

## B. Registration of Job Contractors and Sub-contractors

### Job Contractors and Sub-contractors

The Certificate of Registration of Job Contractors and Sub-contractors is issued to persons, entities, companies engaged in legitimate contracting and subcontracting arrangements in accordance with Articles 106 to 109 of the Labor Code, as amended and its implementing guidelines under DOLE Department Order No. 18-02.

#### Client/s/Applicant/s:

Any legal and duly registered entity engaged in legitimate job contracting and sub-contracting arrangements.

#### Requirements

1. Duly accomplished and notarized application form with undertaking that the applicant shall abide to all applicable labor laws, rules and regulations.
2. Certified true copy of certificate of registration of firm or business name from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA) or from the DOLE if the applicant is a union;
3. Certified true copy of the license or business permit issued by the local government unit or units where the contractor or sub-contractor operates;
4. Certified true copy of audited financial statements if the applicant is a corporation, partnership, cooperative or union, or copy of the latest ITR if the applicant is a sole proprietorship.

#### Registration Fee

₱100

#### Validity Period of your Registration

Three (3) years and renewable every three (3) years

#### Where to apply

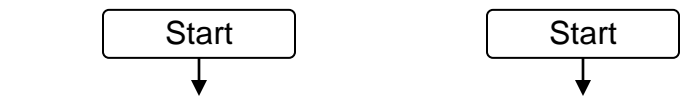
Regional/Field Office having jurisdiction of the business operation of the applicant

#### Total Process Cycle Time

One (1) Working Day upon receipt of payment of Registration Fee

#### Basic Steps

Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		



Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		

1.	Get application form (DOLE Job Contracting/Sub-contracting Application Form) or download the form from our website ( <a href="http://www.ble.dole.gov.ph">www.ble.dole.gov.ph</a> ) and the list of requirements from the Action Officer or and fill-up the form.	Provide DOLE Job Contracting/Sub-contracting Application Form and list of requirements.	(Name/ Position of Action Officer and alternate)
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2.	Submit to the Action Officer the filled up application form with the documentary requirements.	Check the completeness of the Application Form and all documentary requirements.	(Name/ Position of Action Officer and alternate)
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a.	For incomplete documents:  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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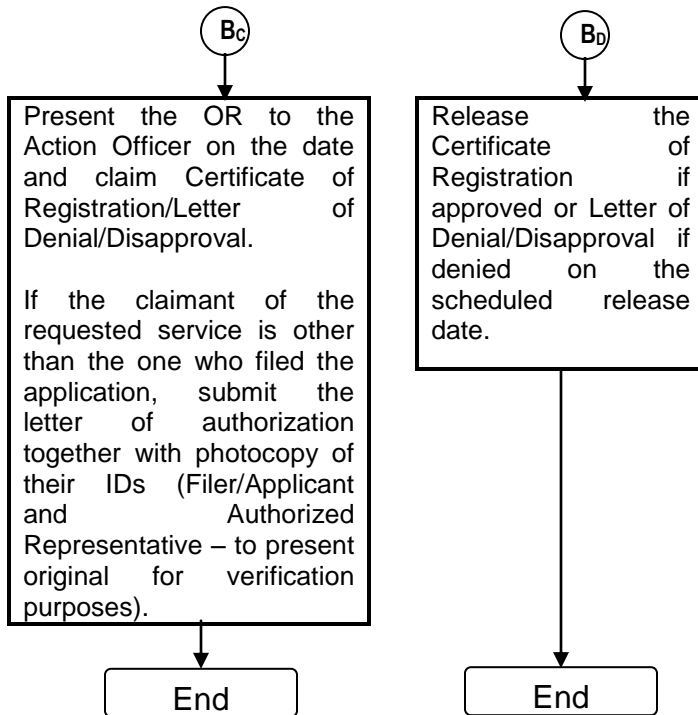
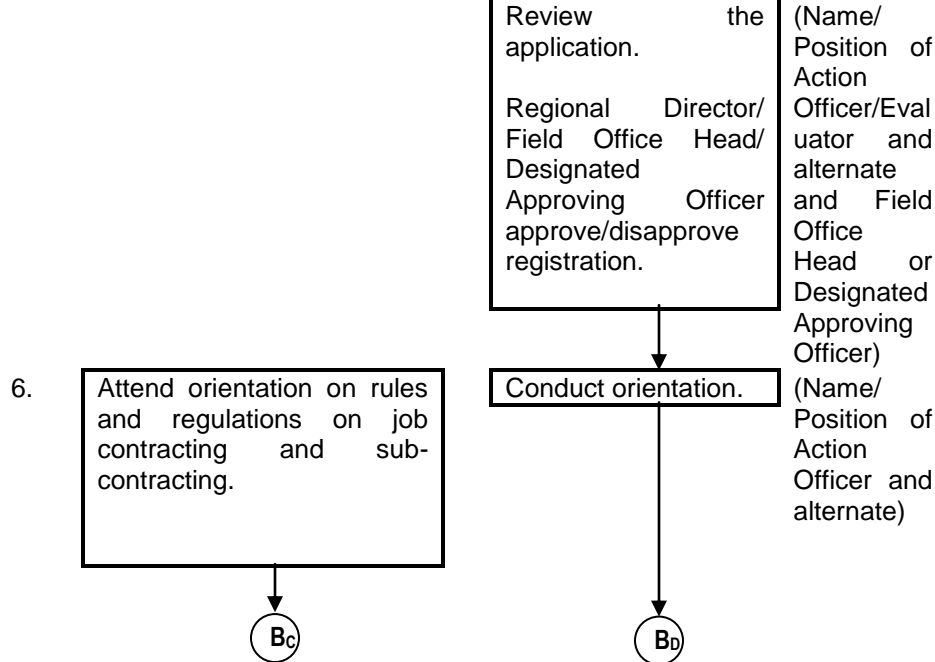
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4.	Get the order of payment.	b. For complete documents:  Issue order of payment.
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5.	Bring the order of payment to the Designated Cashier, pay the ₱100.00 and receive Official Receipt (OR).	Receive payment, issue OR and stamp date and time of release of registration on the face of the OR.
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Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		



One (1) working day upon submission of complete documents

