

(1) Issuance of Clearance to Conduct Job Fair

Step No.	Procedures	Employee Responsible	Standard Time	Fees (if any)	Required Documents
1	Receiving of Documents: a. Stamping of submitted documents indicating time and date of receipt b. Forwarding of the documents to the respective focal person	FO Receiving Officer	30 minutes	NONE	1. Letter Request with complete details such as proposed date, venue, and complete location/address. 2. List of participating employers and agencies with their respective Phil-Jobnet user account. 3. List of vacancies for local employment or approved job orders for overseas employment.
2	Evaluation of Documents: a. Focal person evaluates the completeness of documents submitted	FO Focal Person	30 minutes		
3	Preparation and Releasing of Clearance: a. Focal person prepares Job Fair (JF) Clearance for signature of Field Office Head b. Focal person issues JF Clearance to the Client	FO Focal Person	1 day		

(2) Issuance of Alien Employment Permit

1	Receiving of Documents: a. Stamping of submitted documents indicating time and date of receipt b. Forwarding of the documents to the respective focal person	FO Receiving Officer	30 minutes	P9,000.00 is charged to an applicant for AEP with validity of one year. In case the period of employment is more than one year, an additional P4,000.00 shall be charged for every additional year of validity. In case of renewal, applicant shall pay a fee of P4,000.00 for each year of validity.	1. Application Form duly accomplished 2. Original Copy of Notarized Contract of Employment enumerating the duties and responsibilities, annual salary and other benefits of the foreign national/Appointment or Board Secretary's Certificate of Election 3. Photocopy of Employer's Mayor's Permit to Operate Business 4. Photocopy of Passport with Visa or Certificate of Recognition for refugees 5. If filed by a representative, authorization from the company or foreign national 6. Photocopy of BIR-TIN 7. Copy of Employer's Understudy Training Program 8. Photocopy Employer's SEC Registration/Articles of Incorporation, if applicable 9. 3 pieces 2x2 ID picture 10. Photocopy of previous AEP (for renewal)
2	Evaluation of Documents: a. Focal person evaluates the completeness of documents submitted	FO Focal Person	30 minutes		
3	Payment of Fees & Endorsement of Application Documents: a. Focal person prepares and issues Order of Payment for Publication, Filing and Permit. For renewal, only an Order of Payment for Permit Fee will be prepared b. FO Focal person indorses application document to Regional Office for Publication, Final Evaluation and Approval of RD.	FO Focal Person	1 day		
4	Final Evaluation & Publication of Notice of Filing of Application for AEP: a. RO Focal Person conducts final evaluation of the application documents and prepares the Notice of Filing of Application for AEP for publication. After publication, RO Focal Person shall prepare evaluation for RD's approval and prepares the Alien Employment Permit.	RO Focal Person	1 day		
5	Issuance and Release of AEP: a. RO Focal Person prepares and issues AEP and indorses the same to FO of origin for release to applicants	RO Focal Person	4 hours		

(3) Registration of Contractors and Subcontractors

1	Receiving of Documents: a. Stamping of submitted documents indicating time and date of receipt b. Forwarding of the documents to the respective focal person	FO Receiving Officer	1 hour	-	NEW (a) Three (3) copies of duly accomplished application form with an undertaking that the contractor shall abide with all applicable labor laws and regulations. Together with the list of clients, if any; the number of personnel assigned to each client, if any; and the services provided to the clients; (b) A certified true copy of a 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 labor organization; (c) A certified true copy of the license or business permit issued by the local government unit or units where the contractor operates; (d) A certified listing, with proof of ownership or lease contract, of facilities, tools, equipment, premises implements, machineries and work premises, that are actually and directly used by the contractor in the performance or completion of the specific job or work contracted out. In addition, the applicant shall submit a photo of the office building and premises where it holds office; (e) A copy of audited financial statements if the applicant is a corporation, partnership, cooperative or a labor organization, or copy of the latest ITR if the applicant is a sole proprietorship; and (f) A sworn disclosure that the registrant, its officers and owners or principal stockholders or any one of them, has not been operating or previously operating as a contractor under a different business name or entity or with pending cases of violations of these Rules and/or labor standards, or with a cancelled registration. In case any of the foregoing has a pending case, a copy of the complaint and the latest status of the case shall be attached. RENEWAL – submit the following in addition to the above stated requirements: (a) Certificate of membership and proof of payment of SSS, Philhealth, BIR, ECC and Pag-Ibig contributions for the last three (3) years, as well as loan amortizations; and (b) Certificate of pending or no pending labor standards violation case/s with the National Labor Relations Commission (NLRC) and Department of Labor and Employment (DOLE). The pendency of a case will not prejudice the renewal of the registration, unless there is a finding of violation of labor standards by the DOLE Regional Director.
2	Evaluation & Endorsement of Application Document: a. Focal person evaluates the completeness of documents submitted, conducts verification inspection on the facilities, tools, equipment & work premises of the applicant b. FO focal person prepares narrative report and accomplishes evaluation for approval/disapproval of the FO Head c. Endorses to RO for final evaluation	FO Focal Person	2 days	-	
3	Final Evaluation: a. RO Focal Person conducts final evaluation of the application documents and submits the same together with the Notice of Payment for RD's approval b. Upon approval of RD, RO focal person sends Notice of Payment to applicant, copy furnish FO of origin	RO Focal Person	1 day	-	
4	Payment of Fees: a. Focal person prepares and issues Order of Payment upon presentation of the applicant of his/her intention to pay the required registration pay b. FO focal person immediately sent thru fax/email copy of OR to RO	RO Focal Person	1 hour	P100,000.00	
5	Issuance and Release of Certificate: a. RO Focal Person prepares Certificate of Registration for RDs approval b. RO Focal Person sends original copy of Certificate of Registration and 1 set of approved application to Applicant, copy furnish FO of origin	RO Focal Person	1 day	-	

(4) Issuance of Private Employment Agency License

1	Receiving of Documents: a. Stamping of submitted documents indicating time and date of receipt b. Forwarding of the documents to the respective focal person	FO Receiving Officer	1 hour	-	A. License 1. Duly filled up and notarized application form 2. Application obtained from the Department of Trade and Industry (DTI), in the case of single proprietorship; or a certified copy of the Articles of Partnership or Incorporation duly registered with the Securities and Exchange Commission (SEC), in the case of a partnership or a corporation; - Audited financial statement showing a minimum paid-up capital of P1,000,000.00 for corporation and a minimum net-worth of P1,000,000.00 for single proprietorship and partnership; 3. Documentary proof of ownership or lease of an office space with a floor area of at least fifty (50) square meters for the exclusive use of the agency. In case of lease, the contract must be for a period of one (1) year with an option for renewal; 4. NBI clearance of the applicant, or the partners in the case of a partnership or all the officers and members of the Board of Directors, in the case of a corporation; 5. An affidavit of undertaking stating among others that the applicant shall: (a) not support or engage in acts involving illegal recruitment, trafficking in persons, violation of Anti-Child Labor Law or crimes involving moral turpitude or similar activities; (b) ensure that DOLE standard recruitment are adhered to by the parties; (c) not collect any fees whatsoever from the applicants; and (d) assume full responsibility for all acts of its officers, employees and representatives in connection with recruitment and placement activities; 6. Names of designated Office Manager and Secretary or Clerk who must be knowledgeable in the preparation and review of documents; 7. List of representatives who must be at least college level and/or with relevant training or experience in the recruitment industry; and 8. Certificate of participation/attendance of agency's management representative to a pre-application seminar. Additional Requirement for Renewal: 1. DOLE Certificate of No Pending/Has Pending Case
2	Evaluation of Documents & Payment of Filing Fee: a. Focal person evaluates the completeness of documents and prepares order of payment for payment of filing fee	FO Focal Person	2 hours	P5,000.00	
3	Conduct of Ocular Inspection & Endorsement of Application Document: a. Conduct ocular inspection to validate submitted documents vis-à-vis the existence of an office per specifications required & office equipment mentioned in the application b. Prepares narrative report and evaluation for approval/disapproval of the FO Head c. Endorses to RO the application documents for final evaluation, approval/disapproval of RD	FO Focal Person	Within 3 days	-	
4	Final Evaluation, Approval/Disapproval: a. RO Focal Person conducts final evaluation of the application documents and submits the same together with the Notice of Payment for RD's approval b. Upon approval of RD, RO focal person sends Notice of Payment to applicant, copy furnish FO of origin	RO Focal Person	4 hours	-	
5	Payment of Fees and Posting of Bonds: a. Focal person prepares and issues Order of Payment upon presentation of the applicant of his/her intention to pay the required fees and posting of bonds b. FO focal person immediately sent thru fax/email copy of OR to RO	FO Focal Person	1 hour	License Fee - P15,000.00 Cash Bond – P50,000.00 Surety Bond- P100,000.00	
6	Issuance and Release of License: a. RO Focal Person prepares Certificate of Registration for approval of the RD b. RO Focal Person sends original copy of Certificate of Registration and 1 set of approved application to Applicant, copy furnish FO of origin	FO Receiving Officer	Within 2 days	-	

(5) Issuance of Certificate of No Pending Case/with Pending Case

1	<p><i>Receiving of Documents:</i></p> <p>a. Stamping of submitted documents indicating time and date of receipt</p> <p>b. Forwarding of the documents to the respective focal person</p>	FO Receiving Officer	30 minutes	-	<p>For Non-DO 18-A /DO 174 Applicants :</p> <p>a. Letter request indicating the purpose</p> <p>For DO 18-A/DO 174 Applicants</p> <p>a. Letter request indicating the purpose</p> <p>b. Photocopy of SSS Remittances for the past 3 months</p> <p>c. Photocopy of Pag-ibig Remittances for the past 3 months</p> <p>d. Photocopy of Phil Health Remittances for the past 3 months</p> <p>e. Photocopy of DO 18-A Registration Certificate</p> <p>f. Photocopy of the duly received Semi-Annual Report immediately preceding the date of letter request</p>
2	<p><i>Evaluation, Preparation of Clearance & Endorsement of Documents:</i></p> <p>a. Focal person evaluates the completeness of documents, check with the field offices for any pending case by accomplishing the clearance form and duly signed by field office focal person or authorized personnel and endorse to RO together with the application for final evaluation</p>	FO Focal Person	1 day	-	
3	<p><i>Final Evaluation and Issuance of Certificate:</i></p> <p>a. RO Focal Person conducts final evaluation of the application documents and prepares Certificate of No Pending or with Pending Case for RD's approval</p>	RO Focal Person	3 hours	-	
4	<p><i>Release of Certificate:</i></p> <p>a. RO Focal Person sends original copy of approved/signed Certificate of No Pending or with Pending Case to FO of origin for release to applicant and a photocopy of the certificate together with the application documents for their file</p>	RO Focal Person	1 day	-	

(6) Issuance of Certificate of Registration of Workers' Association

1	<p><i>Receiving of Documents:</i></p> <p>a. Stamping of submitted documents indicating time and date of receipt</p> <p>b. Forwarding of the documents to the respective focal person</p>	FO Receiving Officer	30 minutes	P70.00	<p>1. Duly accomplished and notarized application for registration</p> <p>2. The following supporting documents must be attached to the application and must be certified under oath by the Secretary or Treasurer as the case maybe and attested to by the President. Documents not so certified and attested shall not be considered as compliance:</p> <p>a. Names of the association's officers and their addresses</p> <p>b. Minutes of the organizational meeting(s)</p> <p>c. List of members who participated in the organizational meeting</p> <p>d. Financial Reports of the applicant association if it has been in existence for one or more years or a Certification that it has not collected any amount from its members or it has been in existence for less than one year</p> <p>e. Constitution and by-laws accompanied by the names and signatures of ratifying members</p> <p>f. Minutes of adoption or ratification of the constitution and by-laws, the date when ratification was made</p> <p>g. 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</p>
2	<p><i>Evaluation of Documents & Issuance of Certificate:</i></p> <p>a. Focal person evaluates the documents submitted, issues order of payment and prepares Certificate of Registration and endorses to RO for RDs approval</p>	FO Focal Person	1 day		
3	<p><i>Approval and Releasing of Certificate of Registration:</i></p> <p>a. RD approves Certificate of Registration</p> <p>b. RO endorses the signed/ approved Certificate of Registration to FO of origin</p> <p>c. FO Focal person releases Certificate of Registration to applicant & retains file copy</p>	RO/FO Focal Person	2 days		

(7) Issuance of Certificate of Union Registration

1	<p><i>Receiving of Documents:</i></p> <ol style="list-style-type: none"> a. Stamping of submitted documents indicating time and date of receipt b. Forwarding of the documents to the respective focal person 	FO Receiving Officer	30 minutes		<p>A. For Independent Union</p> <ol style="list-style-type: none"> 1. Duly accomplished and notarized application for registration (for Independent Applicant Union) 2. The following supporting documents must be attached to the application and must be certified under oath by the Secretary or Treasurer as the case maybe and attested to by the President. Documents not so certified and attested shall not be considered as compliance: <ol style="list-style-type: none"> a. Name of the organization's officer and their respective addresses b. Approximate number of employees in the bargaining unit where it seeks to operate with a statement that it is not reported as a chartered local of any federation or national union c. Minutes of the organizational meeting(s) d. List of the members who participated in the organizational meeting(s) e. Names of all its members comprising at least twenty percent (20%) of the employees in the bargaining unit f. Annual financial reports if the applicant organization has been in existence for one year or more or a Certification that it has not collected any amount from its members or it has been in existence for less than one year g. Constitution and by-laws accompanied by the names and signatures of ratifying members h. Minutes of adoption or ratification of the constitution and by-laws and dates/s when ratification was made i. 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 <p>B. For Chartering Local</p> <ol style="list-style-type: none"> 1. Duly accomplished and notarized application for registration (for chartering locals/chapter). 2.. Copy of following supporting documents attached to the application which are certified under oath by the Secretary or Treasurer as the case maybe and attested to by the President: <ol style="list-style-type: none"> a. A Charter Certificate issued by the federation or national union indicating the creation or establishment of the local/chapter b. The names of the local/chapter's officers, their addresses, and the principal office of the local/chapter c. 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.
2	<p><i>Evaluation of Documents & Issuance of Certificate:</i></p> <ol style="list-style-type: none"> a. Focal person evaluates the documents submitted, issues order of payment and prepares Certificate of Registration and endorses to RO for RDs approval 	FO Focal Person	1 day		
3	<p><i>Releasing of Certificate of Registration:</i></p> <ol style="list-style-type: none"> a. RD approves Certificate of Registration b. RO endorses the signed/ approved Certificate of Registration to FO of origin c. FO Focal person releases Certificate of Registration to applicant & retains file copy 	RO/FO Focal Person	2 days	P70.00	

(8) Issuance of Certificate of CBA Registration

1	<i>Receiving of Documents:</i> a. Stamping of submitted documents indicating time and date of receipt b. Forwarding of the documents to the respective focal person	FO Receiving Officer	30 minutes	P1,000.00	<ol style="list-style-type: none">1. Application Form for CBA Registration (BLR Form No. 10-CBA, series of 2003)2. Collective Bargaining Agreement (CBA)3. Statement that the CBA was posted in at least two conspicuous spaces in the establishment or establishments concerned for at least five (5) days before its ratification4. Statement that the CBA was ratified by the majority of the employees in the bargaining unit of the employer or employers concerned.5. List of employees/members who ratified the CBA with corresponding signatures of ratifying members.6. Official Receipt
2	<i>Evaluation of Documents & Issuance of Certificate:</i> a. Focal person evaluates the documents submitted and issues order of payment. Once payment is made to NCMB, applicant then presents Official Receipt to FO Focal person who then prepares Certificate of Registration and endorses to RO for RD's approval	FO Focal Person	1 day		
3	<i>Releasing of Certificate of Registration:</i> a. RD approves Certificate of Registration b. RO endorses the signed/ approved Certificate of Registration to FO of origin c. FO Focal person releases Certificate of Registration to applicant & retains file copy	RO/FO Focal Person	2 days		

(9) Payment of 40% DOLE Counterpart of the Special Program for the Employment of Students (SPES)

1	<p><i>Receiving of Documents:</i></p> <p>a. Stamping of submitted documents indicating time and date of receipt</p> <p>b. Forwarding of the documents to the respective focal person</p>	FO Receiving Officer	1 hour		<p>1. Two (2) copies of Pre-employment requirements:</p> <p>a. SPES Application Form (SPES Form 2), Oath of Undertaking (SPES Form 2-A) and Employment Contract (SPES Form 4) in two (2) copies;</p> <p>b. One (1) 3.5 cm. x 4.5 cm. photo;</p> <p>c. Certified true machine copy of birth certificate or any government issued IDs or any official document indicating the applicant's date of birth and/or age;</p>
	<p><i>Evaluation of Documents:</i></p> <p>a. FO Focal Person evaluates the correctness and completeness of the documents submitted</p>	FO Focal Person	6 days		<p>d. For wage earner parents, any of the following may be submitted:</p> <p>i) Certified true machine copy of Income Tax Return (ITR),</p> <p>ii) Certified true machine copy of Certificate of Tax Exemption issued by BIR, or</p> <p>iii) Original copy of Certificate of Low Income issued by the respective Barangay for those who reside outside the ten (10) kilometer-radius from the nearest Revenue District Office (RDO) of the Bureau of Internal Revenue (BIR).</p>
2	<p><i>Preparation of Disbursement Voucher (DV) and Obligation Request and Status (OBRs):</i></p> <p>a. FO Focal Person/Provincial Manager prepare two (2) copies of DV and OBRs for approval/signature of FO Head and endorse the same together with the complete documentary requirements to RO</p>	FO Focal Person/ Provincial Manager /FO Head	4 days		<p>e. For non-wage earner parents, original copy of Certificate of Indigence, or Low Income issued by the Barangay or Social Welfare and Development Office of LGUs.</p> <p>f. For students, any of the following may be submitted:</p> <p>i) Certified true machine copy of Form 138 (Student's Report Card) or Form 137 (Student's Permanent Record) of the last school year or term attended immediately preceding the application,</p> <p>ii) Certified true machine copy of the report of grade or complete set of academic class cards as indicated in their registration form, or</p> <p>iii) Certification from the school of his/her passing general average or general weighted average.</p>
3	<p><i>Final Evaluation of Documents:</i></p> <p>a. RO Focal Person conducts final evaluation of the documents and endorse to Accounting for processing of payment</p>	RO Focal Person	7 days		<p>g. For the case of OSY, original copy of certification as OSY with letter head issued by the Barangay Chairman or Punong Barangay, or duly authorized representative of the Barangay, or a Certification issued by the Social Welfare Development Office in the LGU.</p> <p>h. For the case of dependents of displaced workers, any proof of parents' displacement.</p>
4	<p><i>Processing of Payment & Signing/Approval of DV/OBRs:</i></p> <p>a. Authorized personnel/s conducts final review as to the appropriateness of the documents submitted and processes the payment of salary</p>	Accounting	7 days		<p>i. Certified true machine copy of SPES ID (for SPES Babies); and</p> <p>j. Certified true machine copy of cash card or ATM card from LBP (if the applicant is a holder).</p>
5	<p><i>Crediting of Salary of SPES Beneficiaries:</i></p> <p>a. Upon receipt of the approved DV & OBRs, Cashier facilitates the crediting of salary of SPES beneficiaries to their ATM/Cash Card</p>	Cashier	6 days		<p>2. In case of sickness, absence, or death of the SPES beneficiary, the immediate heir/beneficiary stated in his/her GPAI coverage may claim the salary, provided, that the heir/beneficiary can establish a clear proof.</p> <p>3. Duly Accomplished Original Terminal Report (SPES Form 6).</p>

(10) Provision for Livelihood Project Assistance

1	<p><i>Receiving of Documents:</i></p> <ol style="list-style-type: none"> a. Stamping of submitted documents indicating time and date of receipt b. Forwarding of the documents to the respective focal person 	FO Receiving Officer	30 minutes		<p>KABUHAYAN</p> <p>A. For Local Government Units or Government Agency</p> <ol style="list-style-type: none"> 1. Application Form duly signed by the Local Chief Executive (LCE) Agency Head/President. 2. Detailed Project Proposal or Business Plan duly signed by the LCE/ Agency Head/President. ☑ Projected Income Statement ☑ Cash flow and balance sheet 3. Project Implementation Plan 4. Resolution (Brgy., Bayan, Panlungsod, Panlalawigan) manifesting intention to avail the DILEEP and authorizing the Local Chief Executive/Agency Head/President to enter into a MOA with the Department of Labor and Employment. 5. List of Beneficiaries 6. Memorandum of Agreement (MOA) between the DOLE RO 6 and the LGU 7. Certification from the LGU Accountant that funds are available for LGU counterpart. For BuB use template provided. 8. Certification from DOLE Regional Office's Accountant that the previous cash advance granted has been liquidated, liquidation documents area post-audited and properly taken up in the books. 9. Others <p>B. By Administration</p> <ol style="list-style-type: none"> 1. Application Form duly signed by the Field Office (FO) Head 2. Detailed Project Proposal or Business Plan duly signed by the FO Head duly approved by the Regional Director to include: <p>-Projected Income Statement -Cash flow</p> <ol style="list-style-type: none"> 3. Project Implementation Plan 4. List & address of Beneficiaries 5. Others <p>C. For NGO/PO</p> <ol style="list-style-type: none"> 1. Application Form by the ACP duly signed by the President/Chairman; 2. Detailed Project Proposal using the templates duly approved/signed by its President/Chairman; 3. Project Implementation Plan 4. List of Beneficiaries 5. Individual Beneficiary Profile 6. Copy of ACP Certificate of Accreditation from DSWD 7. Board Resolution manifesting intention to avail the DILEEP and authorizing the President/Chairman to enter into a MOA with DOLE and appropriating twenty percent (20%) as project equity" 8. Memorandum of Agreement (MOA) between the DOLE RO and the ACP/Proponent 9. Audited financial reports (statements) for the past three (3) years preceding the date of project implementation. For applicant which has been in operation for less than three (3) years, financial reports for the years in operation and proof of previous implementation of similar projects; 10. Disclosure of other related business, if any 11. Work and Financial Plan (WFP), and sources of and details of proponent's equity participation in the project. 12. List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation; 13. Sworn affidavit of the secretary of the applicant organization/entity that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the official of the agency authorized to process and/or approve proposed 14. Certification from the DOLE Regional Office's Accountant that the previous cash advance granted has been liquidated, liquidation documents are post-audited and properly taken up in the books. <p>TUPAD</p> <p>A. For Local Government Units</p> <ol style="list-style-type: none"> 1. Application Form duly signed by the Local Chief Executive (LCE) 2. Detailed Project Proposal which is duly approved/signed by the LCE 3. TUPAD Work Program 4. Project Implementation Plan 5. Resolution (Brgy., Bayan, Panlungsod, Panlalawigan) manifesting intention to avail the DILEEP- TUPAD and authorizing the LCE to enter into a MOA with the Department of Labor and Employment. 6. Certification from the LGU/Barangay that the target beneficiaries are either unemployed, underemployed, or laid-off or terminated
2	<p><i>Evaluation of Project Proposal:</i></p> <ol style="list-style-type: none"> a. Focal person evaluates the viability of project proposal submitted 	FO Focal Person	1-4 hours		
3	<p><i>Endorsement to RO:</i></p> <ol style="list-style-type: none"> a. Focal endorses six (6) sets of project proposal to RO 	FO Focal Person	2 days		
4	<p><i>Review of Project Proposal:</i></p> <ol style="list-style-type: none"> a. RO Focal Persons reviews the project proposal endorsed by FO and submit to RPMT for validation and concurrence 	RO Focal Person	1 day		
5	<p><i>Validation and Concurrence:</i></p> <ol style="list-style-type: none"> a. Regional Project Monitoring Team -Technical Working Group conducts validation of the project proposal and recommends for the approval of the project 	RPMT-TWG	1 day		
6	<p><i>Signing & Notarization of MOA and :</i></p> <ol style="list-style-type: none"> a. RO Focal person facilitate the signing and notarization of Memorandum of Agreement and notifies the proponent by sending a letter of approval 	RO Focal Person	1 day		
7	<p><i>Endorsement to Accounting for Issuance of Checks:</i></p> <ol style="list-style-type: none"> a. Authorized Personnel conducts final review of the project proposal and facilitates issuance of checks 	RO Focal Person/ Accounting Authorized Personnel/ Cashier	3 days		
8	<p><i>Releasing of Checks:</i></p> <ol style="list-style-type: none"> a. FO Cashier facilitates releasing of Checks to Proponent 	Cashier	1 day		

					<p>workers or victims of natural disaster or armed conflict reflecting name, gender, age and address of beneficiaries following the template</p> <p>7. Memorandum of Agreement (MOA) between the DOLE RO and the LGU following TUPAD template.</p> <p>8. Picture/s of the area/s and nature of work to be undertaken.</p> <p>B. By Administration</p> <p>1. Application Form duly signed by the FO Head</p> <p>2. Detailed Project Proposal which is duly approved/signed by the Regional Director</p> <p>3. TUPAD Work Program</p> <p>4. Project Implementation Plan</p> <p>5. Certification from the LGU/Barangay that the target beneficiaries are either unemployed, underemployed, or laid-off or terminated workers or victims of natural disaster or armed conflict reflecting name, gender, age and address of beneficiaries using the template</p> <p>6. Contract of Service</p> <p>7. Picture/s of the area/s and nature of work to be undertaken.</p> <p>8. For BuB, certification that required percentage of cash counterpart are available.</p>
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(11) Issuance of Working Child Permit

1	<i>Receiving of Documents:</i> a. Stamping of submitted documents indicating time and date of receipt b. Forwarding of the documents to the respective focal person	FO Receiving Officer	30 minutes	P100.00	1. For Issuance of New WCP a. Duly accomplished Checklist of Requirements containing all required documents b. Notarized Application for Working Child's Permit (WCP) c. Authenticated copy of the child Birth Certificate or a Certificate of Late Registration of Birth issued by the NSO or the City/Municipal Registrar d. Notarized Employment Contract to be concluded between the employer and the child's parent or guardian and approved by the DOLE. An express agreement of the child to the provisions of the contract is needed when such child is between seven (7) and below fifteen (15) years of age. e. Medical Certificate f. Proof of schooling (any of the following): - Certificate of Enrollment - Current school identification card - Report card g. Two (2) Passport Size Photographs of the child h. Application fee of Php100.00 i. Certified true copy of Business Permit/Certificate of Registration 2. For Issuance of Renewal WCP a. Duly accomplished Checklist of Requirements containing all required documents b. Original WCP Card c. Notarized Application for Working Child's Permit (WCP) d. Notarized Employment Contract to be concluded between the employer and the child's parent or guardian and approved by the DOLE. An express agreement of the child to the provisions of the contract is needed when such child is between seven (7) and below fifteen (15) years of age. e. Medical Certificate f. Proof of schooling (any of the following): - Certificate of Enrollment - Current school identification card - Report card g. Two (2) Passport Size Photographs of the child h. Application fee of Php100.00 i. Certified true copy of Business Permit/Certificate of Registration
-	<i>Evaluation of Documents and Conduct of Ocular Inspection:</i> a. Focal person evaluates the completeness of documents submitted and conducts ocular inspection of the workplace/ station of the working child	FO Focal Person	1 day		
3	<i>Payment of Application Fee, Preparation and Releasing of Permit:</i> a. Upon payment of Application Fee of P100.00, FO Focal person prepares Working Child Permit (WCP) for approval of RD b. Upon approval of the WCP, focal person releases WCP to working child/parent/guardian	FO Focal Person	1 day		

(12) Construction Safety and Health Program (CSHP)

1	<i>Receiving of Documents:</i> a. Stamping of submitted documents indicating time and date of receipt b. Forwarding of the documents to the respective focal person	FO Receiving Officer	30 minutes		Three (3) set of documents: 1. Application Form for commercial projects (CSHP-DO13-98): 2. Construction Safety and Health Program suited on the project 3. DOLE Registry of Establishment under OSHS Rule 1020 4. Evaluation Checklist (RO6 CSHP Evaluation Checklist)
2	<i>Evaluation of Documents & Concurrence / Approval of CSHP:</i> a. Focal person evaluates the documents submitted, prepares Letter of Approval for Residential/Commercial Construction Projects and endorses to RO for RDs approval	FO Focal Person	2 days		5. COSH Training certificate of the appointed Safety Officer (certified true copy by the concerned safety officer) 6. Standard First Aid Training and valid Philippine Red Cross ID as first aider (certified true copy by the concerned first-aider)
3	<i>Releasing of Approved CSHP:</i> a. RO Focal Person facilitates the signing and approval of CSHP b. RO Focal Person sends 4 sets (for DPWH Projects) or 3 sets (for Residential/ Commercial Construction Projects) of application documents to FO of origin c. FO Focal person releases Approved CSHP to applicant & retains file copy	RD/RO/FO Focal Person	3 days		7. Basic Occupational Safety and Health Training for OH Nurse (If any) 8. Testing Certificate of Heavy Equipment by an accredited BWC-testing organization 9. TESDA certificate of competency for CHE operator If government projects engaged by DPWH: 10. Construction Safety and Health Program suited on the project with DPWH Approval Certificate

(13) Accreditation of Safety Practitioner

1	<i>Receiving of Documents:</i> a. Stamping of submitted documents indicating time and date of receipt b. Forwarding of the documents to the respective focal person	25 minutes			Three (3) set of documents: 1. For New Application (Using Form DOLE-BWC-AF-CHK-PC) a. Duly accomplished Application Form (DOLE-BWC-AF-PCN-A1 for OSH practitioner) b. Two (2) recent 1"X1" ID pictures in red background duly signed by the applicant at the back. c. Original Certificate of Employment indicating date of appointment at present position using the official company letter head and photocopy of previous employment certificate, if any. d. Photocopies of Actual Duties and Responsibilities at present position, using company letterhead, signed by immediate supervisor and Personnel Manager or authorized official of the company. e. Photocopies of certificates of completion of BWC prescribed training on OSH (40 hours) for practitioners and advanced training on OSH (80 hours) for consultants. f. Photocopies of certificates of completion/attendance in other OSH related trainings/seminars. g. Photocopy of college diploma and Transcript of Records or Board Exam Certificate/PRC license, if applicable. h. Proof/s of accomplishment or participation in OSH (accident reports, safety inspection reports, safety audit reports, safety and health committee reports/programs prepared/implemented) and i. Other supporting documents as proof of OSH practice.
2	<i>Evaluation of Documents & Endorsement to RO for Final Evaluation:</i> a. Focal person evaluates the documents submitted and submits to RO for Final Evaluation	1 day			
3	<i>Final Evaluation & Schedule of Panel Interview:</i> a. RO Focal Person conducts final evaluation and schedules the applicant's panel interview	1 day			
4	<i>Interview of Applicant:</i> Panel conducts interview of the applicant	3 hours			
5	<i>Consolidation of Interview Results and Preparation of Summary of Evaluation:</i> RO Focal Person Consolidates the result of the interview, prepares the summary of evaluation and recommends for approval or disapproval	2 days			
6	<i>Send Notice of Approval & Issue Order of Payment:</i> a. Sends notice of approval and issues order of payment, when payment is to be made	1 day			
7	<i>Preparation of Practitioner's Certificate:</i> a. RO Focal Person Prepares Certificate for RDs approval b. RO Focal Person sends original copy of Certificate copy furnish FO of origin	1 day			2. For Renewal a. Duly accomplished application form (DOLE-BWC-AF-PCR-A2) b. Updated Resume with recent picture c. Two (2) recent 1"X1" ID pictures in red background for Practitioner, duly signed by the applicant at the back. d. Summary of Accomplishments on OSH duly certified by the supervisor and employer using official letterhead of the company. e. Proof/s of accomplishments or participation in OSH (accident reports, safety inspection reports safety audit reports, safety and health committee reports/programs prepared/implemented) f. Photocopy of certificate of accreditation. g. Photocopy of certificate of attendance on additional OSH related trainings (at least 16 hours of OSH training per year or a total of 48 hours for 3 years, earned from DOLE recognized/accredited STO/institutions or any institutions authorized by law). h. Other supporting documents as proof of OSH practice. i. Where there is a change of employer/position, the following must also be submitted: j. Original certificate of employment indicating name, position and date of appointment at present position, using official letterhead of the company. k. Original copy of actual Duties and Responsibilities at present position, using official letterhead of the company, signed by immediate supervisor and Personnel Manager or authorized official of the company.

(14) Single Entry Approach (SEnA)

1	SEADO assists requesting party on his/her specific concerns.	SEnA Desk Office (SEADO)	10 minutes		
	a. For those needing counseling/advice, the SEADO advises them accordingly.				
	b. For all other cases, the SEADO introduces SENA, its objectives and procedures, and convince the requesting party to undergo conciliation and mediation under SEnA.				
2	SEADO assists those who opt to undergo SEnA in accomplishing Request for Assistance (RFA) Form and refers those who insist on filing of complaint to appropriate govt. office/agency.	SEADO	10 minutes		RFA Form
3	The clerk schedules the con-med conference.	Clerk	5 minutes		Notice of Conference
4	The clerk prepares/sends the notice of conference to the other party either thru fax or registered mail. (Provide a copy of the Notice of Conference to the requesting party and instruct him/her to come back on the scheduled conference.)	Clerk	10minutes		Notice of Conference
5	The SEADO conducts conciliation-mediation conference. If an agreement is reached, terminate the RFA. If not, schedule another conference so long as it is still within the 30-day mandatory period. (Note: If the scheduled conciliation-mediation conferences did not prosper due to a) non-appearance of either the requesting party or the responding party; b) either one or both parties declined to submit to the conciliation-mediation process, and c) for other reasons, the designated SEADO terminates the proceedings on the RFA and indorse the same to appropriate govt. office/agency.)	SEADO	1 hour		1. Minutes of the Conference 2. Documents/evidences submitted by parties
6	The SEADO conducts another conciliation-mediation conference. If an agreement is reached, terminate the RFA. If no settlement has been reached after 30-day mandatory period or the respondent refuses to settle even if it is still within the 30-day mandatory period, SEADO endorses the RFA for a compliance visit.	SEADO	1 hour		3. Minutes of the Conference 4. Documents/evidences submitted by parties

(15) Labor Laws Compliance System

A. Joint Assessment					
1	Determination of the establishment(s) to be assessed	RO Focal Person	-	None	List of establishments in the respective Provinces
2	Issuance of Authority to Assess Authority to Assess to the Labor Laws Compliance Officer (LLCO).	Regional Director (RD)	10 minutes		Authority to assess signed by the Regional Director
3	LLCO proceeds to the establishment	LLCO	Depends on the location of the establishment	None	<ol style="list-style-type: none"> 1. Authority to Assess 2. Notice of Assessment
4	LLCO conducts assessment	LLCO	2-3 hours For Micro & Small Scale companies 4- 8 hours For medium & large scale companies (duration of assessments vary depending on the scale or the number of covered employees)		<ol style="list-style-type: none"> 1. Checklist 2. Affidavit 3. Notice of Results 4. Establishment Profile Form (Contractors/Sub-contractors) 5. Contractor / Sub-contractor Assessment Checklist
4	LLCO issues Notice of Results (NR) and explains the findings if there are any	LLCO	15 minutes		NR
5	If there are noted violations, Clerk schedules Mandatory Conference and sends Notices to parties.	Clerk	20 minutes		<ol style="list-style-type: none"> 1. Copy of NR 2. Documents submitted by the employer such as: <ol style="list-style-type: none"> a. Employment Records (Payrolls, DTRs, Payslip, etc.) b. Remittances to SSS, Philhealth, Pag-ibig c. Computation of LLCO for the monetary deficiencies d. DO 18-A/174 if applicable
		Hearing Officer	30 minutes – 1 hour		
6	Issuance of Compliance / Closure Orders	RD	Within 50 days from the date of the first (1 st) Mandatory Conference	None	<ol style="list-style-type: none"> 1. Notice of Order 2. Compliance or Closure Order

B. Compliance Visit					
1	<ol style="list-style-type: none"> Request for Assistance (RFA) through the Single Entry Approach (SEnA) not settled within 30 days (Unsettled SEnA) Complaint filed against an establishment received by the FO 	SEADO FO Receiving Officer	30 days	None	<ol style="list-style-type: none"> DOLE-SENA FORM No. 1 DOLE-SENA Form No. 3 (Minutes)
2	Assign establishment to visit to the LLCO	RD	10 minutes		Authority to Assess (LLCO Form 2)
3	LLCO proceeds to establishment	LLCO	Depends on the location of the establishment		Authority to Assess (LLCO Form 2)
4	If allowed entry, LLCO Conducts Compliance Visit, otherwise, NRs is issued and filing of criminal action is recommended	LLCO	<p>2-3 hours (duration of assessments vary depending on the scale or the number of covered employees)</p> <p>4-8 hours For large scale companies with 200 or more employees</p>	None	<ol style="list-style-type: none"> Checklist Affidavit Notice of Results Establishment Profile Form (Contractors/Sub-contractors) Contractor / Sub-contractor Assessment Checklist
5	LLCO issues NR	LLCO	15 minutes	None	Notice of Results (NR)
6	Mandatory Conference is scheduled	FO Focal Person	Within 10 days from receipt of NR without any settlement	None	Notice of Hearing
7	Conduct of Mandatory Conference	Hearing Officer	30 minutes - 1 hour	None	<ol style="list-style-type: none"> Minutes of Hearing Copy of NR Documents submitted by the employer such as: <ol style="list-style-type: none"> Payroll Remittances to SSS, Philhealth, Pag-ibig Computation of LLCO for the monetary deficiencies DO 18-A/174 if applicable

8	Submit recommendation for the disposition of the labor standards case	LLCO	10 days from termination of Mandatory Conference	None	Minutes of Hearing
9	Issuance of Compliance / Closure Orders	RD	Within 10 days from receipt of recommendation for the disposition of the case	None	Compliance / Closure Order
C. Occupational Safety & Health Standards Investigation(OSHI)					
- Imminent Danger Situations or Dangerous Occurrences Investigation					
1	Receives information on the existence of the imminent danger	FO/RO	-	None	Verbal or Written Information
2	RD directs an LLCO to conduct OSHland issues Authority	RD	Within 24 hours from receipt of information on the existence of imminent danger or dangerous occurrence		Authority to Investigate
3	LLCO proceeds to establishment	LLCO			Authority to Investigate
4	LLCO conducts investigation	LLCO			2-3 hours
5	If there is existence of imminent danger or dangerous occurrences, recommends the establishment to immediately abate the imminent danger or dangerous occurrence	LLCO	Immediately upon the determination of the existence imminent danger or dangerous occurrence		-
6	If abated, submits narrative report to RD stating the facts surrounding the incident, initial findings, recommendation for the abatement and correction action taken	LLCO			LLCO Narrative Report
7	If not abated, issues NR to the establishment and submits a recommendation together with the narrative report to RD for the issuance of Work Stoppage Order (WSO)	LLCO	Within 24 hours from failure of the employer to abate the imminent danger		Government Safety Engineer's Accident Investigation Report
8	Conducts Mandatory Conference	Hearing Officer	Within 24 hours from service of WSO but not more than 72 hours		1. Minutes of Hearing 2. Evidence to prove that imminent danger is abated, if any
9	If Imminent Danger is abated, WSO is lifted, otherwise, WSO stay	RD	Upon receipt of proof and certification from the safety officer of the employer of DOLE-accredited safety practitioner		1. Order lifting the WSO 2. Narrative report submitted by LLCO that conducted verification that imminent danger no longer exist
- Disabling Injury Investigation					
1	Receives information on the existence of disabling injury	FO/RO	-	None	Verbal or Written Information
2	RD directs an LLCO to conduct OSHland issues Authority	RD	Within 24 hours from receipt of information on the existence of imminent danger or dangerous occurrence		Authority to Investigate
3	LLCO proceeds to establishment	LLCO	-		Authority to Investigate
4	LLCO conducts investigation	LLCO	2-3 hours		4. Authority to Investigate 5. Government Safety Engineer's Accident Investigation Report 6. Notice of Results
5	If there is existence of Disabling Injury, recommends the establishment to immediately abate the imminent danger or dangerous occurrence	LLCO	Immediately upon the determination of the existence imminent danger or dangerous occurrence		-
6	If abated, submits narrative report to RD stating the facts surrounding the incident, initial findings, recommendation for the abatement and correction action taken	LLCO	Immediately		LLCO Narrative Report

7	If not abated, issues NR to the establishment and submits a recommendation together with the narrative report to RD for the issuance of Work Stoppage Order (WSO)	LLCO	Within 24 hours from failure of the employer to abate the imminent danger	Government Safety Engineer's Accident Investigation Report
8	Conducts Mandatory Conference	Hearing Officer	Within 24 hours from service of WSO but not more than 72 hours	<ol style="list-style-type: none"> Minutes of Hearing Evidence to prove that imminent danger is abated, if any
9	If Imminent Danger is abated, WSO is lifted, otherwise, WSO stay	RD	Upon receipt of proof and certification from the safety officer of the employer of DOLE-accredited safety practitioner	<ol style="list-style-type: none"> Order lifting the WSO Narrative report submitted by LLCO that conducted verification that imminent danger no longer exist

(16) Processing of Stipend of Interns of Government Internship Program (GIP)

1	<p>Receiving of Documents:</p> <p>a. Stamping of submitted complete documents indicating time and date of receipt</p> <p>b. Forwarding of the documents to the respective focal person</p>	FO Receiving Officer	30 minutes	None	<p>1. Duly accomplished GIP Application Form;</p> <p>2. Transcript of Records / Forms 137/ Forms 138/Certificate of Graduation in the case of Voc-Tech Graduates;</p> <p>3. Photocopy of LBP Savings Account;</p> <p>4. Notarized and Signed Internship Agreement;</p> <p>5. Signed Memorandum of Understanding;</p> <p>6. Daily Time Record; and</p> <p>7. Accomplishment Report</p>
2	<p>Evaluation of Documents:</p> <p>a. FO Focal Person evaluates the correctness and completeness of the documents submitted</p> <p>Preparation of Disbursement Voucher (DV) and Obligation Request and Status (OBRs) and LBP Proof List /Payroll:</p> <p>a. FO Focal Person/Provincial Manager prepares three (3) copies of DV and OBRs each for approval/signature of FO Head and endorse the same together the with complete documentary requirements to RO.</p>	FO Focal Person	1 day	None	<p>1. Duly accomplished GIP Application Form;</p> <p>2. Transcript of Records / Forms 137/ Forms 138/Certificate of Graduation in the case of Voc-Tech Graduates;</p> <p>3. Photocopy of LBP Savings Account;</p> <p>4. Notarized and Signed Internship Agreement;</p> <p>5. Signed Memorandum of Understanding;</p> <p>6. Daily Time Record;</p> <p>7. Accomplishment Report</p> <p>8. Payroll;</p> <p>9. Disbursement Voucher;</p> <p>10. Obligation Report and Status Form; and</p> <p>11. LBP Proof List/Payroll</p>
3	<p>Final Evaluation of Documents:</p> <p>a. RO Focal Person conducts final evaluation of the documents and endorse to Accounting for processing of payment</p>	Regional Focal Person	1 day	None	<p>1. Duly accomplished GIP Application Form;</p> <p>2. Transcript of Records / Forms 137/ Forms 138/Certificate of Graduation in the case of Voc-Tech Graduates;</p> <p>3. Photocopy of LBP Savings Account;</p> <p>4. Notarized and Signed Internship Agreement;</p> <p>5. Signed Memorandum of Understanding;</p> <p>6. Daily Time Record;</p> <p>7. Accomplishment Report</p> <p>8. Payroll;</p> <p>9. Disbursement Voucher;</p> <p>10. Obligation Report and Status Form; and</p> <p>11. LBP Proof List/Payroll</p>
4	<p>Processing of Payment & Signing/Approval of DV/OBRs:</p> <p>a. Authorized personnel/s conducts final review as to the appropriateness of the documents submitted and processes the payment of salary</p>	Accounting	4 hours	None	<p>1. Duly accomplished GIP Application Form;</p> <p>2. Transcript of Records / Forms 137/ Forms 138/Certificate of Graduation in the case of Voc-Tech Graduates;</p> <p>3. Photocopy of LBP Savings Account;</p> <p>4. Notarized and Signed Internship Agreement;</p> <p>5. Signed Memorandum of Understanding;</p> <p>6. Daily Time Record;</p> <p>7. Accomplishment Report</p> <p>8. Payroll;</p> <p>9. Disbursement Voucher;</p> <p>10. Obligation Report and Status Form; and</p> <p>11. LBP Proof List/Payroll</p>
5	<p>Processing of Payment & Signing/Approval of DV/OBRs:</p> <p>b. Authorized personnel/s conducts final review as to the appropriateness of the documents submitted and processes the payment of salary</p>	Accounting	4 hours	None	<p>1. Duly accomplished GIP Application Form;</p> <p>2. Transcript of Records / Forms 137/ Forms 138/Certificate of Graduation in the case of Voc-Tech Graduates;</p> <p>3. Photocopy of LBP Savings Account;</p> <p>4. Notarized and Signed Internship Agreement;</p> <p>5. Signed Memorandum of Understanding;</p> <p>6. Daily Time Record;</p> <p>7. Accomplishment Report</p> <p>8. Payroll;</p> <p>9. Disbursement Voucher;</p> <p>10. Obligation Report and Status Form; and</p> <p>11. LBP Proof List/Payroll</p>
6	<p>Crediting of Stipend of GIP Interns:</p> <p>Upon receipt of the approved DV & OBRs, the Cashier facilitates the crediting of stipend of GIP beneficiaries to their ATM Savings Account</p>	Cashier	1 day	None	<p>1. Duly accomplished GIP Application Form;</p> <p>2. Transcript of Records / Forms 137/ Forms 138/Certificate of Graduation in the case of Voc-Tech Graduates;</p> <p>3. Photocopy of LBP Savings Account;</p> <p>4. Notarized and Signed Internship Agreement;</p> <p>5. Signed Memorandum of Understanding;</p> <p>6. Daily Time Record;</p> <p>7. Accomplishment Report</p> <p>8. Payroll;</p> <p>9. Disbursement Voucher;</p> <p>10. Obligation Report and Status Form; and</p> <p>11. LBP Proof List/Payroll</p>