



## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

(1) NAME OF DEPARTMENT/AGENCY/LGU: OCCUPATIONAL SAFETY AND HEALTH CENTER

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON AUG. 26, 2020:     Yes         No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Enrollment in OSH Training Courses	Executive Order No. 307 "Establishing the Occupational Safety and Health Center in the Employees' Compensation Commission"  Republic Act No. 11058 "An Act Strengthening Compliance with the Occupational Safety and Health Standards and providing Penalties for Violations Thereof."	Section 2.b. To plan, develop and implement training programs in the field of occupational safety and health, and related interests;  Implementing Rules and Regulations. Section 16. Safety and health Training. All safety and health personnel shall undergo the mandatory seminar or training on OSH as prescribed by DOLE. Said training shall be evidenced by the issuance of a certification by DOLE or DOLE-accredited Training Organization			
Development and distribution of Information, Education and Communication (IEC) materials on Occupational Safety and Health (OSH)	Executive Order No. 307 "Establishing the Occupational Safety and Health Center in the Employees' Compensation Commission"	Section 2.c. To serve as a clearing house of information and innovative methods, techniques and approaches in dealing with occupational safety and health problems and institute a mechanism of information dissemination to the general public.			

<sup>1</sup> Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

<sup>2</sup> Cite section number and quote provision identified in the governing law



	<p>Republic Act No. 11058 "An Act Strengthening Compliance with the Occupational Safety and Health Standards and providing Penalties for Violations Thereof."</p>	<p>Section 11. Occupational Safety and Health Information</p>			
<p>Sale of Occupational Safety and Health Standards</p>	<p>Executive Order No. 307 "Establishing the Occupational Safety and Health Center in the Employees' Compensation Commission"</p> <p>Republic Act No. 11058 " An Act Strengthening Compliance with the Occupational Safety and Health Standards and providing Penalties for Violations Thereof."</p>	<p>Section 2.c. To serve as a clearing house of information and innovative methods, techniques and approaches in dealing with occupational safety and health problems and institute a mechanism of information dissemination to the general public.</p> <p>Implementing Rules and Regulations Section 11. Occupational Safety and Health Information</p>			
<p>Special Examination:</p> <p>1. Biological Monitoring of Heavy Metals and Organic Solvents</p> <p>2. Audiometry</p>	<p>Executive Order No. 307 "Establishing the Occupational Safety and Health Center in the Employees' Compensation Commission"</p>	<p>Section 2.d. To monitor the working environment by the use of industrial hygiene, field and laboratory equipment and conduct medical examinations of workers exposed to hazardous substances for the ready detection of occupational diseases;</p>			
<p>Testing of Personal Protective Equipment</p>	<p>RA 11058 – OSH LAW</p>	<p>Sec. 8 – Workers Rights to PPE</p>	<p>DOLE DO 198-18: IRR of RA 11058</p>	<p>January 2019</p>	<p>Rule 1080 – Personal Protective Equipment-Occupational Safety and Health Standards as amended, 1989</p>
<p>Work Environment Measurement (WEM)</p>	<p>Executive Order No. 307 (Nov. 4, 1987) "Establishing the Occupational Safety and Health Center in the Employees' Compensation Commission", attached agency of the Department of Labor and Employment</p> <p>Rule 1077 of the Occupational Safety and Health Standards</p>	<p>Section 2.d. "The Center shall have the following functions: To monitor the working environment by the use of industrial hygiene, field and laboratory equipment...for the ready detection of occupational diseases;</p> <p>Rule 1077.02: WEM shall mean sampling and analysis carried out in respect of the atmospheric working environment and other fundamental elements of working environment for the purpose of determining actual conditions therein.</p> <p>Rule 1077.03: (1-5) Requirements</p>			



Accreditation of WEM Service Providers	DOLE Department Order 160-16: Guidelines on the Accreditation of Consulting Organizations to provide WEM Services	Section 1.b. The OSHC, by virtue of DOLE Administrative Order 56 series of 2011 and in consultation with the Bureau of Working Condition (BWC), shall provide policy guidelines and evaluate the competence and integrity of applicants for accreditation as WEM Providers.			
Accreditation of OSH Training and Consultancy Organizations, OSH Practitioners and OSH Consultants	Executive Order No. 307 "Establishing the Occupational Safety and Health Center in the Employees' Compensation Commission"  Republic Act No. 11058 "An Act Strengthening Compliance with the Occupational Safety and Health Standards and providing Penalties for Violations Thereof."	Section 2.b. To plan, develop and implement training programs in the field of occupational safety and health, and related interests;  Implementing Rules and Regulations. Section 16. Safety and health Training. All safety and health personnel shall undergo the mandatory seminar or training on OSH as prescribed by DOLE. Said training shall be evidenced by the issuance of a certification by DOLE or DOLE-accredited Training Organization	DOLE Department Order No.16 s. 2001 Procedural Guidelines for Accreditation  DOLE AO No. 56 s.2011 – Transferring the function of Accreditation of OSH Training / Consulting Orgs. and Consultant to OSHC	December 2001  February 2011	
Accreditation of Construction Heavy Equipment Testing Organization (CHETO)	PD 442: Labor Code of the Philippines  RA 11058 : OSH Law	Book IV Article 162  Chapter III Section 10	DO 13 s 1998 Guidelines Governing OSH in the Construction Industry  DO 198 – IRR of RA 11058  AO 407 s 2017 Transferring the function of Accreditation of OSH Practitioner and CHETO from ROs /BWC to OSHC	August 1998  January 29, 2019  September 2017	



(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>3</sup>

GOVERNMENT SERVICE: <u>ENROLLMENT IN OCCUPATIONAL SAFETY AND HEALTH (OSH) TRAINING COURSE</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<ul style="list-style-type: none"> <li>Duly accomplished Application Form</li> <li>Official Receipt</li> </ul>	ISO Registered Process	<ul style="list-style-type: none"> <li>Proceed to the division in-charge of the Training Program.</li> <li>Accomplish registration form (provide complete details needed)</li> <li>Proceed to Cashier for payment.</li> <li>Return to Division-in-Charge of Training Program and submit registration form with record of OR number.</li> </ul>	ISO Registered Process	30 minutes	P1, 100 per day of training (inclusive of lunch, AM and PM snacks, and training materials.
<b>TOTAL</b>				<b>30 minutes</b>	<b>Please refer to schedule of fees</b>

<sup>3</sup> Please note that one table is to be filled-up per Government Service.

To fill up:

- List down all requirements applicable to the government service
- Per requirement, cite legal basis/rationale why requirement is essential
- Steps/Procedures should be listed in the Client's perspective
- If applicable, legal basis of each step/procedure may be indicated in column 4
- Input the total processing time for the service in working days and/or hours
- Input the sum of all fees paid for the service



<b>GOVERNMENT SERVICE: <u>AVAILMENT OF OSHC TRAINING FACILITIES</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
<ul style="list-style-type: none"> <li>Request Letter</li> </ul>		<ul style="list-style-type: none"> <li>Submit Request Letter to the Office of the Executive Director indicating the date, time and nature of activity</li> </ul>		Within 1 day	
<ul style="list-style-type: none"> <li>Function Request Room</li> <li>Letter of Agreement</li> </ul>		<ul style="list-style-type: none"> <li>Accomplish and submit Function Request Form and Letter of Agreement</li> </ul>		Within 1 day	
<ul style="list-style-type: none"> <li>Statement of Account</li> <li>Official Receipt</li> </ul>		<ul style="list-style-type: none"> <li>Upon receipt of Statement of Account, pay the corresponding fee at the Cashier after the use of facilities</li> </ul>		Within 1 hour	Please refer to schedule of fees
<b>TOTAL</b>					<b>Please refer to schedule of fees</b>

<b>GOVERNMENT SERVICE: <u>AVAILMENT OF IEC MATERIALS – POSTERS, FLYERS, INFORMATION PACKAGES</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
Accomplished IEC Form B	ISO Registered Process	Submit accomplished IEC Form B to any TPID personnel IEC Materials requested for in the IEC Form B will be packed and given to client	ISO Registered Process	5 minutes	Free
<b>TOTAL</b>				<b>5 minutes</b>	<b>Free</b>



<b>GOVERNMENT SERVICE: <u>AVAILMENT OF IEC MATERIALS – OSH STANDARDS</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
Accomplished IEC Form C	ISO Registered Process	<ul style="list-style-type: none"> <li>Fill-out IEC Form C</li> <li>Proceed to Cashier to pay the fee</li> <li>Issue Official Receipt</li> <li>Return the accomplished form with the Official Receipt to TPID</li> <li>The requested number of OSH Standards will be packed and given to the client</li> </ul>	ISO Registered Process	15 minutes	P100.00 per copy of the OSH Standards
<b>TOTAL</b>				<b>15 minutes</b>	<b>P 100.00</b>

<b>GOVERNMENT SERVICE: <u>SPECIAL EXAMINATION: BIOLOGICAL MONITORING OF HEAVY METALS AND ORGANIC SOLVENTS</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
<ul style="list-style-type: none"> <li>Client's Letter of Request</li> <li>Signed Service Agreement</li> <li>Accomplished Client Profile</li> </ul>	ISO Registered Process	<ul style="list-style-type: none"> <li>Submit Letter of Request to the Office of the Executive Director (OED)</li> <li>Submit signed Service Agreement and Client Profile to Health Control Division</li> <li>Collection of Biological Samples</li> <li>Analyze Biological Samples</li> <li>Review and sign results</li> <li>Request for Statement of Account to Accounting Section</li> <li>Prepare and endorse Billing Letter to OED</li> <li>Notify client of the availability of results</li> </ul>	Executive Order No. 307	Twenty (20) working days	Please see Schedule of Fees
<b>TOTAL</b>				<b>20 days</b>	



GOVERNMENT SERVICE: <u>SPECIAL EXAMINATION: AUDIOMETRY</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
<ul style="list-style-type: none"> <li>Client's Letter of Request</li> <li>Signed Service Agreement</li> <li>Accomplished Client Profile</li> </ul>	ISO Registered Process	<ul style="list-style-type: none"> <li>Submit Letter of Request to the Office of the Executive Director (OED)</li> <li>Submit signed Service Agreement and Client Profile to Health Control Division</li> <li>Conduct of Audiometry as scheduled</li> <li>Interpret results</li> <li>Prepare results and endorse to HCD Division Chief</li> <li>Review and sign results</li> <li>Request for Statement of Account to Accounting Section</li> <li>Prepare and endorse Billing Letter to OED</li> <li>Notify client of the availability of results</li> </ul>	Executive Order No. 307	Thirteen (13) working days	P 450.00 per examination
<b>TOTAL</b>				<b>13 days</b>	<b>P 450.00</b>

GOVERNMENT SERVICE: <u>TESTING OF PERSONAL PROTECTIVE EQUIPMENT</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Request letter	PD 442 Article 162	<ul style="list-style-type: none"> <li>Submit request letter to the Office of the Executive Director</li> <li>Submit sample test specimens and Request Letter of the type of PPE to be tested to the Safety Control Division</li> <li>Submit the Signed Service Agreement Form</li> </ul>	PD 442 Article 162	20 working days	Please refer to schedule of fees
PPE Specimen for testing - safety shoes - safety helmet - body harness	OSHS		OSHS EO 307 : Establishing OSH Center		



<ul style="list-style-type: none"> <li>- rubber insulating gloves</li> <li>- goggles/face shield</li> <li>• Official receipt</li> </ul>	<p>EO 307 : Establishing OSH Center</p> <p>RA 11058 OSH Law</p>	<ul style="list-style-type: none"> <li>• Pay the testing fee at the Cashier and Secure Final Test Result from SCD</li> </ul>	RA 11058 OSH Law		
<b>TOTAL</b>				<b>20 days</b>	<b>Please refer to schedule of fees</b>

<b>GOVERNMENT SERVICE: WORK ENVIRONMENT MEASUREMENT (WEM) SERVICES</b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>			
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>	<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
WEM Request Form	Executive Order No. 307 (Nov. 4, 1987) "Establishing the Occupational Safety and Health Center in the Employees' Compensation Commission", attached agency of the Department of Labor and Employment  Rule 1077 of the Occupational Safety and Health Standards	<ul style="list-style-type: none"> <li>• Submit duly accomplished WEM Request Form to the Office of the Executive Director (OED)</li> </ul>		Within 1 day	
WEM Request Acknowledgement Form		<ul style="list-style-type: none"> <li>• ECD to send WEM Request Acknowledgement Form to the client and prepare WEM schedule</li> </ul>		Within 3 days from the receipt of WEM Request	
WEM Confirmation Form		<ul style="list-style-type: none"> <li>• ECD to coordinate with client on the schedule of WEM</li> <li>• Send WEM Confirmation Form to client</li> <li>• *Client to submit the accomplished and signed WEM Confirmation Form</li> </ul>		*Within 5 days from the receipt of WEM Confirmation Form	
Service Agreement		<ul style="list-style-type: none"> <li>• ECD to send Service Agreement to client indicating the different WEM parameters to be measured / conducted</li> <li>• *Client to submit signed Service Agreement</li> </ul>		*Within 3 days from the receipt of Service Agreement or may be given on the actual day of WEM	
Statement of Accounts		<ul style="list-style-type: none"> <li>• Actual conduct of WEM</li> <li>• Submit WEM samples to Laboratory for Analysis</li> <li>• Laboratory Analysis of WEM samples</li> </ul>		Within 20 working days from the conduct of WEM	





		<ul style="list-style-type: none"> <li>• Submit signed Service Agreement and Request for Statement of Accounts (SOA) to FAD-Accounting Section</li> <li>• Prepare WEM Report</li> <li>• Send Statement of Accounts to client for payment</li> <li>• Notify client of availability of WEM Report</li> </ul>			
Official Receipt Final WEM Report		<ul style="list-style-type: none"> <li>• Client to pay the *total amount of WEM fee at the Cahier; secure official receipt</li> <li>• Release of Final WEM Report</li> </ul>		Within 1 day	
<b>TOTAL</b>				<b>33 days</b>	Total WEM fee will be based on the Schedule of Fees in consideration of the areas and parameters measured during the actual WEM

**GOVERNMENT SERVICE: ACCREDITATION OF WEM SERVICE PROVIDERS**

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Application Form with complete required documents listed in the Application Form	DOLE D.O. 160-16	<ul style="list-style-type: none"> <li>• Submit duly accomplished Application Form and Required Documents to the Office of the Executive Director (OED)</li> <li>• Endorse to Environment Control Division (ECD)</li> </ul>		Within 1 day	P 450.00
Document Review Form		<ul style="list-style-type: none"> <li>• Initial Assessment and checking of completeness of documents</li> <li>• Send Document Review Form to applicant</li> </ul>		Within 5 days from the receipt of Application Form w/ required documents	
List of Additional documents for completion Reassessment and Document Review Form		<ul style="list-style-type: none"> <li>• Submit required additional documents for re-assessment</li> </ul>		Within 2 days from the submission	
Notice of On-site Inspection		<ul style="list-style-type: none"> <li>• If required documents are complete, schedule on-site inspection / validation</li> <li>• Send Notice of On-site inspection to client</li> <li>• Client to confirm the schedule</li> </ul>		Within 1 day	



		<ul style="list-style-type: none"> <li>Conduct of On-site inspection and validation of competency</li> </ul>		Within 1 day	
On-site Inspection Evaluation Form Notice of Panel Interview schedule		<ul style="list-style-type: none"> <li>Prepare and send Inspection Evaluation Form to client</li> <li>If completed the requirements, schedule for panel interview</li> </ul>		Within 2 days from the conduct of On-site Inspection	
Interview Evaluation Form		<ul style="list-style-type: none"> <li>Conduct panel interview</li> <li>Prepare evaluation / recommendation</li> </ul>		Within 2 day	
Notice of Result / Evaluation Form Statement of Account		<ul style="list-style-type: none"> <li>Notify the applicant if accreditation is approved or not</li> <li>If approved, prepare Certificate of Accreditation for Signature of Evaluators</li> <li>Request for Statement of Account for Accreditation fee</li> <li>Notify the company of the schedule of Awarding of Certificate of Accreditation</li> </ul>		Within 3 days	
Official Receipt Certificate of Accreditation		<ul style="list-style-type: none"> <li>Pay the Accreditation Fee for WEM Service Provider</li> <li>Release of Certificate of Accreditation as WEM Service Provider</li> </ul>		Within 1 day	P 300.00
<b>TOTAL</b>				<b>18 days</b>	<b>P 750.00</b>

<b>GOVERNMENT SERVICE: ACCREDITATION OF OSH TRAINING ORGANIZATIONS</b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
<ul style="list-style-type: none"> <li>e-copies of the BOSH and COSH manuals</li> <li>Duly accomplished DOLE-BWC AF-ORG-A3 Form</li> <li>All requirements under Guidelines for Accreditation: Annex B List of Requirements on Accreditation as OSH Training Organization</li> </ul>	DOLE Department Order No. 16-01 and its IRR	<ul style="list-style-type: none"> <li>Assess the completeness of submitted documents using form: DOLE-BWC-AF-CHK-TO</li> <li>Conduct initial review of Training Manuals</li> <li>Forward consolidated comments on the training manuals to applicants</li> <li>Revise manuals based on OSHC Comments</li> <li>Conduct second review of the training manuals.</li> <li>Forward consolidated comments on the training manuals to applicants</li> </ul>	DOLE Department Order No. 16-01 and its IRR	Within 1 day  Within 5 days  Within 3 days	P300.00 for the certificate  P200.00 for annual <b>renewal</b>



<ul style="list-style-type: none"> <li>Revised BOSH and COSH manuals</li> </ul>		<ul style="list-style-type: none"> <li>Revise manuals based on second round of OSHC Comments</li> <li>Conduct third review of the training manuals.</li> <li>Upon approval of the manuals, coordinate with the applicant re: schedule of interview.</li> <li>Conduct of Actual Interview</li> <li>Conduct of actual audit and ocular inspection.</li> <li>Consolidate findings and recommendations</li> <li>Advise applicant to pay necessary fees</li> <li>Payment of fees</li> <li>Issuance of Certificate of Accreditation <b>(temporary validity: 6 months)</b></li> </ul>		<p>Within 3 days</p> <p>Within 1 day Within 4 days Within 1 day Within 1 day</p> <p>Within 1 day</p>	
<b>TOTAL</b>				<b>Twenty (20 ) working days</b>	<b>Please refer to the schedule of fees</b>

<b>GOVERNMENT SERVICE: ACCREDITATION OF NEW OSH PRACTITIONER, CONSULTANT AND OH PRACTITIONER (DOLE Department Order No. 16-2001)</b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
<ul style="list-style-type: none"> <li>Duly accomplished DOLE-BWC-AF-PCN-A1 Form</li> <li>All requirements under procedural Guidelines for Accreditation: Annex B List of Requirements on Accreditation as Practitioner/Consultant</li> </ul>	DOLE Department Order No. 16-01 and its IRR	<ul style="list-style-type: none"> <li>Submit application and documentary requirements to concerned division based on applicant's technical/professional expertise</li> <li>Evaluation of documentary requirements</li> <li>Interview of applicant</li> <li>Prepare certificate of accreditation and signing of interviewers and Executive Director</li> <li>Advise applicant to pay</li> <li>Pay necessary fees</li> <li>Issuance of certificate and ID of accreditation (3-year validity)</li> </ul>	DOLE Department Order No. 16-01 and its IRR	<p>Within 1 day</p> <p>Within 1 day Within ½ day Within 1 day</p> <p>Within 30 minutes</p> <p>Within 30 minutes</p>	Please refer to schedule of fees
<b>TOTAL</b>				<b>3 days and 5 hours</b>	<b>Please refer to schedule of fees</b>



<b>GOVERNMENT SERVICE: ACCREDITATION OF OSH CONSULTANCY ORGANIZATIONS</b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
<ul style="list-style-type: none"> <li>Duly accomplished DOLE-BWC AF-ORG-A3 Form</li> <li>All requirements under Annex B List of Requirements on Accreditation as OSH Consultancy Organization</li> </ul>	DOLE Department Order No. 16-01 and its IRR	<ul style="list-style-type: none"> <li>Assess the completeness of submitted documents using form: DOLE-BWC-AF-CHK-CO</li> <li>Conduct of Actual Interview</li> <li>Conduct of actual audit and ocular inspection.</li> <li>Submit report of findings</li> <li>Consolidate findings and recommendations</li> <li>Advise applicant to pay necessary fees</li> <li>Payment of fees</li> <li>Issuance of Certificate of Accreditation</li> </ul>	DOLE Department Order No. 16-01 and its IRR	Within 1 day Within 1 day Within 4 days Within 1day	P300.00 for the certificate P200.00 for annual <b>renewal</b>
<b>TOTAL</b>				<b>Seven (7) Working Days</b>	<b>Consolidate findings and recommendations</b>

<b>GOVERNMENT SERVICE: ACCREDITATION OF CONSTRUCTION HEAVY EQUIPMENT TESTING ORGANIZATION (CHETO)</b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
<ul style="list-style-type: none"> <li>Application letter for accreditation using company letterhead addressed to the Executive Director</li> <li>Documentary Requirements Accreditation of Testing Organization for Construction Heavy</li> </ul>	PD 442 Article 162 Procedural Guidelines on Accreditation and Performance Audit of CHETO Pursuant to Section 10, Department Order	<ul style="list-style-type: none"> <li>Submit application requirements</li> <li>Submit addendum / additional requirements in support to the initially submitted documents if the need arises</li> <li>Present organization's technical expertise and capabilities during panel interview</li> <li>Pay necessary fees</li> </ul>	PD 442 Article 162 Procedural Guidelines on Accreditation and Performance Audit of CHETO Pursuant to Section 10, Department Order No. 13, Series of 1998	20 working days upon submission of complete documents	Please refer to schedule of fees



<p>Equipment (FM – DOLE – BWC – 02.01)</p> <ul style="list-style-type: none"> <li>Applicant' s Profile for Accreditation as Testing Organization for Construction Heavy Equipment (FM – DOLE – BWC – 02.02)</li> <li>Official Receipt</li> </ul>	<p>No. 13, Series of 1998</p> <p>DO 16 series of 2001</p>		<p>DO 16 series of 2001</p>		
<b>TOTAL</b>				<b>20 working days upon submission of complete documents</b>	<b>Please refer to schedule of fees</b>