

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. _____

NOTICE OF VOLUNTARY RECOGNITION

INSTRUCTIONS: Parts I & II shall be accomplished by the applicant. Supply all required information.		
Part I. General Information A. Parties		Date Accomplished:
A.1 Name of Establishment/Company	Address:	Tel. No.:
A.2 Name of Union:	Address:	Tel. No.:
Affiliation of Union, if any (State the name if the Federation/National Union):	Registration Certificate No./Certificate of Local Creation No: _____ Date Registered: _____ Office which issued Registration Certificate/ Certificate of Local Creation: [] Regional Office No. [] Bureau of Labor Relations	
A.3 Type of industry where the parties operate	A.4 Product Line:	
B. Coverage of the Bargaining Unit		
B.1 Composition: [] Supervisory [] Rank-and-file B.2 Structure: [] Employer Unit [] Occupational Unit B.3 Sectoral Classification: [] Industry [] Service [] Agriculture B.4 Occupational Classification: [] Technical [] Administrative [] Faculty [] Professional [] Manufacturing [] Sales/Marketing B.5 Mode of Payment of Wages: [] Monthly-Paid [] Daily-paid [] Hourly-paid [] Task/"Pakiao" [] Commission		
C. Number of Employees		
In the Establishment Male _____ Female _____	Bargaining Unit Male _____ Female _____	Union Members Male _____ Female _____

Part II. Joint Attestation of Posting/Majority Support

We _____, President of
(Union's President Name)
the _____, of legal age, residing
(Union's Name)
at _____
(Union President's Permanent Address)

And _____ of the
(Company Representative's Name) (Company Designation)
_____ engaged in _____
(Company Name) (Type of Industry and Product Line)
of legal age, residing at _____
(Company Representative's Permanent Address)

after first being sworn in accordance with law, depose and say:

1. That the joint statement of voluntary recognition has been posted in two (2) conspicuous places within the premises of the establishment/company or bargaining unit, and within the place where the union seeks to operate for a period of fifteen consecutive days from _____ to _____;
2. That the total number of employees in the bargaining unit is _____;
3. That the fact of voluntary recognition is supported by _____ which is more than majority of the employees/members of the bargaining unit, which fact is evidenced by the attached document containing the employees/members' name and signatures;
4. That there is no other registered labor organization operating within the same bargaining unit;
5. That we subscribe to this allestation in compliance with Section 2, Rule VII of Department Order No. 40, Series of 2003.

DONE this day of _____ at _____

Signature Over Printed Name
(Union President)

Signature Over Printed Name
(Company Representative)

Com. Tax Cert. No. _____
Issued on _____
Issued at _____

Com. Tax Cert. No. _____
Issued on _____
Issued at _____

SUBSCRIBED AND SWORN TO before me this ____ day of _____ at _____
_____, the parties herein exhibiting to me their Community Tax Certificates.

Doc. No.
Page. No.
Book No.
Series of 200__