Registration of Collective Bargaining Agreement

Collective Bargaining Agreement (CBA) Registration

It is the State policy to promote and emphasize the primacy of collective bargaining in setting working conditions or the creation of a mechanism by which employers and recognized and certified labor unions bargain collectively.

The registration of Collective Bargaining Agreement refers to the process of determining whether the application for registration complies with the requirements provided under DOLE Department Order No. 40-03, as amended.

Clients/Applicants

Parties to the CBA

Requirements

- 1. Duly accomplished and notarized Application Form
- 2. Original and 2 duplicate signed copies of the CBA which must be certified under oath by the representative/s of the employer/s and labor/union/s concerned.
- 3. Statement that the CBA was posted in at least two (2) conspicuous places in the establishment/s concerned for at least five (5) days before its ratification
- 4. Statement that the CBA was ratified by the majority of the employees in the bargaining unit of the employer/s concerned

Validity Period of the Registration

Five (5) years

Registration Fee

P1,000.00

Where to apply

Field Office

Total Process Cycle Time

One (1) Working day upon receipt of complete documents and payment of registration fee

Basic Steps

Steps	Activ		Action	Duration o
	Applicant/Client	DOLE	Officer	Transaction
	Start	Start		
1.	Get application form (DOLE CBA Application Form) and the list of requirements from the Action Officer and fill-up the form.	Provide DOLE Rural Workers Application Form and list of requirements.	(Name/ Position of Action Officer and alternate)	
	↓	↓		
2.	Submit to Action Officer the filled up application form with the documentary requirements.	Check the completeness of the form and documentary requirements.	(Name/ Position of Action Officer and alternate)	
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		a. If application and/ or requirements are not complete documents:	(Name/ Position of Action Officer and alternate)	
		Return the application form and documents to the client indicating the lacking requirement/s and explain, as may be necessary.	anomato	
		Application is deemed not filed.		
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Steps	Activity		Action	Duration of
	Applicant/Client	DOLE	Officer	Transaction
3.	Get the order of payment.	b. For complete documents:		
		Issue order of payment.		
4.	Bring the order of payment to the Designated Cashier, pay the \$\mathbb{P}\$1,000.00 and receive Official Receipt (OR).	Receive payment, issue OR and stamp date and time of release of registration on the face of the OR.		
		Review the application. Field Office Head/ Designated Approving Officer approve/disapprove registration.	(Name/ Position of Action Officer/Eval uator and alternate and Field Office Head or Designated Approving Officer)	
	Bc	BD		



Steps	Activity		Action	Duration of
	Applicant/Client	DOLE	Officer	Transaction

