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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.

- Duly accomplished notarized application form
- Authenticated copy of Birth Certificate
- Two (2) passport-size ID pictures
- 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
- A medical certificate with the doctor's printed name and signature and license number
- Notarized Contract of Employment or Agreement – Terms and Conditions of employment including hours of work, number of working days, remuneration and rest period
- Copy of SEC Registration/Business Permit/License of the Employer
- Payment of application fee of P100.00
- 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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