



DEPARTMENT OF LABOR AND EMPLOYMENT IX
PROCEDURE

QP-002-19, Revision 0, January 3, 2018

TITLE:	REGISTRATION OF WORKERS ASSOCIATION
OBJECTIVE:	To process the application for registration of worker's association in the formal and informal sector organized for the mutual aid and protection of its members or for other legitimate purposes except collective bargaining in order for them to acquire legal personality.
SCOPE:	This procedure covers all the processes pertaining to registration of workers association from receipt of complete documents to the issuance of Certificate of Registration.
INPUT/S: Application for Registration of WA	
Activity	Persons Responsible/Activity Details/Interface/References
1. Receipt and Review of WA Application	<p>1.1 FO Focal shall receive and evaluate the completeness and correctness of documents based on the checklist of BLR Form No. 3 WA, s. 2003.</p> <p>1.2 If incomplete and/or found with inconsistencies, FO shall return to the applicant stating the deficiencies and/or inconsistencies on lacking requirements.</p> <p><i>Control Points: FO focal shall ensure the completeness through the use of checklist and explain carefully to the applicant the lacking documents needed. In case of denial, the FO focal shall likewise explain carefully the basis of denial.</i></p>
2. Encoding and uploading of documents	<p>2.1 FO Focal Persons shall encode the data /information about the applicant association in the Online registration system.</p> <p>2.2 FO Focal Person scans and upload copies of WA application and the following supporting documents within one (1) day upon receipt of complete and correct application requirements:</p> <ul style="list-style-type: none"> ▪ Notarized Application Form ▪ Names of Officers ▪ Minutes of Organizational Meeting ▪ List of Members who participated in the organizational meeting ▪ Annual Financial Report ▪ Constitution and by-Laws ▪ Minutes in the Adoption and Ratification of the CBL.
3. Validation of uploaded application	<p>3.1 RO-TSSD shall validate the uploaded documents.</p> <p>3.2 RO TSSD shall tag the WA applications as "REVIEWED" for the approval by the Regional Director within one (1) day.</p> <p>3.3 If uploaded documents are incomplete or invalid, RO-TSSD shall tag the WA applications as "DENIED" with corresponding remarks/corrections and subject for re-submission/re-application.</p>
4. Validation of uploaded application	<p>4.1 RD shall approve the WA application, and tag as "APPROVED".</p> <p>4.2 RD shall deny the WA application if found incomplete or invalid, and tag as "DENIED" with corresponding remarks and is subject for re-submission/re-application.</p>



<p>5. Issuance Order of Payment</p>	<p>5.1 The system shall generate Order of Payment upon approval of the application by the Regional Director.</p> <p>5.2 FO Focal Person shall inform the applicant and issue the Order of Payment.</p> <p><i>Control Points: Process cycle time is suspended immediately after the approval of the order of payment until presentation of proof of payment.</i></p>
<p>6. Payment of Application</p>	<p>6.1 Applicant shall pay the registration fee amounting to Seventy Pesos (Php 70.00).</p>
<p>7. Approval and release of Certificate of Registration WA application upon receipt of proof of payment from the Financial Intermediary/ RO Cashier</p>	<p>7.1 FO shall receive the proof of payment from the applicant.</p> <p>7.2 FO shall scan and upload the Proof of payment in the online system.</p> <p>7.3 FO shall issue a Certificate of Registration within one (1) day with the corresponding registration number upon receipt of payment.</p> <p>7.4 FO shall release the approved Certificate of Registration together with Letter to Association.</p> <p><i>Control Point: FO Head shall affix his/her initial under the name of the Regional Director. The Seal shall likewise be stamped in the Certificate.</i></p>
<p>OUTPUT: Certificate of Registration of Workers' Association</p>	

DEFINITIONS/ ACRONYMS:

- Workers Association** - refers to an association of workers organized for the mutual aid protection of its members or for any legitimate purpose.
- Registration** - refers to the process in determining whether the application for registration of a workers' association complies with documentary requirements for registration prescribed in Rule III, Section 2-C of Department Order 40-03.
- Informal Sector** - refers to marginalized workers such as: Ambulant Vendors, Person with Disability, Farmers, Fisher Folks, Women and Youth
- Formal Sector** - refers to organization with employee-employer relationship.
- Workers Association (WA) Certificate** - refers to the Certificate issued by DOLE Regional Office signed by Regional Director with dry seal.
- Financial Intermediary** – refers to an entity that acts as the middleman between two parties in a financial transaction such as a commercial bank, investment banks or payment centers.

RECORDS:

- Original copy of the entire records of Registered Association based on the checklist of BLR Form No. 3-WA, s of 2003 to be retained at FOs.
- Copy of Registration Certificate





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ATTACHMENTS/FORMS:

1. Name of the organization's officer and their respective addresses.
2. Approximate number of employees in the bargaining unit where it seeks to operate with a statement that it is not reported as a chartered local of any federation or national union.
3. Minutes of the organizational meeting/s.
4. List of the members who participated in the organizational meeting/s.
5. Names of all its members comprising at least twenty percent (20%) of the employees in the bargaining unit.
6. Annual financial report if the applicant organization has been in existence for less than one year or more.
7. Financial report not required because applicant organization has been in existence for less than one year or has not collected any amount.
8. Constitution and by-laws accompanied by the names and signatures of ratifying members.
9. Minutes of adoption or ratification of the constitution and by-laws and date/s when ratification was made.
10. Minutes of adoption or ratification is not required if it is done simultaneously with the organizational meeting and the same is reflected in the minutes of organizational meeting.

Process Cycle Time: One (1) working day upon receipt of complete documents and payment of registration fee.

Reviewed by	Approved by
 ALBERT E. GUTIB	 OFELIA B. DOMINGO, CESO III
Assistant Regional Director/ Quality Management Representative	Regional Director