



Republic of the Philippines  
Department of Labor and Employment  
REGIONAL OFFICE NO. X

CHECKLIST OF REQUIREMENTS FOR AUTHORITY TO OPERATE BRANCH OFFICE

**NEW**

- Duly accomplished and notarized application form (2 copies)
- Certified copy of valid license
- Organizational structure of the branch office including duly notarized appointments
- NBI clearance of the branchmanager and staff members
- Bio-data and one passport-size picture of the Branch Manager and staff members
- Certification that the branch office has an office space with a minimum floor area of 50 square meters for the exclusive use of the branch office  
- specific address, location map and picture of the office façade and facilities
- Surety Bond valid for three (3) years worth P100,000.00

FEES:

P/ 2,000.00 - Filing Fee (non-refundable)

P/ 5,000.00 - Registration Fee

**RENEWAL**

- Duly accomplished and notarized application form (2 copies)
- Original copy of existing authority to operate branch office
- Organizational structure of the branch office, including duly notarized appointments
- NBI clearance of the branchmanager and staff members
- Bio-data and one passport-size picture of the Branch Manager and staff members
- Certification that the branch office has an office space with a minimum floor area of 50 square meters for the exclusive use of the branch office  
- specific address, location map and picture of the office façade and facilities
- Surety Bond valid for three (3) years worth P100,000.00

FEES:

P/ 2,000.00 - Filing Fee (non-refundable)

P/ 5,000.00 - Registration Fee

NOTE:

Section 30. Renewal of authority to operate branch office. - An application to renew an authority to operate branch office shall be filed **NOT EARLIER THAN SIXTY (60) DAYS** but **NOT LATER THAN TEN (10) DAYS before its expiration**. The validity of the renewed authority to operate a branch office shall be effective on the expiration date of the previous authority.

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

The agency shall submit copy of existing authority to operate branch office together with the requirements specified in Section 26 of these rules.