physical care (such as bathing, meals, assistance for excretion, etc., adjusted to the mental and physical state of the user), supplemental support services (recreation, assistance with functional exercise, etc.) (Note) Home visit services are excluded	Direct
	Building cleaning management	37,000	Building cleaning field specified skills no. 1 evaluation test [Newly established]	Japanese-Language Proficiency Test (provisional) etc.	Interior building cleaning	Direct
M E T I	Machine Parts & Tooling Industries	21,500	Manufacturing field specified skills no.1 evaluation test (provisional) [Newly established]	Japanese-Language Proficiency Test (provisional) etc.	Casting, forging, die casting, machining, metal press, factory sheet metal work, electroplating, aluminium anodizing, finishing, machine inspection, machine maintenance, painting, welding	Direct
	Industrial machinery industry	5,250	Manufacturing field specified skills no.1 evaluation test (provisional) [Newly established]	Japanese-Language Proficiency Test (provisional) etc.	Casting, forging, die casting, machining, metal press, iron work, factory sheet metal work, plating, finishing, machine inspection, machine maintenance, electronic equipment assembling, electric equipment assembling, print wiring board manufacturing, plastic molding, painting, welding, industrial packaging	Direct
	Electric, Electronics and Information Industries	4,700	Manufacturing field specified skills no.1 evaluation test (provisional) [Newly established]	Japanese-Language Proficiency Test (provisional) etc.	Machining, metal press, factory sheet metal work, plating, finishing, machine maintenance, electronic equipment assembling, electrical equipment assembling, print wiring board manufacturing, plastic molding, painting, welding, industrial packaging	Direct
M L I T	Construction Industry	40,000	Construction field specified skills no.1 evaluation test (provisional) [Newly established] etc.	Japanese-Language Proficiency Test (provisional) etc.	Formwork construction, plastering, concrete pumping, tunnel and propulsion, construction machinery and construction, earthwork, roofing, telecommunications, reinforcement construction, reinforcing bar joints, interior finishing, material mounting	Direct
	Shipbuilding and Ship Machinery Industry	13,000	Shipbuilding ship equipment field specified skills no.1 evaluation test (provisional) [Newly established] etc.	Japanese-Language Proficiency Test (provisional) etc.	Welding, painting, iron work, finishing, machining, electrical equipment assembling	Direct
	Automobile repair and maintenance	7,000	Car maintenance field specified skills evaluation test (provisional) [Newly established]	Japanese-Language Proficiency Test (provisional) etc.	Automobile everyday inspection and maintenance, regular inspection and maintenance, disassembly and maintenance	Direct
	Aviation Industry	2,200	Aviation field specified skills evaluation test (airport ground handling or aircraft maintenance) (provisional) [Newly established]	Japanese-Language Proficiency Test (provisional) etc.	<ul style="list-style-type: none"> · Airport ground handling (ground running support work, handling of baggage / cargo, etc.) · Aircraft maintenance (aircraft and equipment maintenance work) 	Direct
	Accommodation Industry	22,000	Accommodation industry skills proficiency test (provisional) [Newly established]	Japanese-Language Proficiency Test (provisional) etc.	Providing accommodation services such as working at the front desk, planning / public relations, hospitality, restaurant services	Direct
M A F	Agriculture	36,500	Agriculture skills proficiency test (general crop farming or general livestock farming) (provisional) [Newly established]	Japanese-Language Proficiency Test (provisional) etc.	<ul style="list-style-type: none"> · General crop farming (cultivation management, harvesting and shipment / sorting of agricultural products, etc.) · General livestock farming (feeding management, harvesting and shipment / sorting of livestock products, etc.) 	Direct/ Dispatch
	Fishery & Aquaculture	9,000	Fishing industry skills proficiency test (fishery or aquaculture industry) (provisional) [Newly established]	Japanese-Language Proficiency Test (provisional) etc.	<ul style="list-style-type: none"> · Fishery (Production and repair of fishing gear, aquatic animals and plant exploration, operation of fishing gear and fishing machinery, aquatic animal and plant harvesting, treatment and storage of fishery products, securing of safety and health, etc.) · Aquaculture industry (production, repair and management of aquacultural materials, cultivation and management of aquatic animal and plant farming, harvesting and processing, securing of safety and health, etc.) 	Direct/ Dispatch
	Manufacture of food and beverages	34,000	Food and beverage manufacturing industry skills proficiency test (provisional) [Newly established]	Japanese-Language Proficiency Test (provisional) etc.	General food and beverage manufacturing (manufacture and processing of food and beverages (excluding alcoholic beverages), health and safety)	Direct
	Food service industry	53,000	Restaurant industry skills proficiency test (provisional) [Newly established]	Japanese-Language Proficiency Test (provisional) etc.	General restaurant industry (food preparation, customer service, restaurant management)	Direct