E. Application for Working Child's Permit

Working Child's Permit

Under Republic Act No. 9231, the Department is mandated to protect the working child under allowable work circumstances against abuse, exploitation and discrimination.

As a rule, no child below 15 years of age shall be employed, permitted or suffered to work, in any public or private establishment except: 1) when the child works under the sole responsibility of his/her parents or guardian, provided that only members of the child's family are employed; and 2) when the child's employment or participation in public entertainment or information is essential.

A Working Child's Permit is issued to any child below 15 years of age before he/she is allowed to commence work, usually on short-term and per project basis, in a family undertaking and in public entertainment or information.

Client/s/Applicant/s:

Employer, parent or guardian of a child below 15 years of age before engaging him or her in any legitimate work not prohibited by law.

Requirements

- 1. Duly accomplished and notarized/under oath application for work permit
- 2. Additional requirements for a child above seven years old:
 - a. Proof or Certificate of enrollment for the current year or current school identification or report card
 - b. If the Child is not enrolled, a brief description of the program for education, training and skills acquisition for the child
- 3. Authenticated copy of child's Birth Certificate or Certificate of Late Registration of Birth issued by the NSO or the city/municipal registrar
- 4. Medical certificate issued by a licensed physician stating that he/she has personally examined the child for whom a work permit is being secured, and that the child is fit to undertake the work in which he/she is to be engaged. Such certificate must bear the certifying physician's full name, and his/her license number
- Two (2) passport size photographs of the child, expenses for securing such should be the employer's responsibility. For a child who will work in a family undertaking, any digitallycaptured photograph either by DOLE or employer may be accepted
- 6. When the employer is the parent, guardian, or a family member other than the parent of the child, he/she shall present any valid documents such as latest passport, latest postal/company identification card, driver's license establishing his/her identity. Additional requirement for the following are:
 - a. For legal guardian: authenticated proof of legal guardianship
 - b. For family member: proof of relationship to the child

- c. For employers in public entertainment or information:
 - Certified true copy of the employer's business permit or certificate of registration
 - ii. Written employment contract between the employer and the child's parents or guardian and approved by DOLE.
 - iii. An express agreement of the child to the provisions of the contract when the child is between seven (7) to below 15 years of age.

Additional Requirements for Renewal

1. Previously issued WCP

Validity period of Permit:

Based on the employment contract but not to exceed one (1) year

Permit Fee:

₽100 per permit/project

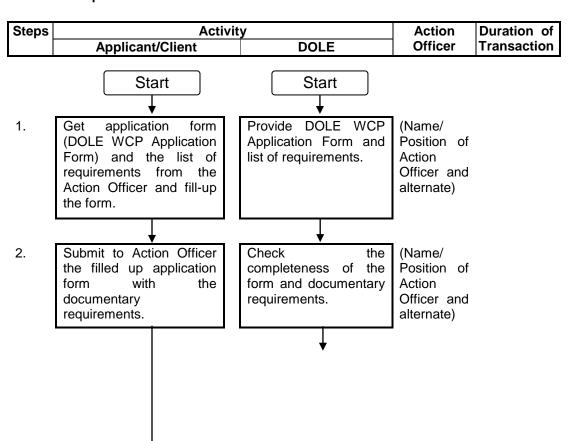
Where to file

Regional / Field Offices whichever is nearest to the client

Total Process Cycle Time

Eight (8) Working Hours from receipt of payment

Basic Steps



Steps	Activi	ty	Action	Duration of
	Applicant/Client	DOLE	Officer	Transaction
		a. If application and/ or documents are not complete: Return the application form and documents to the client indicating the lacking requirement/s and explain, as may be necessary. Application is deemed not filed.	(Name/ Position of Action Officer and alternate)	
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3.	For new applicant with complete application form and requirements: Attend interview and orientation on scheduled date if parent/guardian is not present at the time of filling application.	b. If application of new applicant and/or documents are complete: Schedule the interview and orientation within the next two working days if the parent/legal guardian is not present		
		at the time of filing application.		
4.	Attend to the interview and orientation if the concerned parent/ legal guardian is present at the time of filing application.	Conduct immediately the interview and orientation If the parent/legal guardian is present at the time of filing application.		
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	Attend to the interview. No orientation for old applicants. Submit to the Action Officer the previously	c. For complete documents and applicants previously issued with WCP:	(Name/ Position of Action Officer and alternate)	
	issued WCP card for updating.	Update previously issued WCP.		

