

# APPLICATION FOR AUTHORITY TO OPERATE BRANCH OFFICE OF A PRIVATE EMPLOYMENT AGENCY

**Private Sector Participation in the Recruitment and Placement of Workers.** Pursuant to national development objectives and in order to harness and maximize the use of private sector resources and initiatives in the development and implementation of comprehensive employment program, the private employment sector shall participate in the recruitment and placement of workers, locally xxx under such guidelines, rules and regulations as maybe issued by the Secretary of Labor.

<b>OFFICE OR DIVISION</b>	DOLE Regional Office 5
<b>CLASSIFICATION</b>	Complex
<b>TYPE OF TRANSACTION</b>	G2C - Government to Citizen   G2B - Government to Business
<b>WHO MAY AVAIL</b>	Only resident Filipino citizens, corporations, partnerships or entities at least 75% of the authorized and voting capital stock of which is owned and controlled by resident Filipino citizens shall be permitted to participate in the recruitment and placement of workers locally

## CHECKLIST OF REQUIREMENTS

- DOLE PRS Application form (1 original copy)
- Proof of payment of registration fee of Php5,000.00 (1 copy)
- Valid license (1 certified true copy)
- Organizational structure of the branch office, including names of manager and staff members (1copy)
- NBI clearance of the branch manager and staff members (1 original copy)
- Certification that the branch office has an office space with a minimum floor area of 30 square meters for the exclusive use of the branch office (1 original copy).

## WHERE TO SECURE

- DOLE RO5 – Technical Services and Support Division (TSSD)
- [www.ble.dole.gov.ph](http://www.ble.dole.gov.ph)
- DOLE Regional Office 5
- DOLE RO5 - Technical Services and Support Division (TSSD)
- Licensed agency owner
- National Bureau of Investigation
- Licensed agency owner

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete required documents to the DOLE Regional Office Action Officer.  See VII. List of Offices for the office address of DOLE Regional Offices.	1. Check the completeness of the Application Form and all the documentary requirements.	None	15 minutes	VANESSA ANTONETTE Q. MIGUEL LEO II
2. Get the Order of Payment for registration fee.	1. For complete documents, issue Order of Payment.  <input checked="" type="checkbox"/> For incomplete documents, return the application form and documents to the client indicating the lacking requirement/s and explain, as may be necessary. Application is deemed not filed.	None	20 minutes	VANESSA ANTONETTE Q. MIGUEL LEO II
3. Present the Order of Payment to the Cashier, pay the required filing fee and receive Official Receipt (OR).	3. Receive payment and issue OR.	P5,000.00 – registration fee	20 minutes	GINA ARMARIO Regional Cashier
	3.1. Evaluate the documents and conduct an ocular inspection of the branch office.	None	4 days	VANESSA ANTONETTE Q. MIGUEL LEO II
	3.2. Approve/Deny application for license.	None	2 days	MA. ZENaida A. ANGARA-CAMPITA, CESO III Regional Director
4. Get the Order of Payment for surety bond/Letter of Denial or Disapproval.	4. For approved application, Issue Order of Payment. Otherwise, issue Letter of Denial/ Disapproval.	None	15 minutes	VANESSA ANTONETTE Q. MIGUEL LEO II
5. Present the Order of Payment to the Cashier, submit evidence of posting of surety bond issued by bonding company accredited by the Insurance Commission, and receive Official Receipt (OR).	5. Receive payment and issue OR.	P100,000.00 – Surety Bond	15 minutes	VANESSA ANTONETTE Q. MIGUEL LEO II
6. Receive the Authority to Operate Branch Office.  Note: An application to renew an authority shall be filed at least fifteen (15) days before the date of its expiration	5. Issue the authority to operate branch office, the validity of which is co-terminus with license.	None	15 minutes	VANESSA ANTONETTE Q. MIGUEL LEO II
<b>PROCESSING TIME</b>		P105,000.00	For approved application to Operate Branch Office: 6 days, 1 hour, 40 minutes For disapproved application: 2 days, 55 minutes	<i>More than jobs! It's about jobs.</i>