

DOCUMENTARY REQUIREMENTS

In three (3) sets:

- Application Form for Registration of Establishment under Rule 1020 of OSHS (DOLE-BWC-IP-3).
- Department of Trade and Industries (DTI) Registration Certificate for single proprietorship or Securities and Exchange Commission (SEC) Certificate of Incorporation for corporations
- Valid License or Business Permit/Mayor's Permit where the establishment operates.
- Lay-out plan of the place of work floor by floor, in a scale of 1:100 meters white or blue print showing all the physical features of the workplace including storage, exits, aisles, machinery, clinic, emergency devices and location.

Procedure for the issuance of Pre-signed certificate of Registration:

- The Regional Office (RO) shall at the beginning of each year provide the Field Offices with 20 copies of pre-signed Certificate of Registration.
- The RO shall, upon request of the field offices, issue additional number of Certificates of Registration according to their need.
- The RO shall closely monitor the issuance of the pre-signed Certificates of Registration
- FO shall return to RO spoiled or cancelled certificates.
- The Rule 1020 database shall be shared by RO to FO Focal person.
- FO Focal person shall encode the details of the registration of establishment in the shared database.
- Control numbers are already provided in the Rule 1020 database with the prescribed coding; Field Office (R6-FO-Year-number series) e.g. Aklan (R6-AK-2021-00001), Antique (R6-AN-2021-00001), Capiz (R6-C-2021-00001), Guimaras (R6-G-2021-00001), Iloilo (R6-I-2021-00001) and Negros Occidental (R6-N-2021 -00001)