

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Cordillera Administrative Region
Baguio City

Registry of Establishments

1a. Business Name: _____		EIN <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>											
1b. Registered Name: _____													
1c. Tax Identification Number (TIN) _____													
2. Address : _____		_____											
<small>Floor/Bldg No./Street/Subdivision</small>	<small>Barangay/City/Municipality</small>	<small>Province</small>	<small>Zip Code</small>										
3. Telephone No. _____		4. Fax No. _____	5. E-mail Address: _____										
6. Name of Manager/Owner: _____													
7. Main Economic Activity: _____		PSIC: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>											
Major Products/Goods or Services: _____		Code _____											
8. Legal Organization (Check appropriate box)		9. Economic Organization (Check appropriate box)											
<input type="checkbox"/> Single Proprietorship		<input type="checkbox"/> Single Establishment											
<input type="checkbox"/> Partnership		<input type="checkbox"/> Branch only											
<input type="checkbox"/> Government Corporation		<input type="checkbox"/> Establishment and main office											
<input type="checkbox"/> Private Corporation		<input type="checkbox"/> Main Office only											
<input type="checkbox"/> Others, <i>specify</i> _____		<input type="checkbox"/> Ancillary unit (except main office)											
10. Total Employment: _____		Regular: _____ Non-Regular: _____											
Male: _____ Alien Workers: _____		Minors: Below 15 years old: _____											
Female: _____		15 – below 18 years old: _____											
11. Name and Address of Labor Union, if any: _____													
12. Total Number of Subcontractors: _____		13. Total Number of Subcontracted Employees: _____											
14. Technical Information (Underline or enumerate as applicable)													
Machinery, Equipment and Other Devices in Use (ex. Circular saw, machine drill press, boiler, pressure vessel. Internal combustion engine, engine diesel, gasoline, etc.)													
Materials Handling Equipment (Power trucks, hand trucks, conveyors, forklift, cranes etc.)													
Chemical or Substances Used or Handled _____													
Others: _____													
For Updating purposes, accomplish also:													
15. If name of establishment has been changed, state former name: _____													
16. If location of establishment has been changed, state former address: _____													
_____		_____											
<small>Floor/Bldg No./Street/Subdivision</small>	<small>Barangay/City/Municipality</small>	<small>Province</small>	<small>Zip Code</small>										
			GEO CODE <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>										

CERTIFICATION

This is to certify as to the accuracy of the data provided in this form.

Name/Signature of Person Accomplishing the Form: _____			
Position: _____		Fax No.: _____	
Telephone No.: _____		E-mail address: _____	
Date Filed	Date Approved	By Authority of the Regional Director: _____ Assistant Regional Director	

Data Elements and Terms/Definitions Used

The following are the items of information included in the Registry of Establishments:

Establishment Identification Number (EIN) – is assigned sequentially for all establishments registered at DOLE Regional Offices. The first 2 digits refer to the regional office code and remaining 6 digits shall be assigned sequential number of the registered establishment. The format is XX-NNNNNN.

The region codes are as follows:

01 – Region 1	09 – Region 9
02 – Region 2	10 – Region 10
03 – Region 3	11 – Region 11
4A – Region 4A	12 – Region 12
4B – Region 4B	13 – N C R
05 – Region 5	14 – C A R
06 – Region 6	15 – Caraga
07 – Region 7	16 – A R M M
08 – Region 8	

Business Name (BN) – the name under which a business operates. Business name distinguishes one establishment's products and services from those of its competitors, and helps to establish its identity in the marketplace. This could be the name registered with the Department of Trade and Industry (DTI) or the name used in securing business permit.

Registered Name (RN) – the name registered with the Securities and Exchange Commission (SEC). Registered name will be used to link establishments within the same enterprise.

Business Address (BA) - the actual physical location of the establishment or where the plant, mill, office, store, etc. is located.

Geographic Code (GEOCODE) - is a systematic classification and coding of geographic areas in the Philippines. Its units of classification are based on the four well-established levels of geographical-political subdivisions of the country such as the region, the province, the municipality/city and the barangay.

Telephone Number]
Fax Number] The contact information of the establishment.
E-mail Address]

Name of Manager/Owner – for single proprietorship, complete name of owner; for a partnership, indicate the name of the partner who manages the affairs of the partnership; for a corporation, the name of major stock holder (with the biggest share).

Main Economic Activity – activity that contributes the biggest or major portion of the gross income or revenues of the establishment, e.g. metallic ore mining, food manufacturing, retail trade, education.

Major Products/Goods or Services – specific products/goods produced or service given by the establishment, e.g. gold, ice cream, electricity, residential buildings, automotive parts, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.

PSIC Code – the six-digit Amended 1994 Philippine Standard Industrial Classification (PSIC) Code corresponding to the main economic activity reported by the establishment.

Legal Organization (LO) – the form of business association of the establishment. It may be single proprietorship, partnership, or a corporation,

Economic Organization (EO) – economic unit of the establishment. It may either be a single establishment, branch only, establishment and main office, main office only, or an ancillary unit (except main office).

Single establishment – which has neither branch nor main office.

Branch only – is an establishment which has a separate main office located elsewhere.

Establishment and main office.

Main office only – is a unit which control and supervises and direct one or more establishments of an enterprise.

Ancillary unit (except main office) – is the unit that operate primarily or exclusively for a related establishments and provide goods or services that support but do not become part of the output of those establishment.

Total Employment - the total number of persons who work in or for the establishment. These include **working owners**, **unpaid workers** and all employees who work full-time or part-time.

Working owners - owners who are actively engaged in the management of the establishment but do not receive regular pay. On the other hand, **unpaid workers** refer to those who work in the establishment without regular pay for at least one third of the working time normal to the establishment.

Regular Workers - workers hired to perform activities which are usually necessary or desirable in the usual business or trade of the employer and usually worked on permanent status

Non-Regular Workers - Refer to workers who are on probation, casual, contractual/project-based, seasonal and apprentices/learners.

Name and address of Labor Union – refer to the name of the union registered with the Bureau of Labor Relations with its corresponding number and address.

Total Number of Sub-Contractors – number of persons or entities where the performance or completion of a job, work or service of the establishment is being farmed out.

Subcontractors – any person or entity engaged in a legitimate sub-contracting arrangement.

Total Number of Sub-Contracted Employees - refer to the workers of the sub-contractors who are working in the establishments.

Technical Information – refer to the types of machinery/equipment/ devices/substances used in the work process.