

Republic of the Philippines
Department of Labor and Employment
REGIONAL OFFICE No. _____

APPLICATION FOR REGISTRATION OF JOB CONTRACTORS/SUBCONTRACTORS

1. Business Name: _____ TIN _____
2. Business Address: _____
3. Telephone No. _____ Fax: _____ Email: _____
4. Contact Person and Position: _____
5. Areas of Operation: _____
6. Nature of Business: _____ 7. Industries to be covered _____
8. Number of Regular Workers: _____ Male _____ Female _____
9. Names, Positions and Addresses of Officers and Staff:

Names of Officers/Staff	Position	Postal Address

10. List of Clients (use additional sheet if necessary)

Name and Address of Client/Principal	Nature of Business	Services Provided to Clients/Principal	Description of the Phase of the Contract	Number of Employees Covered in each Phase of the Contract	
				Male	Female

11. UNDERTAKING:

That I, _____, Filipino, of legal age, _____,
name civil status position
 Of _____, after having been duly sworn to in accordance with law, do
name of company
 hereby depose and say:

1. That our company shall abide by all applicable laws and regulations of the Department of Labor and Employment;
2. That the remittances to SSS, HDMF, Philhealth, ECC and BIR will be paid religiously by the company.

In witness whereof, I have hereunto affixed my signature this ___ day of _____ 20__ in _____

 (Affiant's Name /Signature)

SUBSCRIBED AND SWORN to before me this ___ day of _____ 2009. Affiant exhibited to me his/her Residence Certificate No. _____, issued at _____ on _____.

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

Note: All contacts entered into after this registration shall be reported to the DOLE Regional Office on or before the 10th day of the month immediately following the date of entry into contract.

Instructions in Accomplishing Form No. 1

APPLICATION FOR REGISTRATION OF JOB CONTRACTOR/ SUBCONTRACTOR

This form shall be accomplished by the contractor/sub-contractor in triplicate and submitted to the DOLE Regional Field Office having jurisdiction on the place of the contractors/sub-contractors' main office.

1. Business Name

Enter the business name of the contractor/subcontractor registered with the SEC, DTI, CDA, or DOLE.

2. Business Address

Enter the business address of the contractor/sub-contractor

3. Telephone No.

Enter the telephone number(s) of the contractor/sub-contractor.

4. Contact Person/Position

Enter the name of the President or General Manager or any other officer of the company who can provide information on the entries. Indicate the position of the officer.

5. Areas of Operation

Enter or enumerate the area(s) or places covered by the contractor/subcontractor.

6. Nature of Business

Indicate the kind of business the contractor/sub-contractor is engaged in i.e., janitorial services, messengerial, trucking services, etc.

7. Industries to be covered

Indicate the kind of industries of the clients/prospective clients to be covered.

8. Number of Regular Workers/Male/Female

Enter the number of regular workers of the contractor/sub-contractor broken down into male and female.

9. Names, Positions, and Address of Officers/Staff

Enumerate the names of the officers and staff of contractors/sub-contractor, their respective positions in the company and their respective home addresses. This does not include the names of the workers to work with the principal. Additional sheet may be used if necessary.

10. List of Actual Clients

Enumerate the name(s) and addresses of the clients with which the contractor/sub-contractor have existing contracts, its nature of business, services to be provided to the client, number of personnel assigned to each client, description of each phase of the contract, the number of employees covered in each phase of the contract, disaggregated into male and female.

11. Undertaking

Indicate the needed information in the blank spaces provided in the undertaking.

The signature of the President or General Manager and the date of signing should appear in the designated portion of the form.

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name of company after having been duly sworn to in accordance with law, do

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