

JOB/SERVICE CONTRACTING

Background

Department Order No. 18-02 prescribes Rules Implementing Articles 106-109 of the Labor Code, as amended.

Under the Rules, Contracting and sub-contracting arrangement of job/services are expressly allowed by law and are subject to regulation for the promotion of employment and the observance of the rights of workers to just and humane conditions of work, security of tenure, self-organization, and collective bargaining.

The DOLE established a registration system to govern contracting arrangements which is being implemented by its Provincial Offices.

The registration of contractors and subcontractors is necessary for purposes of establishing effective labor market information and monitoring.

Requirements for Registration

1. Duly accomplished and notarized application form with undertaking that the applicant shall abide to all applicable labor laws, rules and regulations. (*See downloadable forms*)
2. Certified true copy of certificate of registration of firm or business name from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA) or from the DOLE if the applicant is a union;
3. Certified true copy of the license or business permit issued by the local government unit or units where the contractor or sub-contractor operates;
4. Certified true copy of audited financial statements if the applicant is a corporation, partnership, cooperative or union, or copy of the latest ITR if the applicant is a sole proprietorship.

Where to file?

The application and its supporting documents shall be filed in triplicate in any DOLE Provincial Office where the applicant principally operates.