

### SCHEDULE OF FEES

No.	Documents Issued	Fees (in PHP)		Process Cycle Time			Validity	Note
		New	Renewal	Provincial Office Level	Regional Office Level	Total		
1	Alien Employment Permit	9,000.00	4,000.00	None	Maximum of five (5) days	Maximum of five (5) days	One (1) year	Certificate of Exclusion: 500.00 Card replacement: 1,500.00 Change in position: 9,000.00 Additional position: 8,000.00 Penalty: 20,000.00 for every year or a fraction thereof on foreign nationals found working without an AEP or with an expired AEP
2	Job Contractors & Sub-Contractors Certificate of Registration	100,000.00		Maximum of three (3) days	Maximum of two (2) days	Maximum of five (5) days	Two (2) years	With ocular inspection within two (2) days upon receipt of complete documents
3	Private Employment Agency (PEA) License	Filing Fee (Single/Corporation/ Partnership): 5,000.00 License Fee: 15,000.00		Maximum of five (5) days	Maximum of five (5) days	Maximum of ten (10) days	Three (3) years	License Replacement: 1,000.00 Penalty: 10,000.00 for every count of offense committed Cash bond: 50,000.00 Surety Bond: 100,000.00
4	Authority to Recruit Outside the Business Address of Applicant	Registration fee: 2,000.00		Maximum of one (1) day	Maximum of one (1) day	Maximum of two (2) days	Co-terminus with the PEA License unless sooner revoked/cancelled by the issuing Regional Office or terminated by the agency	
5	Authority to Establish Branch Outside Business Address	Filing fee: 2,000.00 Registration fee: 5,000.00		Maximum of five (5) days	Maximum of five (5) days	Maximum of ten (10) days	Co-terminus with the PEA License unless sooner revoked/cancelled by the issuing Regional Office or terminated by the agency	License Replacement: 1,000.00 Surety Bond: 100,000.00
6	Job Fair Permit	3,000.00		Maximum of five (5) days	None	Maximum of five (5) days	Within the specified duration of the job fair	Application should be filed at DOLE Provincial Offices where the Job Fair will be conducted
7	Working Child's Permit	100.00		Maximum of three (3) days	None	Maximum of three (3) days	Based on the employment contract but not to exceed one (1) year	P 100.00/project. Should be filed at least 3 days before taping/shooting
8	Union Registration	70.00		Maximum of three (3) days	None	Maximum of three (3) days	Indefinite	
9	Worker's Association Registration	70.00		Maximum of three (3) days	None	Maximum of three (3) days	Indefinite	
10	Collective Bargaining Agreement	1000.00		Maximum of three (3) days	None	Maximum of three (3) days	Five (5) years	
11	Certification that Company Has No Pending/Has Pending Case with DOLE	No service fee		Maximum of three (3) days	None	Maximum of three (3) days	Six (6) months	
12	Certificate of Registration of Company (Rule 1020)	No service fee		Maximum of one (1) day	None	Maximum of one (1) day	Indefinite	
13	Accreditation of Co-Partner for Livelihood Projects	No service fee		Maximum of six (6) days	Maximum of four (4) days	Maximum of ten (10) days		