Republic of the Philippines
Department of Labor and Employment
NATIONAL CAPITAL REGION

CHECKLIST OF REQUIREMENTS FOR AUTHORITY TO RECRUIT

NEW

Section 20. Requirements. For the issuance of an authority to recruit, the applicant/agency must submit the following reqirements:

- [ ] Letter request by the agency;
- [ ] Certification under oath by the agency or an agreement between the agency and the representative or a special power of attorney stipulating details of the proposed recruitment activities;
- [ ] NBI clearance and bio-data of the representative with one recent passport-size picture;
- [ ] Certificate of no pending recruitment case; and,
- [ ] Certificate of attendance to pre-application seminar.

FEES:
₱2,000.00 - Registration Fee

No application shall be accepted unless all the requirements have ben complied with.

RENEWAL

Section 23. Renewal of authority to recruit. An application for renewal of authority to recruit shall be filed not earlier than sixty (60) days but not later than five (5) days before the date of its expiration. The validity of the renewed authority to recruit shall be effective on the expiration date of the previous authority.

The filing of such application after the expiration of the prescribed period shall be subject to penalties as provided for in this rules.

The agency or its representative shall submit a copy of the existing authority to recruit together with the requirements specified in Section 20 of these rules.