



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 Regional Office No. IX
 Zamboanga City
 Tel./Fax Nos. (062) 991-2673

**CHECKLIST OF REQUIREMENTS AND REPORTS
 IN SECURING CLEARANCES**

PROGRAM/CLIENTS	Requirements and Reports	Complied	Not Complied
DO 18-02 (Contractor/Sub-Contractor)	A. Registration with DOLE		
	B. If not, submission of requirements to wit:		
	1. Two copies of application form		
	2. A certified copy of a certificate of registration of firm or business name from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or from DOLE if the application is a Union		
	3. A certified copy of the license or business permit issued by the local government unit or units where the contractor or subcontractor operates		
	4. Affidavit of undertaking that the contractor or subcontractor shall abide by all applicable labor laws and regulations.		
	5. Registration fee of P100.00		
	C. Submission of reports:		
	1. Accomplish Annual Report Form in two (2) copies		
	2. A sworn undertaking that the benefits from the SSS, HDMFI-PAG-IBIG, PhilHealth, ECC and the remittances to the BIR due to its contractual employees have been made during the subject reporting period		
Private Recruitment and Placement Agency (PRPA)	A. Registration with DOLE		
	B. If not, submission of requirements to wit:		
	1.A filing fee of One Thousand Pesos (P1,000.00), is single proprietorship, and P3,000.00 If corporation or partnership;		
	2. Certified copy of the Certificate of Registration of firm or business name from the Department Trade and Industry (DTI), in the case of single proprietorship; or a certified copy of the Articles of Partnership or incorporation duly registered with the Securities and Exchange Commission (SEC), in the case of a Partnership or Corporation		
	3.A sworn statement of Assets and Liabilities and/or a duly audited financial statement, as the case maybe;		

	4.Owner's certificate/title of office location or contract of lease of office space for at least two (2) years;		
	5.NBI clearance of the applicant, or the partners in the case of a partnership or all the officers and members of the Board of Directors, in the case of a corporation;		
	6.Income Tax Returns for the last two (2) years;		
	7.A verified undertaking that the applicant shall: a.) Not engage in the recruitment of children below 15 yrs. of age or place children below 18 years old in hazardous occupation in accordance with Republic Act No.7658 and other related laws; and b.)Assume full responsibility for all claims and liabilities which may arise in connection with the use of the license;		
	8.Organizational structure and list of all officers and personnel with their respective bio-data, two (2) passport-size ID pictures and detailed description of their duties and responsibilities; and		
	9.Specific address and location map of the office/proposed office;		
	10.List of all authorized representatives , if any, who must be at least high school graduate, with their corresponding bio-data, two (2) passpost-size ID picture, high school diploma or other proof of educational attainment duly authenticated, NBI clearance and Special Power of Attorney (SPA).		
	C. Submission of reports:		
Alien Employment Permit (AEP)	A. Registration with DOLE		
	B. If not, submission of requirements to wit:		
	1. Contract of Employment/Appointment or Board Secretary's Certificate of Election (Duly Notarized)		
	2. Photocopy of Mayor's Permit to operate business		
	3. Photocopy of current AEP (if for renewal) Additional:		
	4. TIN of Foreign National (New Applicant)		
	C. Submission of reports (if needed):		
PRPA Authority to Recruit	A. Registration with DOLE		
	B. If not, submission of requirements to wit:		
	1. Certification under oath of licensee of the proposed recruitment activities of the representatives		
	2. NBI Clearance and bio-data of the representative with 2 copies of 2x2 picture		

	3. Clearance from Previous agency, if applicable		
	4. Previous Authority to recruit, in case of renewal		
	5. Agreement between the agency and the representative		
	6. DOLE Clearance (ZCFO, Z.SIB., ZDN, ZDS) of "No Pending Case"		
	7. Permit Fee of P1,500.00		
	C. Submission of reports:		
Rural Workers Association (RWA)	A. Registration with DOLE		
	B. If not, submission of requirements to wit:		
	1. Minutes of the Organizational Meeting/s		
	2. List of the members who participated in the Organizational Meeting		
	3. Two (2) copies of the Financial reports if the applicant association has been in existence for one year or more		
	4. Financial report not required because applicant association has been in existence for less than one year or has not collected any amount		
	5. Four (4) copies of the Constitution and By-Laws to which must be attached the names and signatures of ratifying members		
	6. Minutes of the Adoption or ratification of Constitution and By-laws and date/s when ratification was made		
	7. Minutes of the Adoption or ratification is not required because it was done simultaneously with the organizational meeting and the same is reflected in the minutes of that organizational meeting		
	C. Submission of reports:		
Others (Private Establishments, etc)	(Please specify):		

Fn: Checklist of Requirements for Clearances

Reviewed and Evaluated by:

Noted by:

Evaluation Officer

City/Provincial Head