

	Republic of the Philippines DEPARTMENT OF LABOR AND EMPLOYMENT Cordillera Administrative Region Cabinet Hill, Baguio City Tel. Nos.: (074) 424 – 0824; (074) 443 – 5338 Email: dolecar88@yahoo.com	Document Code FM-OM-07-02
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CHECKLIST FOR WORKING CHILD PERMIT REQUIREMENTS
NOTE: APPLICANTS MUST PLACE ALL DOCUMENTS IN A LONG BROWN FOLDER WITH PLASTIC FASTENER. DO NOT PUT ANY LABEL OR MARKINGS IN THE FOLDER.
<input type="checkbox"/> Duly accomplished notarized application form
<input type="checkbox"/> Authenticated copy of Birth Certificate
<input type="checkbox"/> Two (2) passport-size ID pictures
<input type="checkbox"/> Proof of schooling (certificate of enrollment for the current year or current school identification or report card) or if the child is not enrolled, a brief description of the program for education, training and skills acquisition for the child based on the program developed by DepED for formal, non-formal and alternative learning systems of education or by the TESDA, whichever is applicable to the circumstance of the child
<input type="checkbox"/> A medical certificate with the doctor's printed name and signature and license number
<input type="checkbox"/> Notarized Contract of Employment or Agreement – Terms and Conditions of employment including hours of work, number of working days, remuneration and rest period
<input type="checkbox"/> Copy of SEC Registration/Business Permit/License of the Employer
<input type="checkbox"/> Payment of application fee of P100.00
<input type="checkbox"/> Valid ID of Parent or Guardian

NOTE: The work permit shall state the period of its validity based on the employment contract. However, the period of validity shall in no case one (1) year.

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