

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 02
Tuguegarao City

Vision

Every Filipino worker attains full, decent and productive employment.

Mission

To promote gainful employment opportunities, develop human resources, protect workers and promote their welfare, and maintain industrial peace.

CITIZEN'S CHARTER



DEPARTMENT OF LABOR
AND EMPLOYMENT



***Hawak Kamay
Laban sa Red Tape***

Application for Alien Employment Permit (AEP)

PROCEDURE

1. Get application form (DOLE AEP Application Form) and the list of requirements from the Action Officer or download the form from our website (www.ble.dole.gov.ph) and fill-up the form.
2. Submit to Action Officer the filled up application form with the documentary requirements.
3. Get the order of payment.
4. Bring the order of payment to the Designated Cashier, pay the required permit fees and receive Official Receipt (OR).
5. Present the OR to the Action Officer on the date and claim AEP/ Letter of Denial/Disapproval.

If the claimant of the requested service is other than the one who filed the application, submit the letter of authorization together with photocopy of their IDs (Filer/Applicant and Authorized Representative – present original.

REQUIREMENTS

For Issuance of New AEP

1. Application Form duly accomplished and notarized with 2 x 2 picture in white background.
2. Notarized Contract of Employment/Appointment for non-elective position or Notarized Board Secretary's Certificate on the Election of Foreign National.
3. Certified Photocopy of passport with visa or Certificate of Recognition for Refugees.
4. Photocopy of Mayor's Permit or in case of Ecozone locators a Certification from the Ecozone authority that the employer is existing and operating in the Ecozone.
5. If the filer is a representative of the foreign national, authorization letter from the company or foreign national.

For Renewal of AEP

1. Application Form duly accomplished and notarized with 2 x 2 picture in white background.
2. Notarized Contract of Employment/Appointment for non-elective position or Notarized Board Secretary's Certificate on the Election of Foreign National.
3. Photocopy of passport with visa.
4. Photocopy of Updated Mayor's Permit or in case of Ecozone locators a Certification from the Ecozone authority that the employer is existing and operating in the Ecozone.
5. If the filer is a representative of the foreign national, authorization letter from the company or foreign national.

FEES

Permit fee:

P8,000.00 for one year validity or a fraction thereof plus P3,000.00 for every additional year or fraction thereof.

Renewal of Application:

P3,000.00 for every year of validity or a fraction thereof.

Card Replacement:

P750.00

DURATION OF TRANSACTION

If filed at the Regional Office, three (3) working days upon receipt of complete documents or within 24 hours after publication and payment of permit fees.

If filed at the Field Office, Five (5) working days upon receipt of complete documents and payment of permit fees.

Action Officers/Evaluators
TSSD: Elizabeth U. Martinez-Sr. LEO
Collecting Officer: Judith B. Macarubbo-Cashier
Approving Officer: Atty. Sixto T. Rodriguez, Jr.
OIC-Regional Director

Registration of Job Contractors/Sub-Contractors

PROCEDURE

1. Get application form (DOLE Job Contracting/Sub-contracting Application Form) or download the form from our website (www.ble.dole.gov.ph) and the list of requirements from the Action Officer or and fill-up the form.
2. Submit to the Action Officer the filled up application form with the documentary requirements.
3. Within 2 days upon the receipt of application w/ complete documents, the authorized representative of the Regional Director shall conduct a verification inspection of the facilities, tools, equipment, and work premises of the applicant.
4. The Regional Office shall deny or approve the application within 1 day after the verification inspection.
5. Get the order of payment
6. Bring the order of payment to the Designated Cashier, pay the **P25,000.00** and receive Official Receipt (OR).
7. Attend orientation on rules and regulations on job contracting and sub-contracting.
8. Present the OR to the Action Officer on the date and claim Certificate of Registration/Letter of Denial/Disapproval.

If the claimant of the requested service is other than the one who filed the application, submit the letter of authorization together with photocopy of their IDs (Filer/Applicant and Authorized Representative – to present original for verification purposes).

REQUIREMENTS

1. Duly accomplished and notarized application form with undertaking that the applicant shall abide to all applicable labor laws, rules and regulations.
2. Certified true copy of certificate of registration of firm or business name from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA) or from the DOLE if the applicant is a union.
3. Certified true copy of the license or business permit issued by the local government unit or units where the contractor or sub-contractor operates.
4. Certified true copy of audited financial statements if the applicant is a corporation, partnership, cooperative or union, or copy of the latest ITR if the applicant is a sole proprietorship.
5. Certificate of Good Credit Standing and cooperative.
6. Certified listing with proof of ownership or lease contract of facilities, tools, equipment, premises implements, machineries and work premises.
7. A sworn disclosure that registrant, its officers and owners or principal or stockholder or any of them, has not been operating or previously operating. In case of any of the forgoing has a pending case, a copy of the complaint and the latest status of the case shall be attached.

FEES

P25,000.00

DURATION OF TRANSACTION

One (1) Working Day upon receipt of payment of Registration Fee.

Action Officers/Evaluators

Cagayan Field Office:
Isabela Field Office:
Nueva Vizcaya Field Office:
Quirino Field Office:
Batanes Field Office: Annabelle F. Hontomin-LEOII

TSSD: Elizabeth U. Martinez-Sr. LEO
Collecting Officer: Judith B. Macarubbo-Cashier
Approving Officer: Atty. Sixto T. Rodriguez, Jr.
OIC-Regional Director

Application for Working Child's Permit

PROCEDURE

1. Get application form (DOLE WCP Application Form) and the list of requirements from the Action Officer and fill-up the form.
2. Submit to Action Officer the filled up application form with the documentary requirements.
3. For new applicant with complete application form and requirements:

Attend interview and orientation on scheduled date if parent/guardian is not present at the time of filing application.
4. Attend to the interview and orientation if the concerned parent/ legal guardian is present at the time of filing application.

Attend to the interview. No orientation for old applicants.

Submit to the Action Officer the previously issued WCP card for updating.
5. Get the order of payment after interview/orientation.
6. Bring the order of payment to the Designated Cashier, pay Permit Fee of P100.00 and receives Official Receipt (OR).
7. Bring the OR to the Action Officer to be stamped with the release date and time of the WCP.
8. Present the OR and claim WCP/ Letter of Denial/Disapproval to the Action Officer on the scheduled date and time.
9. If the claimant of the requested service is other than the one who filed the application, submit the letter of authorization together with photocopy of their IDs (Filer/Applicant and Authorized Representative – to present original for verification purposes).

FEES

P100.00 per permit/project

REQUIREMENTS

1. Duly accomplished and notarized/under oath application for work permit.
2. Additional requirements for a child above seven years old:
Proof or Certificate of enrollment for the current year or current school identification or report card.

If the Child is not enrolled, a brief description of the program for education, training and skills acquisition for the child .
3. Authenticated copy of child's Birth Certificate or Certificate of Late Registration of Birth issued by the NSO or the city/ municipal registrar.
4. Medical certificate issued by a licensed physician stating that he/she has personally examined the child for whom a work permit is being secured, and that the child is fit to undertake the work in which he/she is to be engaged. Such certificate must bear the certifying physician's full name, and his/her license number.
5. Two (2) passport size photographs of the child, expenses for securing such should be the employer's responsibility. For a child who will work in a family undertaking, any digitally-captured photograph either by DOLE or employer may be accepted.
6. When the employer is the parent, guardian, or a family member other than the parent of the child, he/she shall present any valid documents such as latest passport, latest postal/company identification card, driver's license establishing his/her identity. Additional requirement for the following are:
 - A. For legal guardian: authenticated proof of legal guardianship.
 - B. For family member: proof of relationship to the child.
 - C. For employers in public entertainment or information:
 - i. Certified true copy of the employer's business permit or certificate of registration.
 - ii. Written employment contract between the employer and the child's parents or guardian and approved by DOLE.
 - iii. An express agreement of the child to the provisions of the contract when the child is between seven (7) to below 15 years of age.

DURATION OF TRANSACTION

Eight (8) Working Hours from receipt of payment.

Action Officers/Evaluators

Cagayan Field Office:
Isabela Field Office:
Nueva Vizcaya Field Office:
Quirino Field Office:
Batanes Field Office: Annabelle F. Hontomin-LEOII

TSSD: Elizabeth U. Martinez-Sr. LEO

Collecting Officer: Judith B. Macarubbo-Cashier

Approving Officer: Atty. Sixto T. Rodriguez, Jr.
OIC-Regional Director

Registration of Union

PROCEDURE

1. Get application form (DOLE Union Registration/Local Chapter Application Form) and the list of requirements from the Action Officer and fill-up the form.
2. Submit to Action Officer the filled up application form with the documentary requirements.
3. Get the order of payment.
4. Bring the order of payment to the Designated Cashier, pay the P70.00 and receive Official Receipt (OR).
5. Present the OR to the Action Officer on the scheduled date and claim Certificate of Registration/Letter of Denial/Disapproval.

If the claimant of the requested service is other than the one who filed the application, submit the letter of authorization together with photocopy of their IDs (Filer/Applicant and Authorized Representative – to present original for verification purposes).

REQUIREMENTS

For Local Chapters

1. Duly accomplished and notarized Application Form.
2. Charter certificate issued by the federation or national union indicating the creation or establishment of the local/chapter.
3. The names of the local/chapter's officers, their addresses and principal office of the local chapter.
4. The local/chapter's constitution and by-laws, provided that where the local/chapter's constitution and by-laws is the same as that of the federation or national union, this fact shall be indicated accordingly.

For Independent Labor Union

1. Duly accomplished and notarized Application Form.
2. Minutes of Organizational Meeting and Attendance Sheet.
3. List of Members.
4. Financial Report if in existence for at least one (1) year.
5. If less than 1 year, and has not collected any amount, a certification to this effect.
6. Constitution and by-laws accompanied by the names and signatures of ratifying members.
7. Minutes of adoption or ratification of the constitution and by-laws, date/s when ratification was made and list of ratifying members.
8. Minutes of adoption or ratification is not required if it is done simultaneously with the organizational meeting and the same is reflected in the minutes of the organizational meeting including the date/s when ratification was made and list of ratifying members.
9. Statement that it is not reported as a chartered local or any federation.
10. List of members comprising at least 20% of the employees of the bargaining unit.

FEES

P70.00

DURATION OF TRANSACTION

One (1) Working Day upon receipt of payment of Registration Fee.

Action Officers/Evaluators

Cagayan Field Office: Arcely D. Parallag
 Isabela Field Office: Teresa D. Sabug
 Nueva Vizcaya Field Office: Alexander V. Garcia II
 Quirino Field Office: Joey Zaldy T. Garingan
 Batanes Field Office: Annabelle F. Hontomin-LEOII

TSSD: Ester T. Cue/Gloria M. Alvarado-Sr. LEO
 Collecting Officer: Judith B. Macarubbo-Cashier
 Approving Officer: Atty. Sixto T. Rodriguez, Jr.
 OIC-Regional Director

Registration of Workers' Association

PROCEDURE

1. Get application form (DOLE Rural Workers Application Form) and the list of requirements from the Action Officer and fill-up the form.
2. Submit to Action Officer the filled up application form with the documentary requirements.
3. Get the order of payment.
4. Bring the order of payment to the Designated Cashier, pay the P70.00 and receive Official Receipt (OR).
5. Present the OR to the Action Officer on the scheduled date and claim Certificate of Registration/ Letter of Denial/Disapproval.

If the claimant of the requested service is other than the one who filed the application, submit the letter of authorization together with photocopy of their IDs (Filer/Applicant and Authorized Representative – to present original for verification purposes).

REQUIREMENTS

1. Duly accomplished and notarized Application Form.
2. Name of the association officers and their addresses.
3. Minutes of Organizational Meeting and Attendance Sheet.
4. List of Members.
5. Financial Report if in existence for at least one (1) year .
6. If less than 1 year, and has not collected any amount, a certification to this effect.
7. Constitution and by-laws accompanied by the names and signatures of ratifying members.
8. Minutes of adoption or ratification of the constitution and by-laws, date/s when ratification was made and list of ratifying members.
9. Minutes of adoption or ratification is not required if it is done simultaneously with the organizational meeting and the same is reflected in the minutes of the organizational meeting including the date/s when ratification was made and list of ratifying members.

FEES

P70.00

DURATION OF TRANSACTION

One (1) Working Day upon receipt of complete documents and payment of registration fee.

Action Officers/Evaluators

Cagayan Field Office: Liezel P. Magno-LEO III

Isabela Field Office: Proctoso C. Agustin-LEO III

Nueva Vizcaya Field Office: Willy S. Licay-ADA VI

Quirino Field Office: Joey Zaldy T. Garingan-LEO II

Batanes Field Office: Annabelle F. Hontomin-LEOII

TSSD: Gloria M. Alvarado-Sr. LEO

Collecting Officer: Judith B. Macarubbo-Cashier

Approving Officer: Atty. Sixto T. Rodriguez, Jr.
OIC-Regional Director

Registration of Collective Bargaining Agreement

PROCEDURE

1. Get application form (DOLE CBA Application Form) and the list of requirements from the Action Officer and fill-up the form.
2. Submit to Action Officer the filled up application form with the documentary requirements.
3. Get the order of payment.
4. Bring the order of payment to the Designated Cashier, pay the P1,000.00 and receive Official Receipt (OR).
5. Present the OR to the Action Officer on the scheduled date and claim Certificate of Registration/ Letter of Denial/Disapproval.

If the claimant of the requested service is other than the one who filed the application, submit the letter of authorization together with photocopy of their IDs (Filer/Applicant and Authorized Representative – to present original for verification purposes).

REQUIREMENTS

1. Duly accomplished and notarized Application Form.
2. Original and 2 duplicate signed copies of the CBA which must be certified under oath by the representative/s of the employer/s and labor/union/s concerned.
3. Statement that the CBA was posted in at least two (2) conspicuous places in the establishment/s concerned for at least five (5) days before its ratification.
4. Statement that the CBA was ratified by the majority of the employees in the bargaining unit of the employer/s concerned.

FEES

P1,000.00

DURATION OF TRANSACTION

One (1) Working Day upon receipt of complete documents and payment of registration fee.

Action Officers/Evaluators

Cagayan Field Office: Arcely D. Parallag-LEO III

Isabela Field Office: Teresa D. Sabug-Sr. LEO

Nueva Vizcaya Field Office: Alexander V. Garcia II
LEO II

Quirino Field Office: Joey Zaldy T. Garingan-LEO II

Batanes Field Office: Annabelle F. Hontomin-LEO II

TSSD: Ester T. Cue-Sr. LEO

Collecting Officer: Judith B. Macarubbo-Cashier

Approving Officer: Atty. Sixto T. Rodriguez, Jr.
OIC-Regional Director

Certification from DOLE that Company has No Pending/has Pending Case

PROCEDURE

1. Get Clearance/Request form (DOLE Clearance/Request form) and the list of requirements from the Action Officer and fill-up the form.
2. Submit to Action Officer the filled up request form or letter-request with the documentary requirements.
3. Get the claim stub indicating the date and time of release of certificate.
4. Present the claim stub to the Action Officer on the scheduled date and claim Certificate of Has No Pending/Pending Case.
5. If the claimant of the requested service is other than the one who filed the application, submit the letter of authorization together with photocopy of their IDs (Filer/Applicant and Authorized Representative – to present original for verification purposes).

REQUIREMENTS

- 1. For Individual**
 - A. Application for Clearance/Request Form or letter request indicating the purpose.
 - B. Identification Card of the requesting party.
- 2. For Corporation, Agency and Other Legal Entities**
 - A. For Bidding purposes.
 - i. Application for Clearance/Request Form or letter request indicating the purpose.
 - ii. Photocopy of the Official Receipt (OR) of the bidding fee.
 - iii. Pertinent bidding document/s showing that the Certification of No Pending / With Pending Case from DOLE Office is being required of the company i.e., Checklist of Eligibility Requirements, Instruction to Bidders and the like.
 - iv. Identification Card of the requesting party.
 - B. For Renewal of License/Certificate of Registration.
 - i. Application for Clearance/Request Form or letter request indicating the purpose.
 - ii. Identification Card of the requesting party.
 - C. For Withdrawal of Escrow Deposit.
 - i. Photocopy of escrow deposit.
 - ii. Any document showing/certifying that the Certification of No Pending/With Pending Case from DOLE is being required of the company.
 - iii. Identification Card of the requesting party.
 - D. For Other Legal/Valid Purpose.
 - i. Any document showing/certifying that the Certification of No Pending/With Pending Case from DOLE is being required of the company.
 - ii. Identification Card of the requesting party.

FEES

None

DURATION OF TRANSACTION

Maximum of three (3) working days upon receipt of complete documents.

Action Officers/Evaluators

Cagayan Field Office: Elmer D. Lumauan-Chief LEO

Isabela Field Office: Eva N. Aguisanda-Sr. LEO

Nueva Vizcaya Field Office: Pacifico B. Moralit
Chief LEO

Quirino Field Office: Guillermo C. Tan-Supervising LEO

Batanes Field Office: Annabelle F. Hontomin-LEO II

TSSD: Marvin B. Sales-Sr. LEO

Collecting Officer: Judith B. Macarubbo-Cashier

Approving Officer: Atty. Sixto T. Rodriguez, Jr.
OIC-Regional Director

Accreditation of Co - Partner

PROCEDURE

1. Get application form (DOLE ACP Application Form) and the list of requirements from the Action Officer and fill-up the form from the Action Officer.
2. Submit the filled up application form with the documentary requirements.
3. Get the claim stub indicating the date and time of release of Accreditation certificate.
4. Present the claim stub to the Action Officer on the scheduled date and claim Accreditation Certificate.
5. If the claimant of the requested service is other than the one filing the application, submit the letter of authorization together with photocopy of their IDs (Filer/Applicant and Authorized Representative – to present original for verification purposes).
6. Receive a copy of the business proposal/project proposal format and the list of requirements.

Prepare the ACP the project proposal or business plan and submit to the DOLE-FO.

REQUIREMENTS

1. Duly accomplished Application Form for Accreditation.
2. Application Letter addressed to DOLE Regional Director.
3. Certificate of registration with the Securities and Exchange Commission (SEC), and/or either the Cooperative Development Authority (CDA) or the Department of Labor and Employment (DOLE).
4. Authenticated copy of the latest Articles of Incorporation, or the Articles of Cooperation, showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with the Certificate of Filing with the SEC/Certificate of Approval by the CDA.
5. Financial reports, audited by an independent Certified Public Accountant, for the past three (3) years preceding the date of project implementation.
6. Disclosure by the NGO/PO of other related business, if any, and extent of ownership therein.
7. Work and Financial Plan, and Sources and Details of Proponents Equity Participation in the Project.
8. List and/or photographs of similar projects previously completed by the NGO/PO, if any, indicating the source of funds for their implementation.
9. Sworn affidavit of the Secretary of the NGO/PO that none of its incorporators, organizers, directors or officials is an agent of or related by consanguinity or affinity up to the fourth civil degree to the DOLE officials.

For NGO/PO which has been in operation for less than three (3) years, report of accomplishment or any equivalent proof certified by its President and Secretary that it had previously implemented similar projects shall be required, in addition to financial reports for the years it has been in operation.

FEES

None

DURATION OF TRANSACTION

Ten (10) Working Days

Action Officers/Evaluators

Cagayan Field Office: Liezel P. Magno-LEO III

Isabela Field Office: Froctoso C. Agustin-LEO III

Nueva Vizcaya Field Office: Willy S. Licay-ADA VI

Quirino Field Office: Lea T. Macarubbo-Sr. LEO

Batanes Field Office: Annabelle F. Hontomin-LEO II

TSSD: Gloria M. Alvarado-Sr. LEO

Collecting Officer: Judith B. Macarubbo-Cashier

Approving Officer: Atty. Sixto T. Rodriguez, Jr.
OIC-Regional Director

Application for Livelihood Project Assistance

PROCEDURE

1. Get the list of requirements for Application for Livelihood Project Assistance and the pro-forma project proposal/business plan format from the Action Officer.
2. Submit the project proposal/business plan with the documentary requirements.
3. Receive Notice of Approval and a copy of proposed MOA with schedule of the MOA signing or Notice of Disapproval thru fax, email or mail.

REQUIREMENTS

1. Certificate of Accreditation by the DOLE Regional Office (RO).
2. Application Letter addressed to DOLE RO Director.
3. Complete project proposal approved/signed by its officers which shall include the objectives, target beneficiaries, feasibility studies, risk assessment, designs, plans, blueprints, charts, etc. and
4. Resolution by organization.
5. Certification of displacement, if necessary.

FEES

None

DURATION OF TRANSACTION

Ten (10) Working Days upon receipt of complete documents and interview/site inspection.

Action Officers/Evaluators

Cagayan Field Office: Liezel P. Magno-LEO III

Isabela Field Office: Froctoso C. Agustin-LEO III

Nueva Vizcaya Field Office: Willy S. Licay-ADA VI

Quirino Field Office: Lea T. Macarubbo-Sr. LEO

Batanes Field Office: Annabelle F. Hontomin-LEOII

TSSD: Gloria M. Alvarado-Sr. LEO

Menzie M. Valite-LEO III

Collecting Officer: Judith B. Macarubbo-Cashier

Approving Officer: Atty. Sixto T. Rodriguez, Jr.
OIC-Regional Director