



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT

Regional Office VI

Swan Rose Building, Commission Civil Street, Jaro, Iloilo City
Tel. Nos. (033) 320-8024/320-6904/320-6905 Telefax Nos. (033) 509-0400/320-8026
Email : ro6@dole.gov.ph : doleregion6@yahoo.com Website: www.ro6.dole.gov.ph



Date

Dear Sir/Madam:

Please be informed that your application for registration under Department Order 18-A (D.O. 18-A) is already approved and the Certificate of Registration is hereto attached.

As a contractor/subcontractor, we are reminding you of the following responsibilities as required under D.O. 18-A:

1. Submission of your semi-annual report (**Annex A**) with the list of contracts entered with the principal within fifteen (15) days after the end of each semester, ending June 30 and December 31 of each year, and proof of payment of remittances to the SSS, the Pag-ibig Fund, Philhealth, ECC, and the BIR due your employees during the subject reporting period;
2. A certified listing of all cases, if any, filed against you before the NLRC and DOLE; and
3. Strict adherence to the rules as provided for by Labor Advisory No. 1, series of 2014 (**Annex B**).

Failure to submit the said requirements may be a ground for cancellation of registration.

We are looking forward to your strict compliance of the said responsibility.

Please be guided accordingly.

Very truly yours,

Head of Office

DOLE I-Text Nos.:

DOLE Regional Office 09173276515 & 09173276818
Aklan Field Office 09173273132
Antique Field Office 09173275313
Capiz Field Office 09173275220

Iloilo-Guimaras Field Office 09173276719
Negros Occidental Field Office 09173275919
Himamaylan Satellite Office 09173275414
Sagay Satellite Office 09173275717