



Document Code:	FM-OPM-TSSD-01-06	Issue Number:	02
Effective Date:	July 2, 2018	Revision Number:	00

### CHECKLIST OF REQUIREMENTS(CBA)

**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. Collective Bargaining Agreement
- 2. A statement that the collective bargaining agreement was posted in at least two conspicuous places in the establishment or establishments concerned for at least five (5) days before its ratification
- 3. A statement that the collective bargaining agreement was ratified by the majority of the employees in the bargaining unit of the employer or employers concerned
- 4. List of documents that are not certified under oath by the representative(s) of the employer(s) and labor unions(s) concerned:

***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 /FO Focal  
(Signature over printed name)

\_\_\_\_\_  
Date

**A. 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:**

\_\_\_\_\_  
Processor /FO Focal

\_\_\_\_\_  
Date

**Approved for release:**

\_\_\_\_\_  
Approver/ FO Head

\_\_\_\_\_  
Date