



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
REGION VI

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**Checklist of Requirements for Registration under for DO 18 – A**

**NEW**

- [ ] (a) Three (3) copies of duly accomplished application form with an undertaking that the contractor shall abide by 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 job, work or service contracted out.
- [ ] (d.1) 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 with proof of substantial capital and other financial capability;
- [ ] (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;
- [ ] (f.1) 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/Clearance of No Pending Case;
- [ ] (g) A DOLE certification of attendance to orientation seminar on these Rules;
- [ ] (h) Certificate of Compliance (COC) with GLS (if applicable);
- [ ] (i) Certificate of Compliance (COC) with OSH (if applicable);

**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;
- [ ] (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;
- [ ] (c) Application for Clearance/Request Form or letter request indicating the purpose;
- [ ] (d) Valid Identification Card of requesting party;
- [ ] (e) Copy of previous Certificate of Registration;
- [ ] (f) Proof of Submission of Contractor's/Sub-Contractor's semi-annual reports;
- [ ] (g) Certificate of Compliance (COC) with GLS; and
- [ ] (h) Certificate of Compliance (COC) with OSH.