

WORKING CHILD PERMIT CODES

A. Child's ID Number:

The Child's ID Number is a one-time unique identification number assigned to a child below 15 years of age who may be permitted to work under the two (2) exceptions under Republic Act No. 9231.

Starting 1 January 2018, the DOLE Regional/Field Office shall assign a Child's ID Number once for each child below 15 years of age who may be permitted to work as follows:

*Year-Regional Office Code-Field Office Code-Child's Control Number-Sex
(e.g. 2018-NCR-1-1234-M)*

To determine the **Regional Office Code**, the DOLE Regional Offices shall be assigned with the following:

NCR	:	NCR	Region VI	:	R06
CAR	:	CAR	Region VII	:	R07
Region I	:	R01	Region VIII	:	R08
Region II	:	R02	Region IX	:	R09
Region III	:	R03	Region X	:	R10
Region IV-A	:	R4A	Region XI	:	R11
Region IV-B	:	R4B	Region XII	:	R12
Region V	:	R05	Caraga	:	CRG

To determine the Field Office Code, the DOLE Field Offices will be numbered based on alphabetical order such as the following for DOLE-NCR Field Offices:

CAMANAVA	:	1
Makati and Pasay	:	2
Manila	:	3
MUNTAPARLAS	:	4
PAPAMAMARISAN	:	5
Quezon City	:	6

If it is the DOLE Regional Office processing the application and issuing the Working Child Permit, the assigned Field Office Code is zero (0).

The **Child's Control Number** shall be a four (4) digit number chronologically assigned to each child. Every start of the year, the Child's Control Number shall revert back to 0001.

B. Working Child Permit Number:

Working child permit number is the control number assigned to the permit issued for each project that a child undertakes. Starting 1 January 2018, all Working Child Permits that will be issued shall be assigned with the following code:

*Year-Regional Office Code-Field Office Code-WCP Control Number-Nature of Work Code
(e.g. 2018-NCR-1-1234-TVC)*

The codes mentioned in item A for DOLE Regional and Field Offices shall be utilized in the Working Child Permit Number.

The WCP Control Number shall be a four (4) digit number chronologically assigned to each Working Child Permit that may be issued. Every start of the year, the WCP Control Number shall revert back to 0001.

The Nature of Work Codes shall be as follows:

1. Cinema

- Cinema/Film : CN
- Cinema Advertisement : CnAd

2. Radio

- Recording Artist : RA
- Radio Commercial : RDC

3. Television

- TV Commercial : TVC
- TV Program : TVP
- TV Guesting : TVG
- Music Video : MV
- Talent Contest : TC

4. Theater

- Theater Arts : TA

5. Public relations activities or campaigns

- Public Relations : PR

6. Print materials

- Print Advertisement : PA
- Billboard : BB

7. Others, specify

- Live Appearance : LA
- Voice Talent : VT
- Web : WEB
- Audio Visual Presentation : AVP
- Digital : DGT