

Department of Labor and Employment
NATIONAL CAPITAL REGION
APPLICATION FOR LICENSE
PRIVATE EMPLOYMENT AGENCY (PEA)

NAME OF AGENCY: _____

ADDRESS OF AGENCY: _____

TEL/FAX Nos. _____

TYPE OF BUSINESS ORGANIZATION: (please check)

() Sole Proprietorship

() Partnership

() Corporation

Date of Registration: _____

Registration Number: _____

For Single Proprietorship

Networth _____

For Corporation/Partnership

Paid-up Capital _____

COMPREHENSIVE DESCRIPTION OF OPERATION: (Please indicate if providing
domestic workers or industry workers)

MANAGEMENT AND STAFF:

NAME	DESIGNATION	ADDRESS

In witness whereof, I have hereunto affixed my signature this _____ day of _____, 20____
in the City of _____.

(Applicant's Name, Position and Signature)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____
in _____, Affiant exhibited to me his/her Residence Certificate No. _____
issued at _____ on _____.

NOTARY PUBLIC

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

AFFIDAVIT OF UNDERTAKING

I, _____, Filipino, of legal age, _____ after having been duly sworn to in law, do hereby depose and say that _____ its officers/directors, employees and authorized representatives shall :

1. Not support or engage in acts involving illegal recruitment, trafficking in persons, violation of Anti-Child Labor Law or crimes involving moral turpitude or similar activities;
2. Ensure that DOLE Standard Recruitment are adhered to by parties;
3. Not collect any fees whatsoever from the applicants;
4. Assume full responsibility for all acts of its officers, employees and representatives in connection with recruitment and placement activities;
5. Attest that we or our Agency has no record of unresolved case on illegal recruitment, trafficking in persons, violation of Child Labor Law, and/or crimes involving moral turpitude;
6. Not engage in job contracting;
7. Ensure that only qualified workers are placed for employment;
8. Negotiate for the best terms and conditions of employment for the work;
9. Provide Pre- Employment Orientation (PEO) to recruits, including but not limited to their rights and responsibilities;

In witness whereof, I have hereunto affixed my signature this ____ day of _____, 20__ in the City of _____.

Affiant's Name and Signature

SUBSCRIBE AND SWORN to before me this ____ day of _____, 20__ in _____, Affiant exhibited to me his/her Community Tax Certificate No. _____ issued at _____ on _____.

NOTARY PUBLIC

Doc. No. _____

Page No. _____

Book No. _____

Series of _____