



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT

Region 9

3rd Floor, QNS Building, Veterans Avenue Extension
 Tumaga Road, Zamboanga City



**CHECKLIST OF REQUIREMENTS ON REGISTRATION FOR
 JOB CONTRACTORS/SUB-CONTRACTORS**

Applicant Name and Address		Contact No		
Authorized Rep. and Address		Contact No		
Received By				
Received Date		Status:	Complete	
			Incomplete	
Remarks			Returned Date	
New Registration:		YES	NO	NAP
1. Duly accomplished and notarized Application Form				
2. Certified true copy of certificate of registration of firm or business name from the Security and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA), or from the DOLE if the applicant is a labor organization				
3. Certified copy of valid license or business permit issued by the Local Government Unit (LGU) where the contractor/subcontractor operates				
4. Certified listing, with proof of owner or lease contract, of facilities, tools, equipments, premises implements, machineries and work premises, that are actually and directly used by the contractor in the performance or completion of the job, work or service contracted out				
5. Copy of audited financial statement if applicant is a corporation, partnership, cooperative or a labor organization, or copy of the latest Income Tax Return (ITR) if the applicant is a sole proprietorship				
6. Sworn disclosure that the registrant, its officers and owners or principal stockholders or any one of them, has not been operating or previously operating as a contractor under a different business name or entity or with pending cases of violations on labor standards, or with a cancelled registration				
7. DOLE Certification of attendance to orientation seminar on D.O. 18-A series 2011, and an undertaking that the contractor shall abide by all applicable labor laws and regulations				
8. Verification Inspection				
9. Certificate of pending or no pending labor standards violations case/s with the National Labor Relations Commission (NLRC) and Department of Labor and Employment (DOLE)				
Renewal:				
1. Updated documents in numbers (5.1.1) to (5.1.8) on item number five point one (5.1)				

2. Certificate of membership and proof of payment of SSS, Philhealth, BIR, ECC and Pag-Ibig, contributions for the last three (3) years, as well as loan amortizations			
3. Certificate of pending or no pending labor standards violations case/s with the National Labor Relations Commission (NLRC) and Department of Labor and Employment (DOLE)			

Fees:

- Payment of Registration fee of Twenty five thousand pesos (25,000.00) shall be required upon approval of the application

Validity:

- The contractor shall be deemed registered only on the date of issuance of its Certificate of Registration, effective for three (3) years, unless cancelled after due process. The same shall be valid in the region where it is registered.
- In case the contractor has Service Agreements or operates outside the region where it is registered, it shall request a duly authenticated copy of its Certificate of registration from the registering Regional Office and submit the same to the DOLE Regional Office where it seeks to operate, together with a copy of its Service Agreement/s in the area, for purposes of monitoring compliance.