



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 6

Checklist of Requirements for Working Child's Permit

Employer : **In Public Entertainment or Information**

(employment or participation through cinema, theater, radio, television or other forms of media)

First Application

- A duly accomplished and notarized/under oath application for Working Child's Permit (WCP)
- Authenticated copy of the child Birth Certificate or a Certificate of Late Registration of Birth issued by the NSO or the city/municipal registrar.
- Notarized Employment Contract to be concluded between the employer and the child's parent or guardian and approved by the DOLE. An express agreement of the child to the provisions of the contract is needed when such child is between seven (7) and below fifteen (15) years of age.
- Medical Certificate issued by a licensed physician
- Proof of schooling (*any of the following*):
 - Certificate of Enrollment
 - Current school identification card
 - Report card
- Two (2) Passport Size Photographs of the child
- Application fee of Php100.00
- Certified true copy of Business Permit/Certificate of Registration with SEC/DTI

Succeeding Application

- Original WCP Card
- A duly accomplished and notarized/under oath application for Working Child's Permit (WCP)
- Notarized Employment Contract to be concluded between the employer and the child's parent or guardian and approved by the DOLE. An express agreement of the child to the provisions of the contract is needed when such child is between seven (7) and below fifteen (15) years of age.
- Medical Certificate
- Proof of schooling (*any of the following*):
 - Certificate of Enrollment
 - Current school identification card
 - Report card
- Two (2) Passport Size Photographs of the child
- Application fee of Php100.00
- Certified true copy of Business Permit/Certificate of SEC Registration

Note: *Within three (3) working days from the employer's compliance, the DOLE shall require the appearance of the child's parent, guardian, or employer, or the child himself or herself to validate the information indicated in the application and to educate such parent, guardian, or employer, on child labor laws and regulations.*

DOLE I-TEXT NUMBERS

DOLE RO6 09173276515 & 09173276818, **ILOILO/GUIMARAS** 09173276719, **ANTIQUE** 09173275313, **AKLAN** 09173273132, **CAPIZ** 0917327520, **NEGROS OCCIDENTAL** 09173275919, **SAGAY** 09173275717, **HIMAMAYLAN** 09173275414