



TITLE:	REGISTRATION OF COLLECTIVE BARGAINING AGREEMENT (CBA)	
OBJECTIVE:	To ensure timely issuance of Certificate of Registration in compliance with D.O. 40-03 s. 2003	
SCOPE:	This procedure covers all the processes pertaining to registration of Collective Bargaining Agreement (CBA) from the receipt of application to the issuance of Certificate of Registration.	
INPUT/S: Application with attached supporting documents		
Activity	Persons Responsible/Activity Details/Interface/References	
1. Receipt & Evaluation of Application	<p>1.1 FO Focal Person shall review and evaluate the completeness of requirements based on the checklist of BLR Form No. 10-CBA, series of 2003 to wit;</p> <ul style="list-style-type: none">▪ Duly accomplished form;▪ Copy of the collective bargaining agreement;▪ A statement that the collective bargaining agreement was posted in at least two conspicuous places in the establishment or establishments concerned for at least five (5) days before its ratification;▪ List of employees/members with the corresponding signatures who ratifies the CBA. <p>If incomplete and found with inconsistencies, the same shall be returned to the applicant stating the deficiencies.</p>	
2. Endorsement to RO	2.1 FO shall endorse the application and supporting documents to RO-TSSD for validation and issuance of Order of Payment.	
3. Issuance of Order of Payment	3.1 RO-TSSD shall notify the applicant through the FO on the order of payment of Php1,000.00 payable to NCMB 9. <i>Control point: Suspension of PCT</i>	
4. Issuance and Release of Certificate of Registration	4.1 RO-TSSD shall issue Certificate of Registration and Facilitate the release upon presentation of proof of payment.	
OUTPUT: Certificate of CBA Registration		

**DEFINITIONS/ ACRONYMS:**

1. **Collective Bargaining** - refers to the contract between a legitimate labor organization Agreement (CBA) and the employer concerning wages, hours of work, and all other terms and conditions of employment in a bargaining unit.
2. **Legitimate Labor Organization** - refers to any labor organization in the private sector registered or with the Department in accordance with Rules III ND IV of Rule I, D.O. 40-03.
3. **Independently Registered Union** - refers to labor organization operating at the enterprise level that Acquired legal personality through independent registration under Article 234 of P.D. 442 or the Labor Code of the Philippines and Rule III, Section 2-A and Rule I of D.O. 40-03.
4. **Chartered/Local Chapter Union** - refers to a labor organization in the private sector operating at the enterprise level that acquired legal personality through the issuance of a charter certificate by a duly registered federation or national union, and reported to the regional office in accordance with Rule III, Section 2-E of D. O. 40-03.
5. **Independently Affiliated Union** - refers to an independent union affiliated with a federation, national union or a chartered local which was subsequently granted independent registration but did not disaffiliate from its federation, reported to the regional office and the Bureau of Labor Relations (BLR) in accordance with Rule III, Section 6 & 7 of D.O. 40-03.
6. **Bargaining Unit** - refers to group of employees sharing mutual interest within a given employer unit, comprised of all or less than all of the entire body of employees in the employer unit or any specific occupational or geographical grouping within such employer unit.
7. **Exclusive Bargaining Representative** - refers to a legitimate labor union duly recognized or certified as the sole and exclusive bargaining representative or agent of all the employees in a bargaining unit.

RECORDS:

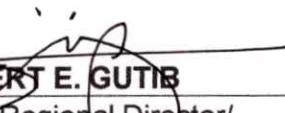
1. Copy of the entire record of the CBA
2. Copy of the Registration Certificate, and
3. Machine Copy of the Official Receipt (OR) as proof of payment for CBA Registration.
4. DO 40-03 and Other related issuances

ATTACHMENTS/FORMS:

The application for CBA shall be accompanied by the following:

Documents 1-4 shall be certified under oath by the employer(s) and the labor union(s) concerned. All documents shall be submitted in triplicate copies, one original copy and two duplicate copies.

1. Duly accomplished form.
2. Copy of the collective bargaining agreement.
3. A statement that the collective bargaining agreement was posted in at least two conspicuous places in the establishment or establishments concerned for at least five (5) days before its ratification.
4. List of employees/members with the corresponding signatures who ratifies the CBA.

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