



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
NATIONAL CAPITAL REGION

APPLICATION FOR CBA REGISTRATION

INSTRUCTIONS: Parts I & II shall be accomplished by the applicant. Supply all required information.					
Part I. General Information				Date Accomplished:	
A. Parties					
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 of the Federation/National Union)		Registration Cert. No./Cert. of Local Creation No.:			
		Date Registered: _____			
		Office which Issued Registration Certificate/ Certificate of Local Creation:			
		[] Regional Office No. _____			
		[] Bureau of Labor Relations			
A.3 Representation status acquired through:		Date certified as winner (CE):			
[] Certification/Consent Election		Date when VR was recorded by DOLE:			
[] Voluntary Recognition					
A.4 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 [] Services [] 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		Bargaining Unit		Union Members	
Male _____ Female _____		Male _____ Female _____		Male _____ Female _____	
D. Duration/Period/Status of Agreement					
D.1 Ratification		D.2 Duration/Effectivity		D.3 Status of Agreement	
Date Ratified:		From:		[] First [] Renegotiated*	
Number of Ratifying Signatures:		To:		[] Renewal	
				[] 1 st Renewal	
				[] 2 nd Renewal	
				[] 3 rd Renewal	
				[] 4 th Renewal	
<small>*No registration fee for renegotiated CBA</small>					

Part II. Labor Union and Company/Employer Representatives Attestation/Certification

We, _____, President of the _____,
(Union President's Name) *(Union's Name)*
of legal age, residing at _____
(Union President's Permanent Address)
and _____, _____ of the _____
(Company Representative's Name) *(Company Designation)* *(Company's Name)*
_____ 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 collective bargaining agreement was 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 five days, from _____ to _____;
2. That the total number of employees in the bargaining unit is _____;
3. That the CBA was 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' names and signatures;
4. That we subscribe to this attestation/certification in compliance with Section 2, Rule XVII of Department Order No. 40, Series of 2003.

DONE this ____ day of _____, at _____.

Signature Over Printed Name
(Union President)
Com. Tax Cert. No. _____
Issued on _____
Issued at _____

Signature Over Printed Name
(Company Representative)
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.

NOTARY PUBLIC

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

Part III. Processing of Requirements

Date Received:

To be accomplished by the processor in the FO.

- A. Checklist of Requirements. Documents 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. Duly accomplished form
 - 2. Copy of the collective bargaining agreement
 - 3. 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 days before its ratification (*Part II of the Form*)
 - 4. 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 (*Part II of the Form*)
 - 5. List of employees/members with corresponding signatures who ratified the CBA.

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 on the Application:
 - Recommending issuance of CBA certificate of registration considering that the applicant has complied with all the documentary requirements
 - Recommending that a 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

 Evaluator
 (Signature over printed name)

 Date

Part IV. Approval/Denial

- Approval of the CBA certificate of registration
- Notification for completion/compliance of lacking requirements
- For signature of the notice of denial.

Approved/Denied by:

 Field Office Director

 Date

Approved for release:

 Name of Releasing Officer

 Date