



# Public Sector Labor-Management Council

Civil Service Commission Central Office Building  
Batasang Pambansa Complex, Constitution Hills, Diliman, 1126 Quezon City  
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**Guidelines on the Change of Name of  
an Employees' Organization in the  
Public Sector**

Number: 6.S2018

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Promulgated: 11 APR 2018

## PSLMC RESOLUTION

**WHEREAS**, Executive Order No 180 provides for Guidelines for the exercise of the right to organize of government employees, creating a Public Sector Labor Management Council and other purposes;

**WHEREAS**, some government agencies change their names as a result of a change in status e.g from institute/school to university in case of State Universities and Colleges (SUCs), from an agency to a government-owned or controlled corporation such in the case of Philippine Statistics Authority (PSA) from National Statistics Office (NSO) or from National Kidney Foundation of the Philippines (NKFP) to National Kidney and Transplant Institute (NKTl) , and from a municipality to a city in case of Local Government Units (LGUs), among others;

**WHEREAS**, some employees' organizations change the names of their organizations to conform with the new names of their agencies;


**WHEREAS**, some employees' organizations who opt to change their names apply for a change of name at the Department of Labor and Employment – Bureau of Labor Relations (DOLE-BLR) and Civil Service Commission (CSC) to obtain a new registration certificate bearing the new name and thereafter apply with the CSC for the issuance of a new certificate of accreditation under its new name;

**WHEREAS**, there is no existing policy to guide the public sector employees' organizations on the proper procedures and requirements for change of name;

**WHEREFORE**, the Council resolves, as it hereby resolved to issue the following guidelines to be followed in the change of name of a registered and /or accredited employee's organization in the public sector:

### Where to File

Application for change of name must be filed at the DOLE-BLR, together with the following documents:

1. amended CBL bearing the new name of the association, and 

1. amended CBL bearing the new name of the association, and
2. ratification of the majority of the members of the applicant-organization

**Action of DOLE-BLR**

1. Prepare a new registration certificate with the same Registration Number to the applicant-organization;
2. Enter the new name of the employee organization in the Registry of Registered Employees' Organizations; and
3. Submit the DOLE- Secretary signed certificate bearing the new name of the organization to the CSC for the signature of the Chairperson.


**Action of CSC-HRRO**

1. The CSC Chair signs the new Certificate of Registration;
2. Enter the new name of the organization in the registry of registered employees' organizations; and
3. Return the completely-signed registration certificate to the DOLE-BLR for its release to the applicant-employees' organization.

**RESOLVED FURTHER,** that the CSC shall immediately issue a new accreditation certificate, as the case maybe, bearing the same certificate number.

Quezon City, Philippines.

  
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Chairperson, Civil Service Commission  
**CHAIRPERSON**

  
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FOR  
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Secretary, Department of Finance  
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Attested by:

  
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