



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
REGION VI

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**APPLICATION FOR ISSUANCE OF AUTHORITY
TO OPERATE BRANCH EVALUATION SHEET
(To be accomplished by the DOLE Field Office)**

Name of Company : _____
Business Address : _____
Nature of Business : _____
TIN : _____

A. Documents Submitted:

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

B. Findings:

C. Recommendations:

Evaluator:

Recommending Approval:

Authorized Personnel

Field Office/Division Head

Date

Date

APPROVED:*

Head of Office

**Only applicable if the document is being processed in the Regional Office*