

I. Certification from DOLE that Company Has No Pending / Has Pending Case

The DOLE is mandated to review labor standards cases coming from Regional Offices through the exercise of their visitorial powers under Article 128 of the Labor Code, as amended and review the Order of the POEA Administrator pertaining to recruitment violations.

The Certification is issued to stakeholders for bidding purposes, renewal of license and withdrawal of escrow deposit.

Client/s/Applicant/s

DOLE stakeholders/clients, Companies, Corporations, Agencies, Government Offices and Other Legal Entities

Requirements

For Individual

Application for Clearance/Request Form or letter request indicating the purpose
Identification Card of the requesting party

For Corporation, Agency and Other Legal Entities

For Bidding purposes

Application for Clearance/Request Form or letter request indicating the purpose
Photocopy of the Official Receipt (OR) of the bidding fee
Pertinent bidding document/s showing that the Certification of No Pending / With Pending Case from DOLE Office is being required of the company i.e., Checklist of Eligibility Requirements, Instruction to Bidders and the like
Identification Card of the requesting party

For Renewal of License/Certificate of Registration

Application for Clearance/Request Form or letter request indicating the purpose
Identification Card of the requesting party

For Withdrawal of Escrow Deposit

Photocopy of escrow deposit
Any document showing/certifying that the Certification of No Pending/With Pending Case from DOLE is being required of the company.
Identification Card of the requesting party

For Other Legal/Valid Purpose

Any document showing/certifying that the Certification of No Pending/With Pending Case from DOLE is being required of the company.
Identification Card of the requesting party

Service fee

None

Where to apply

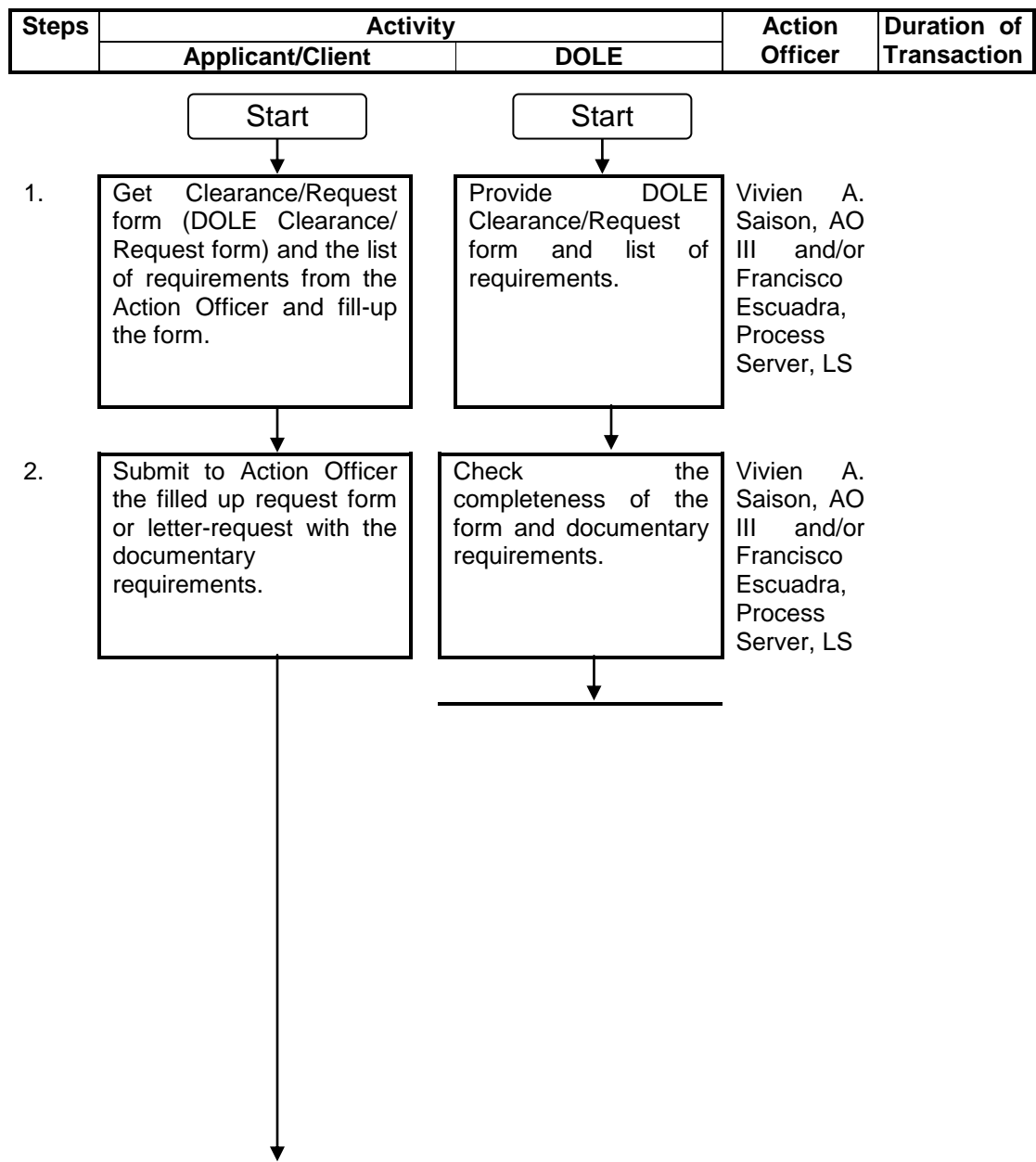
For bidding purposes and withdrawal of POEA's escrow deposit - Legal Service, Department of Labor and Employment, 6th Floor, DOLE Bldg., Intramuros, Manila

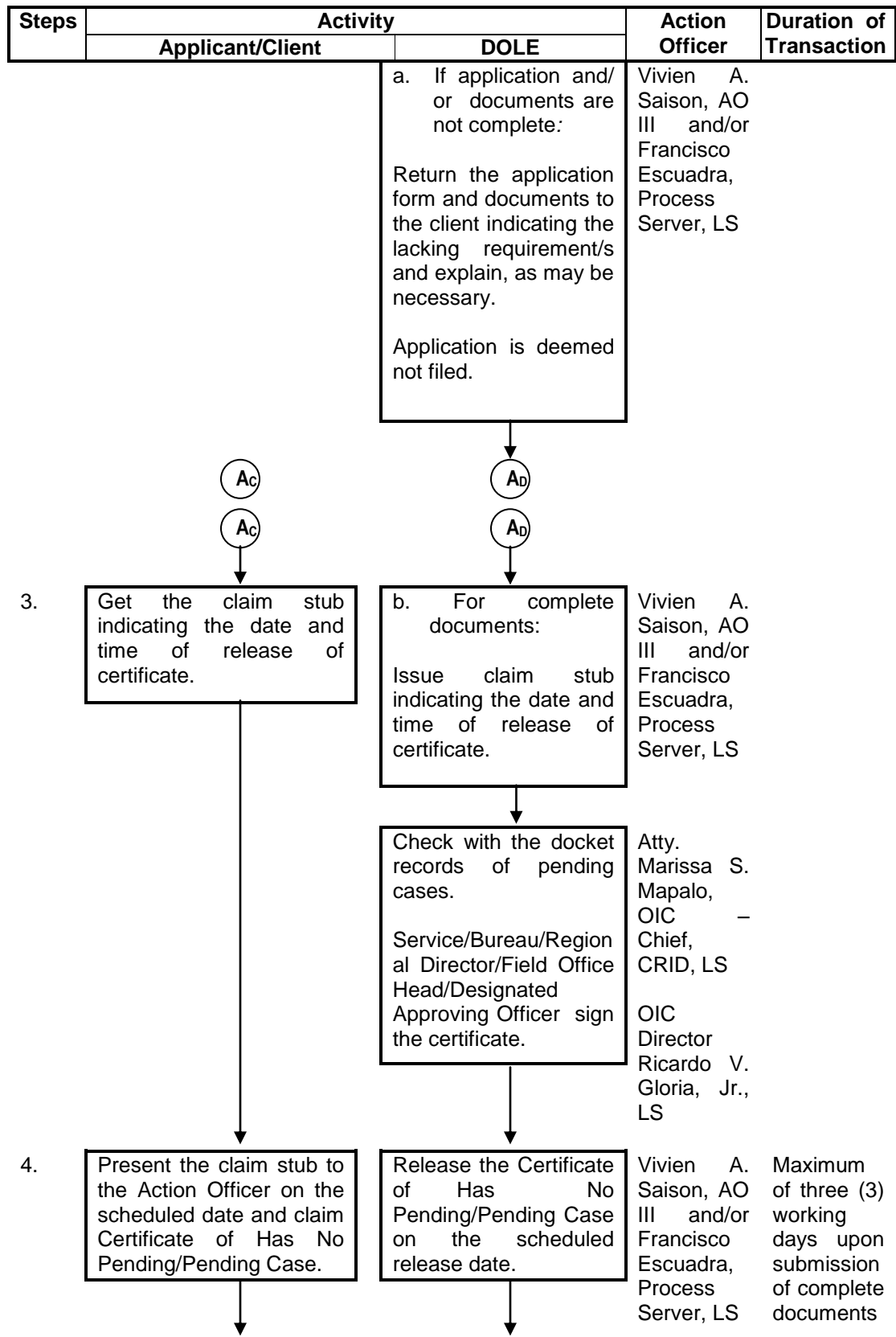
_____ (Specific address of the Regional/Field Office)

Total Process Cycle Time

Maximum of three (3) working days upon receipt of complete documents

Basic Steps

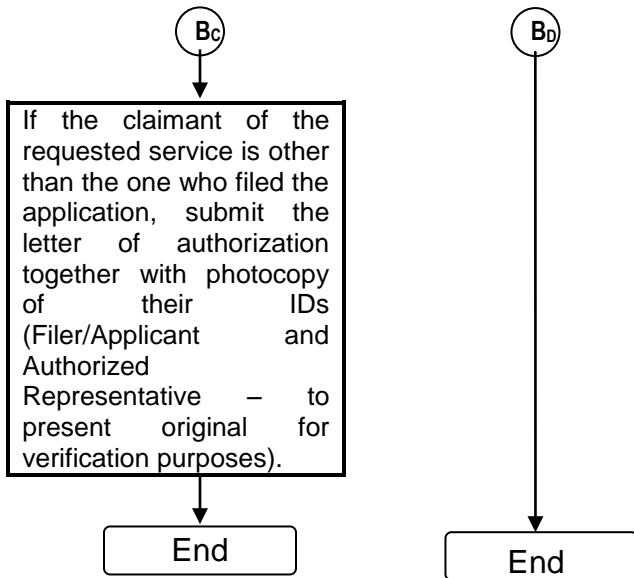




Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		

(Bc)

(Bd)



Note:

The Clearance Certificate can be claimed only up to 1 month from the date of its scheduled release, otherwise, file a new clearance/request form or letter request.