

REQUIREMENTS FOR THE ISSUANCE OF DOLE-NCR CLEARANCE

CERTIFICATE OF NO PENDING CASE

1. Request letter (Company's Letterhead) addressed to Director ATTY. SARAH BUENA S. MIRASOL (please indicate the purpose);
2. Photocopy of Approved DOLE-NCR Registration under RULE 1020;
3. Photocopy of either DO 18-A/DO 174, PCAB, PEA or POEA License;
4. Photocopy of the signatory's ID;
5. Place it in a folder.

CERTIFICATE OF NO PENDING CASE ON CHILD LABOR

1. Request letter (Company's Letterhead) addressed to Director ATTY. SARAH BUENA S. MIRASOL;
2. Photocopy of the signatory's ID;
3. Place it in a 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 require to secure item #. 3
- c. We didn't accept incomplete documents.

Releasing of Clearance: 7 WORKING DAYS AFTER the receipt of complete documents (Saturday, Sunday and Holiday is not included)

Contact number : 5310-4018 / 5310-7575