



Republic of the Philippines  
**Department of Labor and Employment**  
**REGIONAL OFFICE No. XI**

**APPLICATION FOR REGISTRATION OF JOB CONTRACTORS/SUBCONTRACTORS**

1. Business Name: \_\_\_\_\_ TIN \_\_\_\_\_
2. Business Address: \_\_\_\_\_
3. Telephone No. \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
4. Contact Person and Position: \_\_\_\_\_
5. Areas of Operation: \_\_\_\_\_
6. Nature of Business: \_\_\_\_\_ 7. Industries to be covered \_\_\_\_\_
8. Number of Regular Workers: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_
9. Names, Positions and Address of Officers and Staff:

Names of Officers/Staff	Position	Postal Address

10. List of Clients (use additional sheet if necessary)

Name and Address of Client/Principal	Nature of Business	Services Provided to Clients/Principal	Description of the Phase of the Contract	Number of employees Covered in each Phase of the Contract	
				Male	Female

11. UNDERTAKING:

That I, \_\_\_\_\_, Filipino, of legal age, \_\_\_\_\_, \_\_\_\_\_  
name civil status position  
of \_\_\_\_\_, after having been duly sworn to in accordance with law, do  
Name of company

hereby depose and say:

1. That our company shall abide by all applicable laws and regulation of the Department of Labor and Employment;
2. That the remittances to SSS, HDMF, Philhealth, ECC and BIR will be paid religiously by the company.

In witness whereof, I have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ in \_\_\_\_\_

\_\_\_\_\_  
(Affiant's Name/Signature)

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_ 2009. Affiant exhibited to me his/her Residence Certificate No. \_\_\_\_\_, issued at \_\_\_\_\_ on \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

Note: All contacts entered into registration shall be reported to the DOLE Regional Office on or before the 10<sup>th</sup> day of the month immediately following the date of entry into contract.