
	Republic of the Philippines <b>DEPARTMENT OF LABOR AND EMPLOYMENT</b> CARAGA Region <b>OPERATIONS MANUAL</b> PROCEDURE	Reference Code:
		OM 5.3.14
		Effective 10/1/16
		Issue No.:
		05

<b>TITLE</b>	<b>Registration of Rural Workers Association</b>		
<b>SCOPE</b>	This process covers the procedure in the registration of rural workers organizations including the submission of report to the regional office.		
<b>OBJECTIVE/S</b>	To register all Rural Workers applicants within the prescribed period.		
<b>RESPONSIBLE PERSON/S</b>	<b>PROCESS/ACTIVITY</b>	<b>TIMELINE</b>	<b>FORM/S</b>
FO (Focal)	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Receive and evaluate documents</div> <p style="text-align: center;">↓</p>	10 to 15 minutes upon receipt of complete documents	RWA application form
FO Head	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Approve evaluated documents</div> <p style="text-align: center;">↓</p>	5 to 10 minutes	
FO (SDO)	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Issue payment order and Official Receipt</div> <p style="text-align: center;">↓</p>	5 to 10 minutes upon receipt of payment	
FO Head	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Sign and issue Certificate of Registration</div> <p style="text-align: center;">↓</p>	10 to 15 minutes upon receipt of OR	
FO (Focal)	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Release Certificate to applicant</div> <p style="text-align: center;">↓</p>	5 to 10 minutes	
FO	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Submit summary report of approved registrations to regional office</div>	Every 25th day of the month	

**Process Activity Details**

- Applicant submits four (4) sets of required documents
- Checks the completeness before officially stamp-received
- Refer to checklist of requirements using BLR Reg. Form No. 3-WA, series of 2003
- Registration fee of Php70.00 for rural workers association
- Issuance of Certificate of Registration is based on the control number
  - 01-ADN-RWA-01-12 (Sequence #, FO, RWA, month, year)
- Release of the certificate to applicant




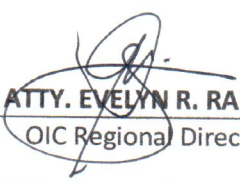
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**Definition of Terms**

- |   |   |
|---|---|
| Rural Workers Association (RWA)             | <ul style="list-style-type: none"> <li>Refers to an association of workers organized for the mutual aid and protection of its members or for any legitimate purpose.</li> </ul>   |
| Registration                                | <ul style="list-style-type: none"> <li>Refers to the process determining whether the Application for Registration of a worker's association complies with documentary requirements for registration prescribed in Rule III, Section 2-C of Department Order 40-03, series of 2003.</li> </ul> |
| Informal Sector                             | <ul style="list-style-type: none"> <li>Refers to marginalized workers such as: ambulant vendors, person with disability, farmers, fisherfolks, women, youth.</li> </ul>   |
| Rural Workers Association (RWA) Certificate | <ul style="list-style-type: none"> <li>Refers to the Certificate Issued by the Field Office Head by authority of the Regional Director.</li> </ul>  |

**Records**

- Official List of Officers with their respective addresses
- List of Complete members with signatures
- Minutes of the Organizational Meeting
- List of Members who participated in the organizational meeting
- Constitution and By-Laws
- Minutes of the Ratification of the CBL

Reviewed by	Approved by
 <b>GENEBELLE B. BAL</b> Quality Management Representative / OIC Assistant Regional Director	 <b>ATTY. EVELYN R. RAMOS</b> OIC Regional Director