



TITLE:	ISSUANCE OF WORKING CHILD PERMIT
OBJECTIVE:	To expedite the issuance and processing of working child's permit to provide intense protection for the working child and eliminate worst form of child labor, implementing R.A. 9231 and R.A. 7610, as amended
SCOPE:	This procedure covers all activities from receipt of complete requirements to the issuance of Working Child's Permit.

INPUT/S: Application for Working Child's Permit, Requirements as per Department Order No. 65-04

Activity	Persons Responsible/Activity Details/Interface/References
1. Receives and forwards application with complete requirements	1.1 FO focal person receives, checks and evaluate the completeness and substantial compliance of the application/requirements; 1.2 FO focal person prepares a transmittal letter forwarding the documents to the Regional Office having jurisdiction over the principal office of the employer for appropriate action. 1.3 For incomplete requirements, return documents and indicate deficiency. Application is deemed not filed.
2. Validates requirements and interviews applicant	2.1 Within 3 working days, focal person validates the completeness and compliance of the applicant with Sections 8-10, D.O. 65-04. 2.2 Non-compliance automatically results in the denial of the application. RO immediately returns documents, indicating the requirements that were not complied with. Application is deemed not filed.
3. Issue order of payment	3.1 Applicant pays the application fee of P100.00 to cover administrative costs. This amount may be reviewed and adjusted by the Secretary from time to time. Refer on Sec 10, D.O. 65-04.
4. Endorses applicant to RD for interview	4.1 RD / ARD requires the appearance of the child's parent, guardian, or employer, or the child himself/herself as may be appropriate to validate the information presented and educate them with the child labor laws and regulation. 4.2 Non-compliance immediately results in the denial of application.
5. Working Child's Permit issued	5.1 RO focal prepares the transmittal letter forwarding the duly approved WCP to the field office concerned and retain copies of documents for record. 5.2 FO releases the WCP to the applicant and retains photocopy of WCP for filing.

OUTPUT: Working Child Permit



DEFINITIONS/ACRONYMS:



1. **Child**– any child below 18
2. **Employer**- any person, whether natural or juridical, who whether for valuable consideration or not, directly or indirectly procures, uses, avails itself of, contracts out or otherwise derives benefit from the work or services of a child in any occupation, undertaking, project or activity, whether for profit or not. It includes any person acting in the interest of the employer.
3. **Guardian** - any person who substitutes any parental authority regardless of whether or not such parental authority over a child is bestowed by a court.
4. **Members of the family** – refers to the child’s parents, guardians, brothers or sisters whether of full and half blood, and other ascendants and descendants or collateral relatives within the fourth degree of consanguinity.
5. **Parent**– refers to either the biological or adoptive mother or father.
6. **Working Child** - any child below 18 years of age engaged in work or economic activity that is not child labor, or a child below 15 years of age who works directly under the responsibility of his/her parents or legal guardian and where only members of the child’s family are employed, or in public entertainment or information.
7. **Working Child Permit** - a permit secured by the employer, parent or guardian from DOLE Region 9 for any child below 15 years of age in any work allowed under R.A. 9231.
8. **RO** - Regional Office
9. **FO** - Field Office
10. **WCP**- Working Child Permit

RECORDS:

1. Copies of approved and issued Working Child Permit
2. Copies of Letter of Disapproval
3. Logbook of Issued WCP

ATTACHMENTS/FORMS:

1. Application Form for WCP and attached Requirements

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