



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
REGION VI

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Checklist of Requirements for Issuance of Authority to Operate Branch

NEW

- Certified copy of a valid license;
- Organizational structure of the branch office, including duly notarized appointments;
- NBI Clearance of the branch manager and staff members;
- Bio-data and two (2) passport-size pictures of the branch manager and staff members;
- Certification that the branch office has office space with a minimum floor area of fifty (50) square meters for the exclusive use of the branch office;
- Certification that the licensee has no pending case from the DOLE Regional Office which issued the license and where the applicant will establish a branch office;
- List of representatives who must be at least college level and/or with relevant training or experience in the recruitment industry; and

RENEWAL – *submit the following in addition to the above stated requirements:*

- DOLE Certificate of No Pending/Has Pending Case