

QUALITY FORM  
ISODF-LABOR-12

REVISION NO. 02  
EFFECTIVITY DATE: 12/30/07

**Name:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**CHECKLIST FOR CERTIFICATE OF NON-AVAILABILITY (CNA)  
EXEMPTION FOR SSWV PROCESSING  
(INITIAL / RENEWAL)**

Cover letter addresses to:  
**Atty. SEVERO C. PASTOR, Jr.**  
**Manager, Labor Department**

Attention: **Mr. ROMMEL M. AQUINO**  
Division Chief, Manpower Services

Please indicate the name of the foreign national, his position title in the company.  
( Elective position such as President, VP, General Manager, Chairman/Member of the Board,  
Incorporator/Shareholders and Consultants; i.e. case to case basis, is exempted  
from the publication), and the duration/period of employment with the company.

Bio-data/ resume with job qualifications and latest 2 x 2 picture

Photocopy of passport with latest arrival and valid visa extension

Employment Contract/ Consultancy Agreement (duly notarized )

SEC Articles of Incorporation (if original member of the board), and/or Minutes of the  
Board  
Resolution Meeting/ Corporate Secretary's Affidavit (duly notarized )

Organizational Structure of the Company

Photocopy of SBMA Tax Exempt Certificate of Registration issued by the Locator's  
Registration and Licensing Department ( LRLD ), if locator /investor

Personal interview with the Labor Department Manager schedule on \_\_\_\_\_

Certification of Appearance with Duties and Responsibilities.

**Note: ( Please contact Ms. Daisy Esposito/ Mr. Ding Opulento for schedule with  
Atty. S.C. Pastor, Jr. at Room 116 Bldg. 255 or call telephone no. 252-4254)**

QUALITY FORM  
ISODF-LABOR-12

REVISION NO. 03  
EFFECTIVITY DATE: 12/30/07

**Name:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**CHECKLIST FOR CERTIFICATE OF NON-AVAILABILITY (CNA)  
FROM DOLE FOR SSWV PROCESSING**

Cover letter addresses to:

**Atty. SEVERO C. PASTOR, Jr.**  
**Manager, Labor Department**

Attention: **Mr. ROMMEL M. AQUINO**  
Division Chief, Manpower Services

Please indicate the name of the foreign national, his position title and the duration/period of employment with the company and the justification why the Foreign national must be hired instead of a local Filipino.

Bio-data/ resume with job qualifications and latest 2 x 2 picture

Photocopy of passport with latest arrival and valid visa extension

Employment Contract/ Consultancy Agreement (duly notarized )

Three (3) Consecutive Weekly Announcement/ publication (at least once every week) in a national newspaper (e.g. Phil. Daily Inquirer, Manila Bulletin, Phil. Star., etc.)

RRA for Job Posting at Bldg. 608 for at least 5 working days.

Organizational Structure of the Company

Photocopy of SBMA Tax Exempt Certificate of Registration issued by the Locator's Registration and Licensing Department ( LRLD ), if locator /investor

Personal interview with the Labor Department Manager schedule on \_\_\_\_\_

Certificate of Appearance with duties & responsibilities.

**Note: ( Please contact Ms. Daisy Esposo/ Mr. Ding Opuento for schedule with  
Atty. S.C. Pastor, Jr. at Room 116 Bldg. 255 or call telephone no. 252-4254)**

QUALITY FORM

REVISION NO. 04



ISODF-LABOR-08

EFFECTIVITY DATE: 01/30/08

**CONTROL NO.** \_\_\_\_\_  
**Valid from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_  
 (as written in your passport) (as written in your passport)

**Company Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**TEMPORARY WORK PERMIT (TWP) REQUIREMENT CHECKLIST**

**Date submitted:** \_\_\_\_\_

**NEW**

- \_\_\_\_\_ **1. Application with 2x2 colored pictured not more than six (6) months old**
- \_\_\_\_\_ **2. TWP Processing fee – US\$30.00 O.R. \_\_\_\_\_ Date: \_\_\_\_\_**
- \_\_\_\_\_ **3. Copy of Passport- all stamped pages with latest arrival date indicated hereon: \_\_\_\_\_**
- \_\_\_\_\_ **4. NBI Clearance and/or Police Clearance from country of origin**  
 (Clearance should be at least within a month after departure from the country of origin)
- \_\_\_\_\_ **5. Notarized Certified true copy of a written contract of employment entered into by SBF Enterprise for Applicant’s services/ or certificate of employment/ reassignment**
- \_\_\_\_\_ **6. Physical/ Medical Examination conducted by the SBMA PHSD**
- \_\_\_\_\_ **7. Certificate of Tax Exempt Registration for locator/investor or Permit to Operate/ Certificate of Accreditation**
- \_\_\_\_\_ **8. Organizational Structure of the company**
- \_\_\_\_\_ **9. Personal interview with the Labor Department Manager scheduled on \_\_\_\_\_**
- \_\_\_\_\_ **10. Certificate of Appearance with duties & responsibilities**  
 Note: ( Please contact Ms. Daisy Esposo/ Mr. Ding Opulento for schedule with Atty. S.C. Pastor, Jr. at Room 116 Bldg. 255 or call telephone no. 252-4254)

**RENEWAL**

- \_\_\_\_\_ **1. Letter request**
- \_\_\_\_\_ **2. TWP Processing Fee- US\$ 25.00 O.R. No. \_\_\_\_\_ Date: \_\_\_\_\_**
- \_\_\_\_\_ **3. Copy of Passport – all stamped pages with latest arrival date: \_\_\_\_\_ and valid visa extension indicated thereon: \_\_\_\_\_**
- \_\_\_\_\_ **4. Previous TWP expires on \_\_\_\_\_**

**LATE RENEWAL:**

- \_\_\_\_\_ **1. Letter request and/justification**
- \_\_\_\_\_ **2. Penalty of US\$ 10.00 O.R. No. \_\_\_\_\_ Date: \_\_\_\_\_**

\_\_\_\_\_  
**(EVALUATOR)**

