



## SCHEDULE OF FEES

No.	Documents Issued	Fee (in Php)		PROCESS CYCLE TIME			VALIDITY	NOTE
		New	Renewal	Provincial Office Level	Regional Office Level	TOTAL		
1	Alien Employment Permit	8,000.00	3,000.00	Maximum of <b>three (3)</b> days	Maximum of <b>five (5)</b> days	Maximum of <b>eight (8)</b> days	One (1) year validity or a fraction thereof plus P3,000.00 for every additional year or fraction thereof	Card Replacement: P750.00 Penalty: P20,000.00 for every year or a fraction thereof on foreign nationals found working without an AEP or with an expired AEP
2	Job Contractors and Sub-Contractors Certificate of Registration	25,000.00		Maximum of <b>five (5)</b> days	Maximum of <b>five (5)</b> days	Maximum of <b>ten (10)</b> days	Three (3) years	With ocular inspection within two (2) days upon receipt of complete documents
3	Private Recruitment and Placement Agency License	<b>Filing Fee:</b> Single Proprietorship: 1,000.00 Corporation/Partnership: 3,000.00		Maximum of <b>five (5)</b> days	Maximum of <b>five (5)</b> days	Maximum of <b>ten (10)</b> days	Two (2) years	License Replacement: P600.00
		<b>License Fee:</b> 6,000.00						Penalty: P5,000.00 for Non-publication of License and/or P10,000.00 for late filing of application Cash Bond: P25,000.00/Surety Bond: P100,000.00
4	Authority to Recruit Outside the Business Address of Applicant	1,500.00		Maximum of <b>one (1)</b> day for provincial coverage	Maximum of <b>three (3)</b> days for regional coverage	Maximum of <b>three (3)</b> days	Co-terminus with the PRPA License unless sooner revoked/cancelled by the issuing Regional Office or terminated by the agency.	
5	Authority to Establish Branch Outside Business Address	<b>Filing Fee:</b> 1,000.00		Maximum of <b>five (5)</b> days	Maximum of <b>five (5)</b> days	Maximum of <b>ten (10)</b> days	Co-terminus with the PRPA License unless sooner revoked/cancelled by the issuing Regional Office or terminated by the agency.	License Replacement: P600.00
		<b>Registration Fee:</b> 3,000.00						Surety Bondy: P50,000
6	Job Fair Permit	3,000.00		Maximum of <b>five (5)</b> days	-	Maximum of <b>five (5)</b> days	Within the specified duration of the job fair	Application should be filed at DOLE Provincial Offices where the Job Fair will be conducted
7	Working Child's Permit	100.00		Maximum of <b>eight (8)</b> days	-	Maximum of <b>eight (8)</b> days	Based on the employment contract but not to exceed one (1) year	
8	Union Registration	70.00		Maximum of <b>five (5)</b> days	-	Maximum of <b>five (5)</b> days	Indefinite	
9	Worker's Association Registration	70.00		Maximum of <b>five (5)</b> days	-	Maximum of <b>five (5)</b> days	Indefinite	
10	Collective Bargaining Agreement	1,000.00		Maximum of <b>five (5)</b> days	-	Maximum of <b>five (5)</b> days	Five (5) years	Process Cycle Time starts upon receipt of Official Receipt. Payment should be made at NCMB
11	Certification that Company Has No Pending/Has Pending Case with DOLE	No Service Fee		Maximum of <b>three (3)</b> days	-	Maximum of <b>three (3)</b> days	Indefinite (Depending on the result of inspection)	
12	Certificate of Accreditation of Occupational Safety and Health Practitioners	450.00		Maximum of <b>five (5)</b> days	Maximum of <b>five (5)</b> days	Maximum of <b>ten (10)</b> days	For three (3) years	
13	Certificate of Registration (Rule 1020)	No Service Fee		Maximum of <b>one (1)</b> day	-	Maximum of <b>one (1)</b> day	Indefinite	
14	Accreditation of Co-Partner for Livelihood Projects	No Service Fee		Maximum of <b>three (3)</b> days	Maximum of <b>seven (7)</b> days	Maximum of <b>ten (10)</b> days		

\*NOTE: Only applications with complete documents shall be processed.

