



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**

**Region 9**

3<sup>rd</sup> Floor, QNS Building, Veterans Avenue Extension  
 Tumaga Road, Zamboanga City

**APPLICATION FORM – SERVICE/PROJECTS**

For NGOs/POs/GOs/Cooperatives/Unions/Rural Workers Association/LGUs/GAs

**Support to Employment Generation**

- Capacity Building for specific sector (PES/WYC/TULAY/KABATAAN/WAP)
- Promotion of Rural and Emergency Employment (DOLE-AMP/PFZP/ PRESEED)
- Research and Development Program

**Employment Enhancement**

- Standard Setting and Enforcement Program (Inspectorate Program/WISE)
- Productivity Promotion Program
- Social Protection and Welfare Program (WEED/NPAAC/FWP)
- Others

**Employment Facilitation**

- Local/Overseas Employment Facilitation Employment Guidance and Regulatory Program
- Skill Training Program

**Employment Preservation**

- Dispute Prevention, Resolution and Settlement Program
- Worker's Organization, Tripartism and Empowerment Program (Labor Education/WODP/TIPC)

**CHECKLIST OF REQUIREMENTS**

For NGO/PO/Cooperative/Union/Rural Workers Association/Informal Sector Organization

- Certificate of Registration with the Department of Labor and Employment (DOLE), the Securities and Exchange Commission (SEC), the Cooperative Development Authority (CDA) or other appropriate regulatory agency
- Project proposal supported by a Feasibility Study to include:
  - Objective of the project
  - Project management committee
  - Project partners, if any
  - List of intended beneficiaries and their addresses
  - Project duration and target dates of completion
  - Detailed project costs including the equity of the organization in monetary terms
  - Other potential or actual sources of project funds
- Financial Statements with less than three (3) years immediately preceding the application or Proposal:
  - For organization with less than three (3) years of operation
    - Existing Bank Account
    - Certification from the LGU or regulatory agency concerned attesting to the credibility and capacity of the applicant's officers and staff
- List of similar projects the applicant or proponent is implementing or has previously undertaken, including sources of funds
- Appropriate board resolution, attested and duly subscribed and sworn by the appropriate Officer

**For GO/Local Government Unit/Government Agency:**

- Project proposal and Feasibility Study supported by:
  - Applicable existing and duly approved local development
- Appropriate board resolution

**Profile of NGO/PO/GO/Cooperative/Union/Rural Workers Association applicant:**

Name of Organization		Type of Organization <input type="checkbox"/> NGO <input type="checkbox"/> Cooperative <input type="checkbox"/> LGU <input type="checkbox"/> PO <input type="checkbox"/> GO <input type="checkbox"/> RWA <input type="checkbox"/> Union <input type="checkbox"/> Others _____	
Registered Address		Registration No. and Date with DOLE/SEC/CDA:	
Office Tel No	TIN No	No. of workers	Affiliation with other organization

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