



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



DEPARTMENT ORDER NO. 207
SERIES OF 2019

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GUIDELINES ON THE ACCREDITATION OF JAPANESE LANGUAGE TRAINING CENTERS

In the interest of the service and pursuant to the *Memorandum of Cooperation on the Basic Partnership Framework for Proper Operation of the System Pertaining to Foreign Human Resources with the Status of Residence of "Specified Skilled Worker" (Memorandum of Cooperation)*, the following guidelines on the accreditation of Japanese language training centers are hereby issued:

Section 1. 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.

Section 2. Purpose - On 22 March 2019, the DOLE issued the Department Order No. 201, Series of 2019, which states that one of the qualifications for a Specified Skill Worker (i) category is that, it must be proven through examination or other evaluation method, that the applicant possesses the Japanese language proficiency necessary for the work which the applicant intends to engage in. 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.

Section 3. - Accreditation of Japanese Language Centers - The DOLE, mandated as the primary policy-making, programming, coordinating and administrative entity of the Executive Branch of the government in the field of labor and employment, with the primary responsibilities of promoting gainful employment opportunities and optimizing the development and utilization of the country's manpower resources and advancing workers' welfare by providing for just and humane working conditions and terms of employment, and with the objective to strengthen social protection particularly for vulnerable workers and Overseas Filipino Workers (OFWs) by providing greater access, ensuring benefits and other welfare services, and providing opportunities to transition into a more productive and sustainable employment, **shall accredit Japanese language training centers.**

The aforesaid accreditation will ensure that accredited Japanese language learning 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 the Japanese language proficiency necessary for the work which the applicant intends to engage in. This accreditation process shall be conducted every two (2) years.

To implement these Guidelines, the Philippine Overseas Employment Administration (POEA) is tasked to do the accreditation process and issue the appropriate rules and regulations with the corresponding sanctions in case of non-compliance.

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

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
 - 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.

Section 4. – Effectivity - This Department Order 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.

Manila, Philippines, 26 November 2019.


SILVESTRE H. BELLO III
Secretary

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