



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

**REVISED CHECKLIST OF REQUIREMENTS FOR PRIVATE EMPLOYMENT AGENCY (PEA)**

**NEW**

**FOR SINGLE PROPRIETORSHIP**

- Duly accomplished and notarized application form (2 copies)
  - Certified copy of the certificate of business registration and copy of the original application obtained from DTI - must have a minimum networth of P1,000,000.00
  - Documentary proof of ownership or lease of an office space with floor area of at least fifty (50) square meters for the exclusive use of the agency. In case of lease, the contract must be for a period of one (1) year with an option for renewal
    - specific address, location map and picture of the office façade and facilities
  - NBI clearance of the applicant-owner
  - An affidavit of undertaking stating among others that the applicant shall:
    1. not support or engage in acts involving illegal recruitment, trafficking in persons, violation of Anti-Child Labor Law or crimes involving moral turpitude or similar activities;
    2. ensure that DOLE Standard Recruitment are adhered to by the parties;
    3. not collect any fees whatsoever from the applicants;
    4. assume full responsibility for all acts of its officers, employees and representatives in connection with recruitment and placement activities
  - Designation of an Office Manager and an Office Secretary or Clerk who must be knowledgeable in the preparation and review of documents
  - List of representatives who must be at least college level and/or with relevant training or experience in the recruitment industry
  - Surety Bond valid for three (3) years worth P100,000.00
  - Certificate of participation/attendance of agency's management representative to a pre-application seminar
- FEES:  
P5,000.00 - Filing Fee (non-refundable)  
P15,000.00 - License Fee  
P50,000.00 - Cash Bond

**RENEWAL**

- Duly accomplished and notarized application form (2 copies)
  - Documentary proof of ownership or lease of an office space with floor area of at least fifty (50) square meters for the exclusive use of the agency. In case of lease, the contract must be for a period of one (1) year with an option for renewal
  - Certified copy of business registration and copy of the original application from the DTI
  - Updated NBI clearance of the applicant-owner
  - Original Copy of existing PEA License
  - Surety Bond valid for three (3) years worth P100,000.00
  - Placement Reports (Section 13 of D.O. 141-14, Series of 2014)
  - DOLE Clearance for No Pending Case
- FEES:  
P5,000.00 - Filing Fee (non-refundable)  
P15,000.00 - License Fee

**NOTE:**

1. No application shall be accepted unless all the requirements have been complied with.
2. An agency duly licensed to recruit and place workers for overseas employment intending to engage in local recruitment and placement must apply for a separate license.
3. Application for renewal of license must be filed not earlier than sixty (60) days but not later than thirty (30) days before expiration. The validity of the renewed license shall start on the date of expiration of the previous license. The filing of such application after the lapse of the prescribed period shall be subject to penalties.
4. An agency intending to transfer to a new place of business shall notify the Regional Office that issued the license within fifteen (15) days prior to the intended date of transfer.
5. Any change in the composition of the Board of Directors of a corporation and appointment of officers and personnel shall be registered with the Regional Office within five (5) days from the date of such change of appointment. The agency shall submit a Board Secretary's Certificate of election, letter of appointment or contract of employment with their bio-data, 2"x 2" photos and NBI clearance. The Regional Office may deny the acknowledgement of the new officers and personnel for non-compliance with the requirements. Change in the entire membership of the Board of Directors shall cause the revocation of the license.