



11. Issuance of Certificate of Registration of Workers Association (RWA)

The service rendered by the PESO is only to facilitate or assist labor/workers association to register with the Department of Labor and Employment (DOLE). The procedures and requirements are subject to the rules and guidelines of DOLE. The Certificate is issued by DOLE Regional Office - 12.

Office or Division	Public Employment Service Office (PESO)			
Classification	Highly Technical			
Type of Transaction	G2B - Government to Business			
Who may avail	Labor/Workers Organizations/Associations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
* Sample forms of all mentioned requirements can be requested from PESO.				
Application for Registration (4 original copies)		Client		
Spot Map (4 original copies)		Client		
Community Profile (4 original copies)		Client		
Notarized Constitution and By-Laws (4 original copies)		Client		
Minutes of the Organization Meeting/Ratification of the CBL (4 original copies)		Client		
Official List of Officers and Members (4 original copies)		Client		
Organization Profile (4 original copies)		Client		
Members Profile with 1 x 1 ID picture (colored) (4 original copies)		Client		
Registration Fee		Client		
Notarized BLR Forms (4 original copies)		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible



1. Present the requirements.	1. Scan and send via email the soft copies of the requirements to the DOLE-North Cotabato Field Office (DOLE-NFCO) for initial evaluation.	None	*10 Minutes	<i>Administrative Assistant I</i> Public Employment Service Office
2. Submit the requirements to DOLE-North Cotabato Field Office in Kidapawan City and pay the required fee.	2. Receive and evaluate documents submitted. Check RWA applicant into the system for duplicate entries. Issue order of payment. Receive payment and issue official receipt. Indorse RWA application and documents to DOLE-12.	PHP 70.00		<i>Technical Staff</i> DOLE-North Cotabato Field Office (DOLE-NFCO)
	2.1. Evaluate all necessary documents. Approve application and issue Certificate of Registration. Send Certificate of registration to DOLE-NFCO	None		<i>Office of the Regional Director</i> DOLE-Region 12
	2.2. Notify the association of the date of release of the Certificate of Registration.	None		<i>Technical Staff</i> DOLE-North Cotabato Field Office (DOLE-NFCO)
3. Receive the Certificate of Registration.	3. Release Certificate of Registration.	None		<i>Technical Staff</i> DOLE-North Cotabato Field Office (DOLE-NFCO)
TOTAL:		PHP 70.00	10 Minutes	