



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



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SIMPLIFICATION OF THE REQUIREMENTS FOR THE PROCESSING OF APPLICATIONS AND PLANS OF INDUSTRIAL ESTABLISHMENTS, AGRICULTURAL ENTERPRISES, OIL REFINERIES AND POWER GENERATING PLANTS

In the interest of the service and pursuant to the Article 168, Book IV of the Labor Code of the Philippines, as amended, and in line with this Department's pursuit to streamline processing of mechanical and electrical plans, the following guidelines are hereby issued:

1. Application for clearing of mechanical or electrical plans shall submitted to the DOLE-Regional Office (RO) which has jurisdiction over the workplace where the mechanical equipment or electrical installation will be placed, including the following:
 - a. One printed copy of the application, mechanical or electrical plans, and signing professional engineer's certificate of appearance from DOLE, as well as photocopies of professional tax receipt and the Professional Regulation Commission-issued identification card;
 - b. One compact disc (CD) or universal serial bus (USB) flash drive containing the requirements enumerated above, in read-only portable document format (PDF).
2. The DOLE-RO with no professional mechanical or electrical engineer shall endorse the application to the nearest DOLE-RO with professional mechanical or electrical engineer or the Bureau of Working Conditions.
3. The DOLE-RO shall return to the applicant the printed copy of the plans after review and evaluation. If the local government unit (LGU) where the equipment or electrical wiring will be installed requires a copy of such plans, the owner shall submit the printed copy of the plans and pay the required installation fees.

For compliance.

Silvestre H. Bello III
SILVESTRE H. BELLO III
Secretary

Dept. of Labor & Employment
Office of the Secretary



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