



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



Certificate No.: AJA15-0048

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**DEPARTMENT ORDER NO. 231**  
**Series of 2021**

**UPDATED GUIDELINES ON THE REGISTRATION OF JAPANESE LANGUAGE TRAINING CENTERS FOR WORKERS UNDER THE SPECIFIED SKILLED WORKERS PROGRAM IN JAPAN**

In the interest of the service, the following Guidelines on the Registration of Japanese Language Training Centers (JLTC) is hereby issued which shall supersede Department Order No. 207, Series of 2019, as follows:

1. The requirements for registration of JLTC are as follows:
  - a) For previously TESDA accredited Japanese Language Training Center:
    1. Applicant's Letter of Intent;
    2. Proof of TESDA registration and accreditation;
    3. Affidavit of Undertaking
  - b) For JLTC applying for TESDA accreditation:
    - b.1. Applicant's Letter of Intent;
    - b.2. Proof of application for TESDA accreditation/TESDA accreditation certificate
    - b.3. Certificate of Business Name Registration issued by Department of Trade and Industry (DTI) in the case of sole proprietorship; or a certified true 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;
    - b.4. Business Permit;
    - b.5. Bureau of Internal Revenue (BIR) Certificate of Registration;
    - b.6. Company Profile;
    - b.7. Location Map;
    - b.8. Latest 2x2 photo with nameplate (Last Name, First Name, Middle Initial) of the Sole Proprietor, Partners, Directors and Officers;
    - b.9. Valid National Bureau of Investigation (NBI) and Anti-Illegal Recruitment Branch (AIRB) Clearances of sole proprietor, partners, shareholders, directors, officers, employees and representatives;
    - b.10. Affidavit of Undertaking that the Sole Proprietor, Partners, Shareholders, Members of the Board of Directors, President/CEO/Corporate Officers/Employees of the JLTC:
      - a. Not engage or participate in any act which constitutes illegal recruitment;

be a ground for outright denial of application or renewal of registration or automatic revocation of registration.

b.11. List of Trainors

- Personal Data Sheet
- Alien Employment Permit (For Non-Filipinos)

b.12. Training Program / Curriculum with mandatory number of hours required

b.13. Undertaking / Disclosure

- Non-Affiliation to any overseas recruitment activity / PRAs

b.14. Schedule of Fees

2. The Philippine Overseas Employment Administration is hereby directed to establish a unit that shall manage the registration of Japanese Language Training Center under the Specified Skilled Workers (SSW) program in Japan.
3. This Department Order shall take effect fifteen (15) days after publication in any newspaper of general circulation and upon filing of three (3) certified copies with the *Office of the National Administrative Register (ONAR) of the University of the Philippines Law Center*.

For information and guidance of all concerned.

Manila, Philippines, 21 December 2021

  
SILVESTRE H. BELLO III

Secretary

Department of Labor and Employment

  
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Dept. of Labor & Employment  
Office of the Secretary

