

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. ____

CREATION OF LOCAL/CHAPTER

PART I. INFORMATION ABOUT THE REPORTING ORGANIZATION To be accomplished by the applicant. Supply all required information. Misrepresentation, false statement or fraud in this application or in any supporting document is a ground for revocation of the legal personality of the local/chapter.		Date Accomplished:	
Name of Applicant Organization			
Name of Federation/National Union		Charter Certificate No. and Date of Issuance	
Address		Place/s of Operation of Union	
Name of President (Last) (First) (Middle)		Address	
Date Organized (Day) (Month) (Year)		Date of CBL Ratification (If ratification was done on successive dates, state dates of ratification.)	
Fiscal Period [] Calendar Year [] Fiscal year (Pls. specify) _____		Status of Finances [] w/ Financial Report [] w/o Financial Report	
Name of Establishment	Address	Industry Classification (Pls. refer to PSC in the LRD)	Product Line
No. of Employees			
Establishment/Company		Bargaining Unit	
Male _____ Female _____		Male _____ Female _____	
		Union Members	
		Male _____ Female _____	
Description of the Bargaining Unit (Check all appropriate boxes)			
Composition: [] Supervisory [] Rank and File			
Structure: [] Employer Unit [] Occupational Unit			
Sectoral Classification: [] Industry [] Services [] Agriculture			
Occupational Classification:			
[] Technical [] Administrative [] Faculty			
[] Professional [] Manufacturing [] Sales/Marketing			
Mode of Payment of Wages:			
[] Monthly-paid [] Daily-paid [] Hourly paid [] Task/"pakiao" [] Commission			
I attest to the truth of the foregoing.			
_____ Authorized Representative / Position in the Union (Signature over printed name)			
SUBSCRIBED AND SWORN TO before me at _____, Philippines this _____ day of _____ 200____, by _____ with Community Tax Certificate No. _____ issued at _____ on _____.			
NOTARY PUBLIC			
Doc No.			
Page No.			
Book No.			
Series of 200____			

PART II. PROCESSING OF REQUIREMENTS (To be accomplished by the processor in the RO)	Date Received:								
<p>A. Checklist of Documents/Requirements. All the foregoing supporting requirements shall be certified under oath by the Secretary or the Treasurer, as the case may be, of the local/chapter and attested by its President. All documents shall be submitted in two (2) copies: one (1) original and one (1) duplicate.</p> <p><input type="checkbox"/> Duly accomplished form</p> <p><input type="checkbox"/> A Charter Certificate issued by the federation or national union indicating the creation or establishment of the local/chapter</p> <p><input type="checkbox"/> The names of the local/chapter's officers, their addresses, and the principal office of the local/chapter</p> <p><input type="checkbox"/> The local/chapter's constitution and by-laws, provided that where the local/chapter's constitution and by-laws is the same as that of the federation or national union, this fact shall be indicated accordingly.</p> <p>B. Verification (Processor to verify with the records on file with BLR)</p> <p><input type="checkbox"/> Verified/checked that the federation or national union is a legitimate registered labor organization</p> <p>C. Payment of Registration Fee</p> <p><input type="checkbox"/> Registration Fee paid under O.R. No. _____ Date _____</p> <p><input type="checkbox"/> Registration Fee not paid</p> <p>D. Recommendation on the Application</p> <p><input type="checkbox"/> Recommending Approval with Certificate of Registration attached</p> <p><input type="checkbox"/> Recommending Denial due to failure to comply with documentary requirements (Pls. specify lacking documents)</p> <p style="margin-left: 40px;">1. _____</p> <p style="margin-left: 40px;">2. _____</p> <p style="margin-left: 40px;">3. _____</p> <p style="text-align: right; margin-right: 100px;">By: _____</p> <p style="text-align: center; margin-right: 100px;">Processor (Signature over printed name)</p> <p style="text-align: right; margin-right: 100px;">Date _____</p>									
PART III. APPROVAL/DENIAL									
<p>A. Entry/Denial</p> <p><input type="checkbox"/> Entered in the registry of legitimate labor organizations with duly signed Certificate of Registration of Local/Chapter attached</p> <p><input type="checkbox"/> Entry denied, with duly signed Notice of Non-Compliance</p> <p>B. Respectfully endorsed to the Director</p> <p><input type="checkbox"/> For approval of Registration of Creation of Local/Chapter</p> <p><input type="checkbox"/> For approval of Notice of Non-Compliance</p> <p style="text-align: center; margin-top: 20px;">Recommended by:</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="text-align: center; width: 50%;">_____</td> <td style="text-align: center; width: 50%;">_____</td> </tr> <tr> <td style="text-align: center;">Division Chief</td> <td style="text-align: center;">Date</td> </tr> </table> <p style="text-align: center; margin-top: 20px;">Approved for release.</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="text-align: center; width: 50%;">_____</td> <td style="text-align: center; width: 50%;">_____</td> </tr> <tr> <td style="text-align: center;">Director</td> <td style="text-align: center;">Date</td> </tr> </table>		_____	_____	Division Chief	Date	_____	_____	Director	Date
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