

APPLICATION FOR AUTHORITY TO RECRUIT

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 under such guidelines, rules and regulations as maybe issued by the Secretary of Labor and Employment.

OFFICE OR DIVISION	DOLE Regional Office 5
CLASSIFICATION	Complex
TYPE OF TRANSACTION	G2C - Government to Citizen G2B - Government to Business
WHO MAY AVAIL	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

- Letter request by the agency indicating the list of job vacancies, potential employers, exact date and venue of the recruitment activity, and the names of the designated representatives (1 original copy) (1 original copy)
- Valid PEA license (1 Certified True Copy)
- NBI Clearance of the authorized representative (1 original copy)
- Certificate of No Pending Case from DOLE (1 original copy)

WHERE TO SECURE

- Applicant licensed agency owner
- DOLE Regional Office 5 - Technical Services and Support Division (TSSD)
- National Bureau of Investigation
- DOLE Regional Office – TSSD/Court

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 letter request and completeness of all the documentary requirements. ☑ For incomplete documents, return the documents to the client indicating the lacking requirement/s and explain, as may be necessary. Application is deemed not filed.	None	15 minutes	VANESSA ANTONETTE Q. MIGUEL LEO II
	1.1. Evaluate application documents.	None	2 hours	VANESSA ANTONETTE Q. MIGUEL LEO II
	1.2. Approve/Disapprove the application.	None	2 days	MA. ZENaida A. ANGARA-CAMPITA, CESO III Regional Director
2. Get the Order of Payment/ Letter of Denial or Disapproval.	2. For approved application, issue Order of Payment. Otherwise, issue Letter of Denial/ Disapproval.	None	10 minutes	VANESSA ANTONETTE Q. MIGUEL LEO II
3. Present the Order of Payment to the Cashier, pay the required registration fee and receive Official Receipt (OR).	3. Receive payment and issue OR.	P500.00 – registration	1 hour	GINA ARMARIO Regional Cashier
4. Receive the Authority to Recruit.	4. Issue the Authority to Recruit, valid in the date and venue as indicated for a maximum of five (5) days. The recruitment activity shall be conducted during the normal business hours.	None	1 day	VANESSA ANTONETTE Q. MIGUEL LEO II
PROCESSING TIME		P500.00 – registration fee	3 days, 3 hours, 25 minutes	

More than jobs!
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