



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 THE ISSUANCE OF
 WORKING CHILD PERMIT (WCP)**

Applicant Name and Address		Contact No			
Authorized Rep. and Address		Contact No			
Received By:					
Received Date:		Status:	Complete		
			Incomplete		
Remarks:			Returned Date:		
Documentary Requirements (First Application):			YES	NO	NAP
1. Notarized WCP Application Form					
2. Birth Certificate or Certificate of Late Registration of Birth					
3. Notarized Employment Contract					
4. Updated Medical Certificate (1 month)					
5. Proof of Schooling (any of the following)					
- Certificate of Enrollment					
- Current school I.D.					
- Report card					
6. 2 passport size photographs					
7. SEC					
8. DTI					
9. Mayor's Permit					
10. Valid I.D. of parents/guardian					
11. Application Fee of * P100.00 only					
Succeeding Application					
1. Original WCP card					
2. Notarized Application Form					
3. Notarized Employment Contract					
4. Updated Medical Certificate (1 month)					
5. Proof of Schooling (any of the following)					

- Certificate of Enrollment			
- Current school I.D.			
- Report card			
6. 2 passport size picture			
7. Application Fee of * P100.00 only			

NOTE:

1. Only applications with complete requirements and without any documents for verification are Under Continuous Service Improvement (CSI) or can be processed and released within one (1) day.
2. Applications received on or before 10:00 a.m. shall be processed and released on or before 5:00 p.m. of the same working day.
3. Applications with documents received after 10:00 a.m. shall be released on or before 5:00 p.m. of the following day.
4. If you do not receive your WCP after one (1) week, please call the concerned DOLE-NCR Field Office
5. Applications shall be filled in the respective field office that has jurisdiction in your area.