

PROCEDURE IN FILING A PETITION FOR UNION REGISTRATION

(Pursuant to Rule VIII [Accreditation of Employees' Organizations], Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, as amended by Public Sector Labor Management Council Resolution No. 5 dated Sept. 10, 2015 and PSLMC Resolution dated October 25, 2011)

A. Requirements

- a) Notarized/Sworn petition for accreditation signed by majority or at least 50% plus one (1) of the rank-and-file employees of the negotiating unit it seeks to operate
- b) Supporting documents
 1. Certification of the President of the employees' organization stating:
 - 1.1. that the employees whose names and signatures appearing in alphabetical order in support of the petition constitute majority of the total rank-and-file employees in the negotiating unit; and
 - 1.2. that the accuracy and authenticity of the names and signatures of the employees appearing in the petition for accreditation, and that the list of names are devoid of duplicate/double entries.

The President of the employees' organization shall be held liable for any misrepresentation, false statement or fraud committed in the declaration of names and signatures in the petition for accreditation.

2. Certification from HRMO/AO as to the total number of rank-and-file employees in the agency.
3. Certification from the Department of Labor and Employment – Bureau of Labor Relations (DOLE-BLR) that the employees' organization seeking accreditation is the only registered employees' organization in the negotiating unit and that no other employees' organization in the same negotiating unit is seeking registration.

B. Where to file

The petition for accreditation, together with the supporting documents, shall be filed with the Civil Service Commission – Human Resource Relations Office (CSC-HRRO).

C. Accreditation fee

Accreditation fee is P750.00. If payment is by postal money order or check, it must be payable to the Civil Service Commission.

PROCEDURE IN REGISTRATION OF COLLECTIVE NEGOTIATION AGREEMENT (CNA)
(Pursuant to Rule XIII [Registration of Collective Negotiation Agreements], Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, as amended by Public Sector Labor Management Council Resolution No. 2 dated July 19, 2007 and PSLMC Resolution dated October 25, 2011)

A. Requirements

1. Four (4) notarized original copies of the signed CNA.
2. Supporting documents, which must be certified under oath by the Secretary of the employees' organization and attested to by its President:
 - 2.1. One (1) notarized original copy of a statement/certification that the signed CNA was posted in at least two (2) most conspicuous places in the principal address of the agency and in all its regional offices/branches, if any, for at least seven (7) calendar days before its ratification;
 - 2.2. Proof of ratification of the signed CNA by majority or at least 50% plus one of the total rank-and-file employees in the negotiating unit;
 - 2.3. Original copy of Certification from HRMO/AO as to the total number of rank-and-file employees in the agency; and
 - 2.4. Certified true copy of the Certificate of Accreditation issued in favor of the accredited employees' organization.

B. Where to file

The CNA, together with complete requirements, shall be submitted with the CSC-HRRO.

C. Registration fee

CNA registration fee is P1,000.00. If payment is by postal money order or check, it must be payable to the Civil Service Commission.