

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. ____

NOTICE OF VOLUNTARY RECOGNITION

INSTRUCTIONS: Parts I & II shall be accomplished by the applicant. Supply all required information.		
PART I. General Information		Date Accomplished:
A. Parties		
A.1. Name of Establishment/Company:	Address:	Tel. No.:
A.2. Name of Union:	Address:	Tel. No.:
Affiliation of Union, if any (State the name of the Federation/National Union):	Registration Certificate No. /Certificate of Local Creation No.: _____ Date Registered: _____ Office which issued Registration Certificate/ Certificate of Local Creation: <input type="checkbox"/> Regional Office No. _____ <input type="checkbox"/> Bureau of Labor Relations	
A.3. Type of Industry where the parties operate:	A.4. Product Line:	
B. Coverage of the Bargaining Unit		
B.1. Composition: <input type="checkbox"/> Supervisory <input type="checkbox"/> Rank and File		
B.2. Structure: <input type="checkbox"/> Employer Unit <input type="checkbox"/> Occupational Unit		
B.3. Sectoral Classification: <input type="checkbox"/> Industry <input type="checkbox"/> Services <input type="checkbox"/> Agriculture		
B.4. Occupational Classification: <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> Faculty <input type="checkbox"/> Professional <input type="checkbox"/> Manufacturing <input type="checkbox"/> Sales/Marketing		
B.5. Mode of Payment of Wages: <input type="checkbox"/> Monthly-paid <input type="checkbox"/> Daily-paid <input type="checkbox"/> Hourly paid <input type="checkbox"/> Task/"pakiao" <input type="checkbox"/> Commission		
C. No. of Employees		
Establishment/Company	Bargaining Unit	Union Members
Male _____ Female _____	Male _____ Female _____	Male _____ Female _____

PART II. Joint Attestation of Posting/Majority Support

We, _____, President of the _____,
(Union President's Name) (Union's Name)

of legal age, residing at _____,
(Union President's Permanent Address)

and _____, _____, of the _____
(Company Representative's Name) (Company Designation) (Company's Name)

_____, engaged in _____
(Company's Name) (Type of Industry and Product Line)

of legal age, residing at _____,
(Company Representative's Permanent Address)

after first being sworn in accordance with law, depose and say:

1. That the joint statement of voluntary recognition has been posted in two (2) conspicuous places within the premises of the establishment/company or bargaining unit, and within the place where the union seeks to operate for a period of fifteen consecutive days, from _____ to _____;
2. That the total number of employees in the bargaining unit is _____;
3. That the fact of voluntary recognition is supported by _____ which is more than majority of the employees/members of the bargaining unit, which fact is evidenced by the attached document containing the employees/members' names and signatures;
4. That there is no other registered labor organization operating within the same bargaining unit;
5. That we subscribe to this attestation in compliance with Section 2, Rule VII of Department Order No. 40, Series of 2003.

DONE this ____ day of _____ at _____

_____.

Signature Over Printed Name
(Union President)

Signature Over Printed Name
(Company Representative)

Com. Tax Cert. No. _____
Issued on _____
Issued at _____

Com. Tax Cert. No. _____
Issued on _____
Issued at _____

SUBSCRIBED AND SWORN TO before me this ____ day of _____, at _____
_____, the parties herein exhibiting to me their Community Tax Certificate .

NOTARY PUBLIC

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PART III. PROCESSING OF REQUIREMENTS (To be accomplished by the processor in the RO)	Date Received:
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A. Checklist of Requirements. All documents shall be certified made under oath by the representative(s) of the employer(s) and the labor union(s) concerned. All documents shall be submitted in the triplicate copies: one original and two duplicate copies

PART IV. APPROVAL/DENIAL

A. Entry/Denial

Entered in the registry of legitimate labor organizations with duly signed Certificate of Registration of Local/Chapter attached

Entry denied, with duly signed Notice of Non-Compliance

B. Respectfully endorsed to the Director

For approval of Registration of Creation of Local/Chapter

For approval of Notice of Non-Compliance

Recommended by:

 Director/Head Field Office

 Date

Approved for release

 Name of Releasing Officer

 Date