



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 CARAGA Regional Office

PROCESSING AND EVALUATION SHEET

(Application for Registration of Contractors and Subcontractors (D.O. 174)
 is to be submitted in 3 sets/folders with complete attachments)

Business Name: _____

Business Address: _____

Nature of Business: _____ Industry Code: _____

CORPORATION

SINGLE PROPRIETORSHIP

PARTNERSHIP

COOPERATIVE

NEW

RENEWAL

- A. Three (3) copies of duly accomplished Application Form (TIN required) with attached Proof of Compliance with substantial capital requirements as defined in section 3 L
Paid –up capital stocks/shares at least Five Million Pesos (5,000,000.00) In the case of corporations, partnership and cooperatives; in the case of Single proprietorship, a net worth of at least Five Million Pesos (5,000,000.00)
- B. Any of the following:
 Certified true copy of a certificate of registration of firm or business name from the SEC
 Certified true copy of DTI Registration
 Certified true copy of CDA Registration
 Certified true copy of DOLE registration if the applicant is a labor organization
- C. Certified true copy of the license or business permit issued by the local government unit or units where the contractor operates.
- D. Certified listing, with proof of ownership or lease of contract, of facilities, tools, equipment, premises implements, machineries and work premises, that are actually and directly used by the contractor in the performance or completion of the specific job or work contracted out.
- E. Photo of the office building and premises where it holds office
- F. Copy of duly audited financial statement if the applicant is a corporation, partnership, cooperative or labor organization, or a copy of the latest ITR if the applicant is a sole proprietorship
- G. Sworn disclosure that the registrant, its officers and owners or principal stockholders or any of them, has not been operating or previously operating as a contractor under a different business name or entity or with pending cases of violations of these Rules and/or labor standards, or with a cancelled registration. In case any of the foregoing has a pending case, a copy of the complaint and the latest status of the case shall be attached.
- H. Result of the verification inspection on the facilities, tools equipment and work premises of the applicant.
- I. P100,000.00 registration fee for 2 years

- Application for renewal shall be filed 30 days before the expiration of registration to remain in the roster of legitimate service contractors***
- A. Three (3) copies of duly accomplished Application Form (TIN required) with attached proof of compliance with substantial capital requirements as defined in section 3 L
Paid –up capital stocks/shares at least Five Million Pesos (5,000,000.00) in the case of corporations, partnership and cooperatives; in the case of single proprietorship, a net worth of at least Five Million Pesos (5,000,000.00)
- B. Any of the following:
 Certified true copy of the Certificate of Registration of firm or Business name from SEC
 Certified true copy of DTI Registration
 Certified true copy of CDA Registration
 Certified true copy of DOLE registration if the applicant is a labor organization
- C. Certified true copy of license or business permit issued by the local government unit where the contractor operates.
- D. Certified listing, with proof of ownership or lease of contract, of facilities, tools, equipment, premises implements, machineries and work premises, that are actually and directly used by the contractor in the performance or completion of the specific job/work contracted out.
- E. Photo of the office building and premises where it holds office
- F. Copy of duly audited financial statement if the applicant is a corporation, partnership, cooperative or labor organization, or copy of the latest ITR if applicant is single proprietorship (Paid-up capital stock/shares of at least P5Million for corporation, partnership & cooperative or union and a net worth of at least P5Million) for sole proprietorship)
- G. Sworn disclosure that the registrant, its Officers and owners or principal stockholders have not been operating as a contractor under different business name or entity or with pending cases of violations of these Rules and /or labor standards or with a cancelled registration. In case any of the foregoing has a pending case, a copy of the complaint and the latest status of the case shall be attached.
- H. Certificate of membership and proof of payment of SSS, Philhealth, BIR, ECC and PAG-IBIG contributions for the last 3 years as well as loan amortization
- I. Certificate of pending or no pending labor standards violation case/s with National Labor Relations Commission and Department of Labor and Employment
- J. Semi-Annual Report (using the DOLE prescribed form) with the following information:
 List of contracts entered with the principal during the subject reporting period
 Number of workers covered by each contract with the principal
- K. Result of verification inspection on the facilities, tools, equipment and work premises of the applicant
- L. P100,000.00 registration fee for 2 years





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Signature of Receiving Officer: _____ Date Received: _____

B. Evaluation:

Name of Evaluator

Date

C. Recommendation:

Provincial Head

D. Approved For further verification Denied

CHONA M. MANTILLA, CESO III
Regional Director

Date

