

**CHECKLIST FOR DEPARTMENT ORDER No. 18-02**  
**(Contractor/Sub-Contractor)**

- CORPORATION    SINGLE PROPRIETORSHIP    PARTNERSHIP    COOPERATIVE

**NEW**

- Two (2) copies of duly accomplished two (2) pages Application Form (TIN required).
- Certified Copy of License or Business Permit / Mayor's Permit issued by the Local Government Unit/s where the contractor / sub-contractor operates.
- A duly notarized Affidavit of Undertaking that the contractor / sub contractor shall abide by all applicable laws and regulations of the Department of Labor and Employment.
- Certified copy of the Certificate of Registration from SEC, along with the Articles of Incorporation and/or latest ;
- Certified copy of DTI Registration Certificate and DTI Certification;
- Certified copy of the Certificate of Registration from the CDA
- Certified copy of Registration from the DOLE if the applicant is a union.
- Copy of duly audited financial statement, Income Tax Return or Sworn Statements of Assets and Liabilities.
- Certificate of Good Credit Standing and certificate of operational (for existing cooperative).
- P100.00 Registration Fee**

**RENEWAL**

- Two (2) copies of duly accomplished two (2) pages Application Form (TIN required).
- Certified Copy of License or Business Permit / Mayor's Permit issued by the Local Government Unit/s where the contractor / sub-contractor operates.
- A duly notarized Affidavit of Undertaking that the contractor / sub contractor shall abide by all applicable laws and regulations of the Department of Labor and Employment.
- Certified copy of the Certificate of Registration from SEC, along with the Articles of Incorporation;
- Certified copy of DTI Registration Certificate and DTI Certification;
- Certified copy of the Certificate of Registration from the CDA
- Certified copy of Registration from the DOLE if the applicant is a union.
- Copy of duly audited financial statement, for Corporation or Partnership, Cooperative or Union; or copy of the latest Income Tax Return (ITR), for sole proprietorship.
- Certificate of Good Credit Standing
- One (1) copy of existing contract
- Copy of previous Certificate of Registration
- DOLE Clearance
- Proofs of remittances/ payments of SSS, HDMF, Philhealth premiums for the last three (3) years.
- Contractor/Sub-Contractor annual reports
- P100.00 Registration Fee**

**NOTE: SUBMIT ONE (1) SET OF REQUIREMENTS FASTENED IN A FOLDER**

**APPLICATION WITH INCOMPLETE REQUIREMENTS &  
DISCREPANCIES WILL NOT BE ACCEPTED**