

# L. Private Recruitment and Placement Agency License

## Private Recruitment and Placement Agency License

Under Article 25 of the Labor Code of the Philippines, as amended, the Department is mandated to govern and regulate the activities of all individuals and entities engaged in the recruitment and placement of persons for local employment.

The Private Recruitment and Placement Agency License is a license issued by the Department authorizing an individual, partnership, corporation or entity to operate a private recruitment and placement agency for local employment.

### Client/s/Applicant/s

1. Must be a Filipino citizen, if single proprietorship. In case of partnership or a corporation, at least seventy-five percent (75%) of the authorized capital stock must be owned and controlled by Filipino citizens;
2. Must have a minimum net worth of P200,000.00 in the case of single proprietorship and partnership or a minimum paid-up capital of P500,000.00 in the case of corporation.
3. The owner, partners or the officers of the corporation must be of good moral character and not otherwise disqualified by law;
4. Must have an office space with a minimum floor area of fifty (50) square meters.
5. Must issue an undertaking on the following:
  - a. That they will not engage in the recruitment of children below 15 years of age or place children below 18 years old in hazardous occupation in accordance with Republic Act No. 9231 and other related laws, and;
  - b. That they will assume full responsibility for all claims and liabilities which may arise in connection with the use of the license.
6. Must have undergone orientation on rules and regulations on local recruitment.

### Requirements

#### **For New/Renewal License:**

1. Duly filled up and notarized application form with undertaking.
2. Certified copy of Certificate of Registration of firm or business name from Department of Trade and Industry (DTI) Business Name Registration for Single Proprietorship; or SEC Registration/By-Laws/Articles of Incorporation/Articles of Partnership for Partnership and/or Corporation - original copy to be presented;

- Must have a minimum paid-up capital of P500,000.00 for corporation
  - Must have a minimum net worth of P200,000.00 for single proprietorship and partnership
3. Specific address and location map of the office/proposed office
  4. Contract of Lease for two (2) years or Owner's Certificate/Title of Office location (minimum office floor area of 50 sq.m.) - original copy to be presented;
  5. Updated NBI Clearance of the applicant-owner, of the partners in the case of partnership or all the officers and members of the Board of Directors in the case of corporation - original copy to be presented;
  6. Organizational structure and list of all officers and personnel with their respective bio-data, two (2) passport size picture and detailed statement of their duties and responsibilities
  7. Income Tax Return (ITR) for the last two (2) years, as the case may be - original copy to be presented;
  8. Sworn statement of assets and liabilities and/or duly audited financial statement, as the case may be;
  9. List of all authorized representatives, if any; who must be at least high school graduate, with their corresponding bio-data, two (2) passport size pictures, high school diploma or other proof of educational attainment duly authenticated, NBI clearance and Special Power of Attorney (SPA) and
  10. Certificate of attendance to orientation on rules and regulations on local recruitment.

**Additional Requirements for Renewal:**

1. DOLE Certificate of No Pending/Has Pending Case - original copy to be presented
2. Original copy of existing license and
3. Proof of Publication of the previous license

The application for renewal shall be filed not later than thirty (30) days before expiration of the same.

The PRPA License cannot be renewed if the licensee/proprietor, or any of the partners and board directors have been convicted by the regular courts for violation of the Labor Code, as amended and its Implementing Rules and Regulations, or if it has been previously revoked.

For Establishment of Branch Office/Renewal of Authority to Operate a Branch Office

1. Certified copy of the current license

2. Organizational structure of the branch office, including duly notarized appointments.
3. NBI Clearance, bio-data and two (2) passport-size pictures of the branch manager and staff members;
4. Certification that the branch office has office space with a minimum floor area of fifty (50) sq.m.
5. Certification that the licensee has no pending case from the DOLE Regional Office which issued the license and where the applicant will establish a branch office and
6. List of all authorized representatives, if any; who must be at least high school graduate, with their corresponding bio-data, two (2) passport size pictures, high school diploma or other proof of educational attainment duly authenticated, NBI clearance and Special Power of Attorney (SPA)

**License Fee**

	New or Renewal of License		Authority to operate a Branch Office
	Single Proprietorship	Corporation/ Partnership	
<b>Filing Fee</b>	<b>P1,000.00</b>	<b>P3,000.00</b>	<b>P1,000.00</b>
<b>License Fee</b>	<b>P6,000.00</b>	<b>P6,000.00</b>	<b>P3,000.00</b>
<b>Cash Bond</b>	<b>P25,000.00</b>	<b>P25,000.00</b>	
<b>Surety Bond</b>	<b>P100,000.00</b>	<b>P100,000.00</b>	<b>Additional P50,000.00</b>
<b>Replacement of Lost License</b>	<b>P600.00</b>		

**Penalty**

P5,000.00 Non-publication of License

P10,000.00 Late filing of application

**Validity period of PRPA License**

Two (2) years, renewable every 2 years

**Where to apply**

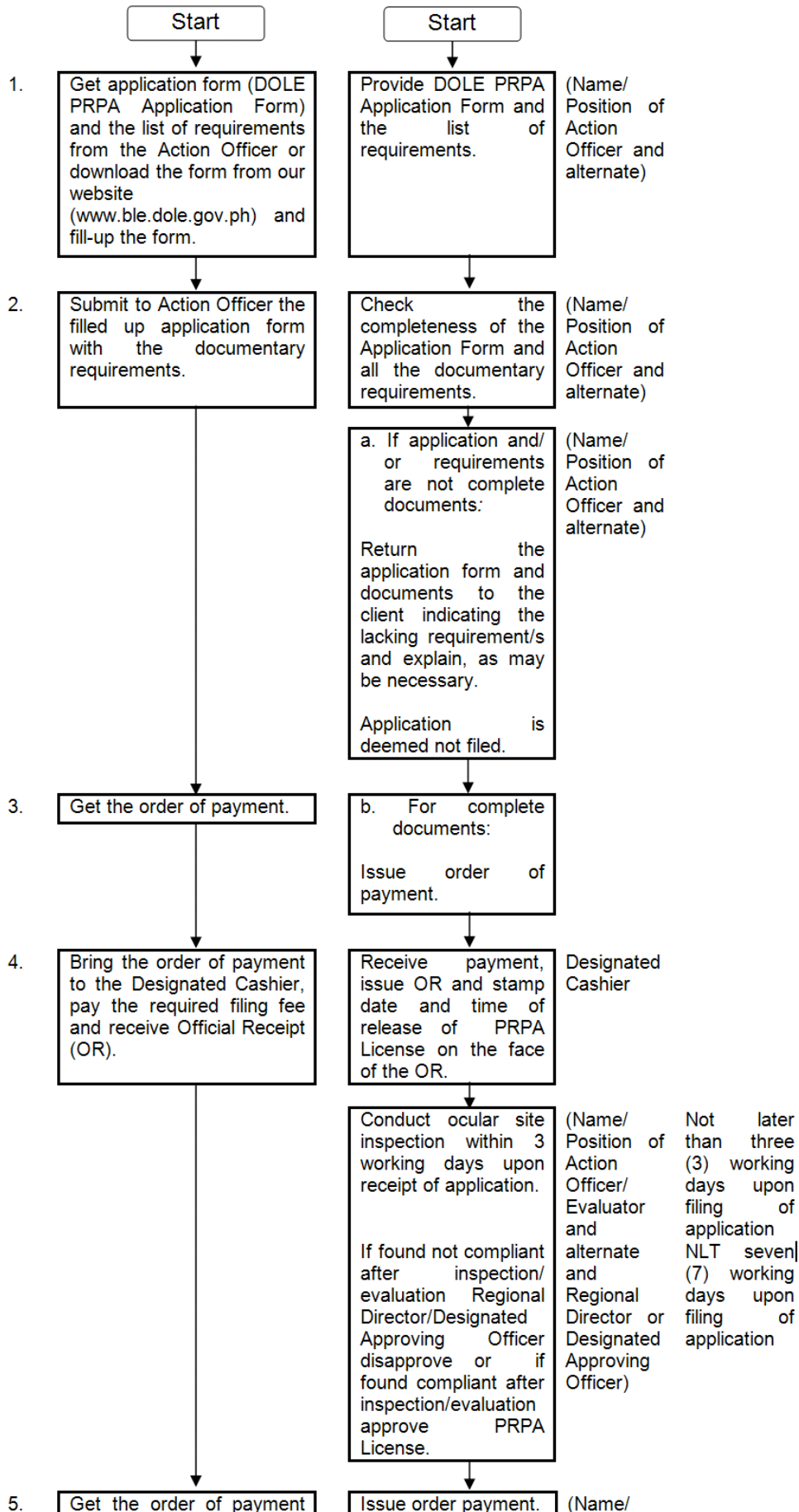
DOLE Regional Office

**Total Process Cycle Time**

Ten (10) Working Days upon submission of complete documents and payment of required fees and bonds

**Basic Steps**

Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		



**Reminders to Applicants and Employers seeking assistance from a Licensed Private Recruitment and Placement Agency:**

**Placement Fee (paid by the worker to the Licensed PRPA)**

Must not exceed twenty percent (20%) of the worker's first month basic salary and in no case shall be charged prior to the actual commencement of employment.

**Service Fee (paid by the employer to the Licensed PRPA)**

Must not exceed twenty percent (20%) of the annual basic salary of the worker and in no case shall the service fee be deducted from the worker's salary.

**Transportation Expenses of the Worker (charge to the employer)**

Transportation of the worker from the place of origin to the place of work shall be charged to the employer and shall in no case be deducted from the worker's salary.

**Issuance of Official Receipt**

Official Receipt for any payments shall be issued for any fees collected by the PRPA.

**Complaints against PRPA**

Report to DOLE and/or the concerned Regional/Field Office having jurisdiction on the PRPA any irregularities and violations incurred by said PRPA.