



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT

Region 9

3rd Floor, QNS Building, Veterans Avenue Extension
Tumaga Road, Zamboanga City

BLR Reg. Form No. 5 LOC-LO, s. 2004 (DO 40-b-03)
(For Chartering Locals/Chapters)

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 | | Union Members |
| Male _____ Female _____ | | Male _____ Female _____ | | 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 _____, 20____, by _____ with Community Tax | | | | |
| Certificate No. _____ issued at _____ on _____. | | | | |
| NOTARY PUBLIC | | | | |
| Doc No. _____ | | | | |
| Page No. _____ | | | | |
| Book No. _____ | | | | |

| | |
|------------------------------|-------------------|
| DOLE-9 FORM 7.5.06.02 | |
| Issue Date: | May 1, 2013 |
| Approved By: | Regional Director |
| Issue Status: | 01 Rev. No: 00 |

Series of 20____

PART II. PROCESSING OF REQUIREMENTS
(To be accomplished by the processor in the RO)

Date Received:

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.

- Duly accomplished form
- A Charter Certificate issued by the federation or national union indicating the creation or establishment of the local/chapter
- The names of the local/chapter's officers, their addresses, and the principal office of the local/chapter
- 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.

B. Verification (Processor to verify with the records on file with BLR)

- Verified/checked that the federation or national union is a legitimate registered labor organization

C. Payment of Registration Fee

- Registration Fee paid under O.R. No. _____ Date _____
- Registration Fee not paid

D. Recommendation on the Application:

- Recommending Approval with Certificate of Registration attached
 - Recommending Denial due to failure to comply with documentary requirements
(Pls. specify lacking documents)
1. _____
 2. _____
 3. _____

By: _____
Processor
(Signature over printed name)

Date _____

PART III. APPROVAL / DENIAL

A. Entry / Denial

- Entered in the registry of legitimate labor organizations with duly signed Certificate of Registration of Local/Chapter attached
- Entry denied, with duly signed Notice of Non-Compliance

B. Respectfully endorsed to the Director

- For approval of Registration of Creation of Local/Chapter
- For approval of Notice of Non-Compliance

Recommended by:

Division Chief

Date

Approved for release.

Director

Date