

**Requirement for the Issuance of DOLE-NCR Clearance
(Certificate of No Pending Case)**

1. Request letter from the Company addressed to Director ATTY. ANA C. DIONE, CPA; (please indicate the purpose)
2. Photocopy of DOLE-NCR Registration under RULE 1020;
3. Photocopy of DO 18-A/DO 174, PEA or POEA License;
4. Photocopy of the Signatory's ID;
5. Place it in a long folder.

NOTE:

- a. Items no. 2 & 3 can be secured from the corresponding Field Office which has jurisdiction over your company;
- b. Those companies that are not engaged in job contracting or sub-contracting are not required to secure DO 18-A/DO 174, PEA or POEA (Item #3)

CONTACT NUMBER : **310-4018**

Releasing of Clearance: **7 WORKING DAYS UPON RECEIPT OF COMPLETE DOCUMENTS.**

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