

## **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
5. 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 digitally-captured 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:
  - i. 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**

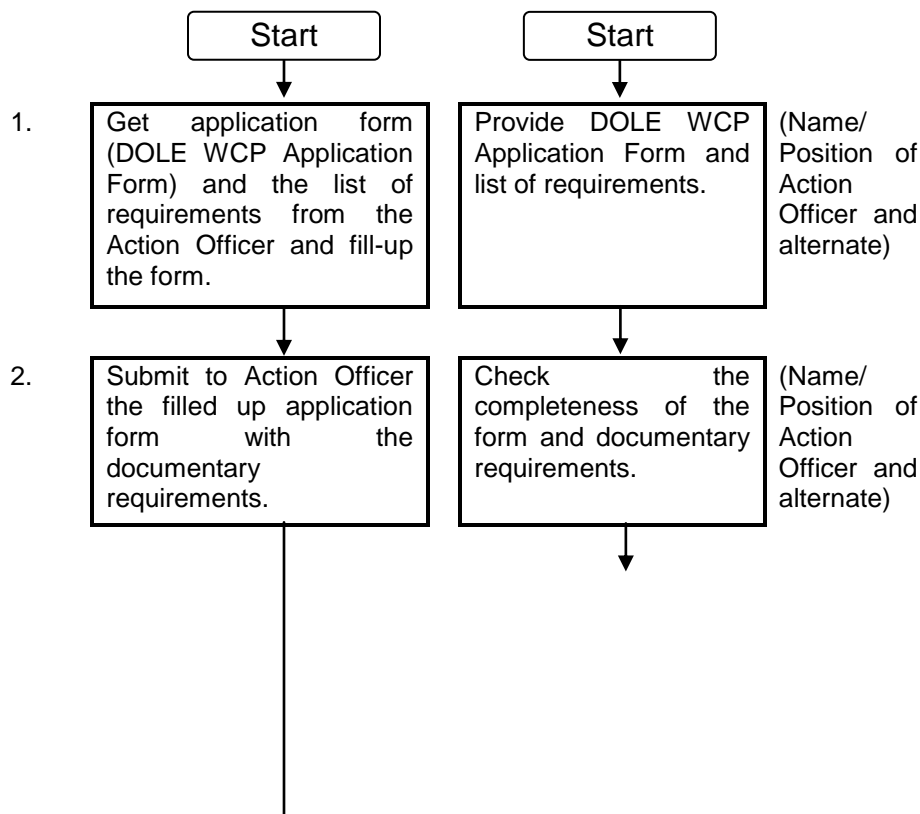
Regional / Field Offices whichever is nearest to the client

**Total Process Cycle Time**

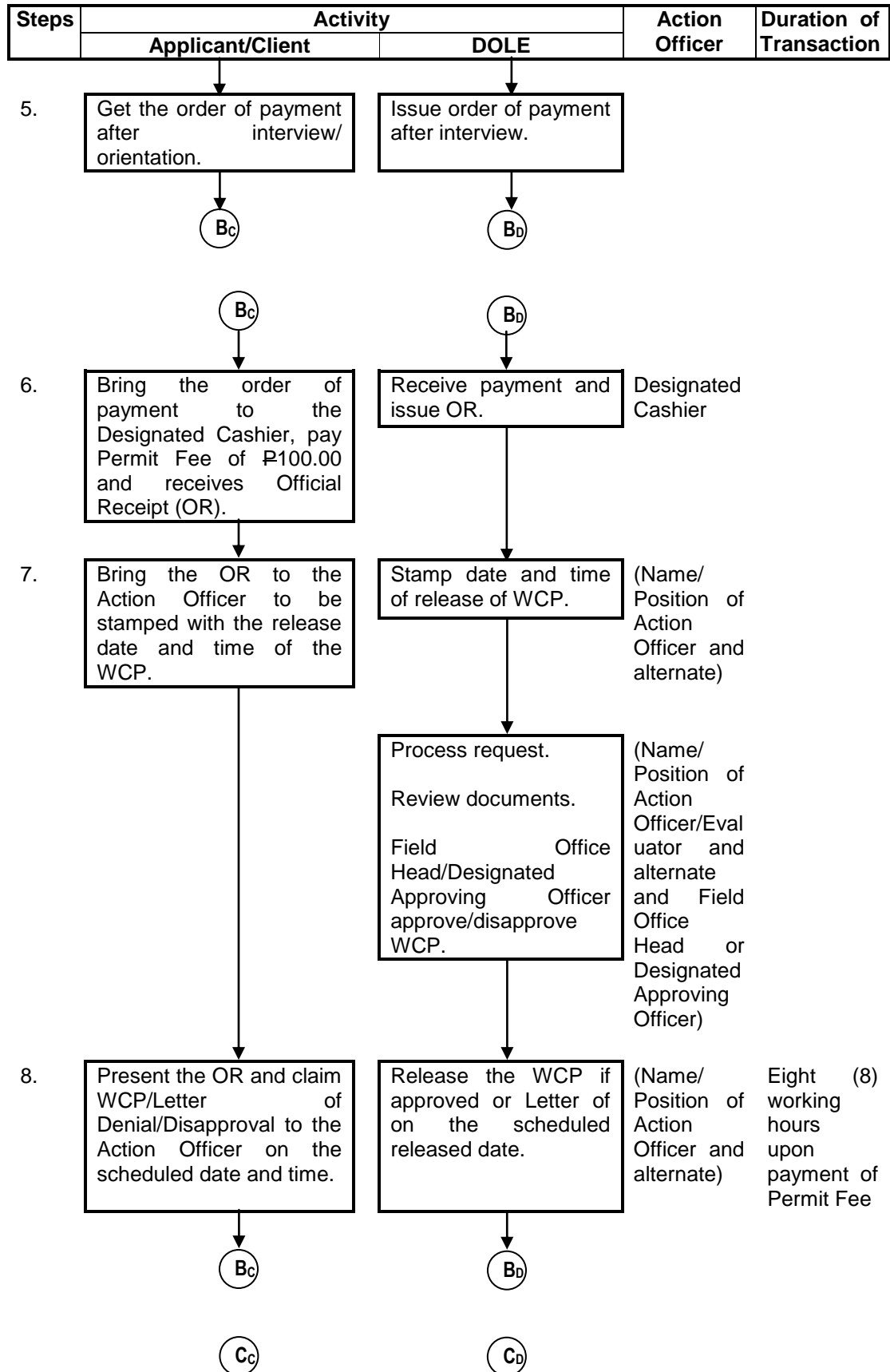
Eight (8) Working Hours from receipt of payment

**Basic Steps**

Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		







Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		

