



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
 FOR PRIVATE RECRUITMENT AND PLACEMENT AGENCY (PRPA)**

FOR SINGLE PROPRIETORSHIP

Applicant Name and Address		Contact No		
Authorized Rep. and Address		Contact No		
Received By:				
Received Date:		Status:	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete	
Remarks:			Returned Date:	
Basic Requirements:		YES	NO	NAP
NEW				
1. Duly accomplished and notarized application form (2 copies)				
2. Certified copy of the Certificate of Business Name Registration and Certification from DTI				
3. Contract of Lease for two (2) years or owner's Certificate / Title of Office Location (Minimum Office Floor Area of 50 sq. m)				
4. Updated NBI Clearance of the applicant-owner				
5. Organizational Structure and list of all officers and personnel with their respective bio-data and 1 ID size picture and detailed description of their duties and responsibilities				
6. Specific address, location map and picture of the office face and facilities				
7. ITR for the last two (2) years, if available				
8. Sworn statement of assets and liabilities with a minimum net worth of P200,000.00				
9. List of all authorized representatives, if any; who must be at least high school diploma or other proof of educational attainment duly authenticated NBI clearance and Special Power of Attorney (SPA)				
10. Surety Bond valid for two (2) years worth Php100,000.00				
11. Fees: P1,000.00 - Filing Fee P6,000.00 – License Fee P25,000.00 – Cash Bond				
RENEWAL				
1. Duly accomplished and notarized application form (2 copies)				
2. Contract of Lease for two (2) years or Owner's Certificate / Title of Office location (Minimum Office Floor Area of 50 sq. m.)				

3. Updated NBI Clearance of the applicant-owner			
4. Company's ITR and duly audited financial statement for the last two (2) years			
5. DOLE Clearance			
6. Original Copy of existing License			
7. Proof of publication			
8. Surety Bond valid for two (2) years worth P100,000.00			
9. Fees: P1,000.00 – Filing Fee P6,000.00 – License Fee			

Note:

1. No application shall be accepted unless all the requirements have been complied with.
2. Specific address and location map of the office may be required in case there is a change in office address.
3. Recruitment and Placement Reports shall be submitted to DOLE-NCR every 5th day of the month using the prescribed Forms.
4. Proof of Publication shall be submitted to DOLE-NCR within 15 days upon release of the license
5. Renewal of license shall be filed 30 days before expiration
6. Office premises maybe subjected to ocular inspection whenever necessary
7. All fees shall be paid upon filing of application