



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:

We are forwarding herewith Certificate of Registration No. _____
issued in favor of _____ located at _____.

Pursuant to Article 239 of the Labor Code of the Philippines, it shall be the duty of every legitimate workers association to submit to the Regional Office the following reportorial requirements in two (2) copies each:

- a) *Its constitution and by-laws or any amendments thereto, the minutes of adoption or ratification and the list of members who took part therein, within (30) calendar days from its adoption or ratification;*
- b) *Its list of elected officers and appointed officers and agents entrusted with the handling of association funds, the minutes of election of officers, and the list of voters, within thirty (30) days from the of election or appointment;*
- c) *Its annual financial reports within thirty (30) days after the close of every fiscal year; and*
- d) *Its list of members at least once a year or whenever required by the Regional Office/Field Office concerned.*

Further, please be informed that failure to submit the abovementioned reportorial requirements regularly and on the period prescribed, shall prevent this Office to issue a Certificate of Good Standing.

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