



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Bureau of Local Employment
Intramuros, Manila



REQUEST FOR NON-COVERAGE OF DEPARTMENT ORDER NO. 174-17

Control Number:		
Name of Client:		
Name of Company:		
Company Address:		
Nature of Business:		
Telephone number:	Mobile number:	Email address:
Submitted to: <input type="checkbox"/> DOLE Regional Office <input type="checkbox"/> Bureau of Local Employment		
Submitted via: <input type="checkbox"/> Online <input type="checkbox"/> Walk-in		

Documentary Requirements:

- Letter request duly signed by the president, CEO, or owner showing the company name and working contact number and addressed to the Bureau of Local Employment:

PATRICK P. PATRIWIRAWAN, JR.

Director IV

Bureau of Local Employment

6th Floor, First Intramuros, BF Condominium

Soriano Ave. cor. Solana St., Intramuros, Manila

Certified true copies of the following:

- SEC Registration with Articles of Incorporation/Partnership, indicating the company's primary purpose, with valid GIS, DTI Registration for sole proprietorship, CDA Certificate of Registration, or DOLE Certificate of Registration for labor organizations;
- BIR Certificate of Registration 2303;
- Valid Business/Mayor's Permit;
- Company profile; and

- Copy of Contract between contracting parties, Service Agreement, or Purchase Order, whichever is applicable, if any.

Other supplementary required documents, according to the nature of business:

For Construction-related business

- Valid CTC of Philippine Contractors Accreditation Board (PCAB) License

For private security company

- Valid CTC of License to Exercise Security Profession (LESP)

For Private Employment Agency (PEA)

- Valid CTC of PEA License

For Hazardous Waste Transporter

- Valid CTC of Hazardous Waste Transporter Registration Certificate issued by the DENR

- Other supporting documents.

Note: The applicant may be requested to submit other supporting documents upon evaluation of the requirements.

Please be reminded of the following:

1. The process cycle time (PCT) for this request is not more than **fifteen (15) working days upon the receipt of complete documentary requirements**. The client may submit the documents through the online form:

bit.ly/jobcon_2023

2. Upon receipt of complete documentary requirements, the Bureau of Local Employment - Policy Development Division (PDD) staff shall encode the pertinent information of the applicant and assign a Labor and Employment Officer (LEO) who will handle the request/application.
3. The assigned LEO shall evaluate the application and draft the letter response. This will include validation and verification of submitted documents to applicable agencies.
4. Once the letter response is prepared, the staff shall submit the same to the Supervising and Chief LEO for further review and recommendation. The cleared/approved letter response shall be endorsed to the Office of the Director for the Director's signature.

5. Once signed by the Director, the LEO shall inform the applicant through electronic mail or phone call. Note that the hardcopy/original CTC of documentary requirements must be submitted before the release of the letter.
6. The DOLE, through its Regional Offices, reserves the right to conduct an inspection to further ascertain the nature of business and activities of the requesting company before issuing the letter of non-coverage from DO 174-17.

You may keep in touch with us to follow up on your request through the following contact information:

E-mail Address:

jobcon@ble.dole.gov.ph

Telephone No.

(632) 8528-0083

Website:

www.ble.dole.gov.ph/jobcon

