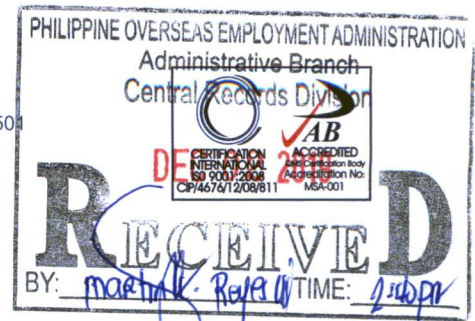




Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1504  
Website: www.poea.gov.ph E-mail: info@poea.gov.ph  
Hotlines: 722-1144, 722-1155



**MEMORANDUM CIRCULAR NO. 17**  
**Series of 2019**

**TO: ALL CONCERNED**

**RE: GUIDELINES ON THE ACCREDITATION OF JAPANESE LANGUAGE TRAINING CENTERS IN ACCORDANCE WITH DEPARTMENT ORDER NO. 206, SERIES OF 2019**

Pursuant to Department of Labor and Employment (DOLE) Department Order No. 206, Series of 2019, the following are the guidelines on the accreditation of Japanese language training centers:

### Coverage

These guidelines shall cover the accreditation of Japanese language training centers. On the other hand, TESDA, on its own mandate, may primarily undertake to register and accredit the Japanese language programs of the Japanese language centers.

### Purpose

Therefore, there is a need to promote overseas employment of Filipino workers, to protect the rights of such overseas Filipino workers, and to make overseas Filipino workers competitive in Japan, by ensuring that Japanese language training centers have the necessary resources, skills, technology and technical know-how, to enable applicants to pass the examination or other evaluation method conducted to determine whether the applicant possesses the Japanese language proficiency necessary for living in Japan and necessary for the work which the applicant intends to engage in.

### Accreditation of Japanese Language Centers

Japanese language training centers that intend to be accredited must submit the following to the Licensing Branch:

1. Letter of Intent;
2. Business Name Certificate issued by the Department of Trade and Industry (DTI) in the case of a single proprietorship, or a certified copy of the Articles of Partnership or Articles of Incorporation duly registered with the Securities and Exchange Commission (SEC) in the case of a partnership or corporation;
3. Business Permit and supporting documents;
4. Proof of Financial Capacity:
  - i. Documents showing its capital or paid-up capital stock

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- ii. Latest audited Financial Statements marked "received" by the BIR;
5. Bureau of Internal Revenue (BIR) Certificate of Registration;
6. Company Profile;
7. Profile of Directors and Officers;
8. Latest General Information Sheet marked "received" by the SEC;
9. Location Map;
10. Building Lay-Out and Floor Plan;
11. Online Learning Platform Plan, Protocols, and Guidelines
12. Data Back-Up and Data Privacy Plan;
13. Cyber Security Plan;
14. Insurance Policy covering the assets; and
15. Disaster Recovery and Business Continuity Plan;
16. Proof of capacity of processing payments other than cash, such as credit cards, cash cards, and other electronic payment systems; and
17. Proof of capacity of real time video and audio monitoring by the Administration.

### **Assessment and Sanctions**

The Administration shall assess, validate, and monitor compliance of the Japanese language training centers with these guidelines. The Assessment shall be conducted prior to the accreditation. The Assessment shall likewise be conducted once every year after the accreditation.

In case of non-compliance with the guidelines, the Administration shall impose the corresponding sanctions.

### **Injunction against Illegal Recruitment Activities**

The Administration reiterates that the Japanese Language Training Centers engaging in illegal recruitment activities shall be dealt with accordingly, pursuant to the law, rules and regulations prohibiting and punishing illegal recruitment.

This Memorandum Circular shall take effect fifteen (15) days after publication in any newspaper of general circulation and upon filing three (3) certified copies with the Office of the National Administrative Register (ONAR) of the University of the Philippines Law Center.

**For strict compliance.**

  
**BERNARD P. OLALIA**  
Administrator

29 November 2019

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