



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 REGION VI

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Checklist of Requirements
(per R.A. 9231 and its Implementing Rules and Regulations)

Name of the Child :: _____
 Address :: _____
 Age :: _____
 Name of Employer :: _____
 Nature of Child's Work :: _____
 Date of Airing :: _____
 Date of Appearance :: _____

- Notarized Application for Working Child's Permit (WCP)
- Authenticated copy of the child Birth Certificate or a Certificate of Late Registration of Birth issued by the NSO or the city/municipal registrar.
- Notarized Employment Contract to be concluded between the employer and the child's parent or guardian and approved by the DOLE. An express agreement of the child to the provisions of the contract is needed when such child is between seven (7) and below fifteen (15) years of age.
- Medical Certificate
- Proof of schooling (*any of the following*):
 - Certificate of Enrollment
 - Current school identification card
 - Report card
- Two (2) Passport Size Photographs of the child
- Application fee of Php100.00
- Certified true copy of Business Permit/Certificate of Registration

Recommendation/s: (*for Approval/Disapproval*)

 (Date)

 Field Office Head

Encl: a/s