

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

APPLICATION FOR CBA REGISTRATION

Instructions: Parts I & II shall be accomplished by the applicant. Supply all required information		
Part I. General Information		Date accomplished:
A. Parties		
A.2 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 Cert. No./Cert. of Local Creation No.:	
	Date Registered: _____ Office which Issued Registration Certificate/ Certificate of local Creation: [] Regional Office No. _____ [] Bureau of Labor Relations	
A.3 Representations status acquired through: [] Certification/Consent Election [] Voluntary Recognition	Date certified as winner (CE) _____ Date when VR was recorded by DOLE _____	
A.4 Type of Industry where the parties operate:	A.4 Product Line	
B. Coverage of the Bargaining Unit		
B.1 Composition: [] Supervisory [] Rank-and-file B.2 Structure: [] Employer Unit [] Occupational Unit B.3 Sectoral Classification: [] Industry [] Service [] Agriculture B.4 Occupational Classification: [] Technical [] Administrative [] Faculty [] Professional [] Manufacturing [] Sales/Marketing B.5 Mode of Payment of Wages: [] Monthly-paid [] Daily-paid [] Hourly-paid [] Task/"pakiao" [] Commission		
C. Number of employees		
In the Establishment Male _____ Female _____	Bargaining Unit Male _____ Female _____	Union Members Male _____ Female _____
D. Duration/Period/Status of Agreement		
D.1. Ratification Date Ratified: Number of Ratifying Signatures:	D.2. Duration/Effectivity From: To:	D.3. Status of Agreement [] First [] Renegotiated [] Renewal [] 1 st Renewal [] 2 nd Renewal [] 3 rd Renewal [] 4 th Renewal *No registration fee for renegotiation CBA.

Part II. Labor and Company/Employer Representatives Attestation/Certification

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 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 collective bargaining agreement was posted in two (2) conspicuous places within the premises of the establishment/company or bargaining unit, and within the places where the union seeks to operate for a period of five days, from _____ to _____;
2. That the total number of employees in the bargaining units is _____;
3. That the CBA was 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' name and signatures;
4. That we subscribe to this attested /certification in compliance with Section 2, Rule XVII 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 Certificates.

NOTARY PUBLIC

Doc. No.

Page No.

Book No.

Series of 200____

Part III. Processing of Requirements

To be accomplished by the processor in the RO.

Date Received:

A. Checklist of Requirements, Document 1-4 shall be certified under oath by the representative(s) of the employer(s) and the labor union(s) concerned. All documents shall be submitted in triplicate copies: one original copy and two duplicate copies.

- 1. Duly accomplished form.
- 2. Copy of the collective bargaining agreement
- 3. A Statement that the collective agreement was posted in at least two conspicuous places in the establishment or establishments concerned for at least five days before its ratification (*Part II of the Form*)
- 4. A statement that the collective bargaining agreement was ratified by the majority of the employees in the bargaining unit of the employers concerned (*Part II of the Form*)
- 5. List of employees/members with corresponding signatures who ratified the CBA.

No other document shall be required in the registration of collective bargaining agreement other than the above- stated requirements.

B. Verification (Processor to verify with the records on file with BLR and RO)

- Verified/checked that the labor organization/union is a registered labor union and a recognized or certified bargaining agent in the bargaining unit.

C. Payment of Registration Fee

- Registration fee paid under O.R No _____ Date _____
- Registration fee not paid

D. Recommendation in the Application:

- Recommending issuance of CBA certificate of registration considering that the applicant has complied with all the documentary requirements
- Recommending that the notice be issued for completion of the lacking requirements/certification under oath/registration as a labor organization
- Recommending denial due to failure to comply with documentary/certification requirements within ten days from receipt of notice.

Processor
(Signature over printed name)

Date

Part IV. Approval/Denial

- Approval of the CBA certificate of registration
- Notification for completion/compliance of lacking requirements
- For signature of the notice of denial.

Recommended by:

Division Chief

Date

Approved for release:

Director

Date