



Document Code:	FM-OPM-TSSD-15-01	Issue Number:	02
Effective Date:	December 18, 2017	Revision Number:	00

APPLICATION FOR CLEARANCE

Name of Establishment	
Address- Head Office	
Branch	
Owner/ Manager	
Nature of Business	

Purpose/s for Applying for Clearance:

- 1.)
- 2.)

Location of other Operating Branches

- 1.)
- 2.)

Attachments: (Please refer to the back for the required attachments)

Note: For branch office applicants, please attach clearance from the DOLE Regional Office where the main office of the establishment is located.

I attest under penalties of perjury that _____
(Name of Establishment)

of which I am the owner/ manager has no unsettled, or unsatisfied order on worker's monetary benefits of the Department of Labor and Employment and I am executing this statement for the issuance of clearance from the Department of Labor and Employment-CAR.

(Signature)

Name of Owner/Manager

SUBSCRIBED and SWORN TO before me this ___th day of _____ 201__ affiant _____ exhibiting Residence Certificate No. _____ and executing the above-said statements voluntarily and of his own free will.

Page No. _____
Doc. No. _____
Book No. _____
Series of _____

Notary Public
Until _____



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Requirements

1. For Individual

- Application for Clearance/Request Form or letter request indicating the purpose
- Identification Card of the requesting party

2. For Corporation, Agency and Other Legal Entities

a. For Bidding purposes

- Application for Clearance/Request Form or letter request indicating the purpose.
- Photocopy of the Official Receipt (OR) of the bidding fee
- Pertinent bidding document/s showing that the Certification of No Pending / With Pending Case from DOLE Office is being required of the company i.e., Checklist of eligibility Requirements, Instruction to Bidders and the like
- Identification Card of the requesting party

b. For Renewal of License/Certificate of Registration

- Application for Clearance/Request Form or letter request indicating the purpose
- Identification Card of the requesting party

c. For Withdrawal of Escrow Deposit

- Photocopy of escrow deposit
- Any document showing/certifying that the Certification of No Pending/With Pending Case from DOLE is being required of the company.
- Identification Card of the requesting party

d. For Other Legal/Valid Purpose

- Any document showing/certifying that the Certification of No Pending/With Pending Case from DOLE is being required of the company.
- Identification Card of the requesting party

3. For Contractor/Sub-contractor (Security Agency, Manpower Agency, Janitorial Services and other Job Contractors)

- Registration under Department Order No. 174-17

Total Process Cycle Time

Maximum of three (3) working days upon receipt of complete documents