



LABOR DEPARTMENT

Manpower Services Division, Rm. 116, Bldg. 255, Barryman Road
Subic Bay Freeport Zone, Philippines 2222

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DEPARTMENTAL QUALITY FORM

LBD-MSD-SWP-PWP-06-19

REVISION NO. 05

EFFECTIVITY DATE: 09/01/2019

SPECIAL WORK PERMIT (SWP)/PROVISIONAL WORK PERMIT (PWP) ENDORSEMENT REQUEST FORM

Control No. _____

- SWP (Renewable one time only)
 PWP (Non-Renewable)

Type of Request: New Renewal (for SWP only)

Validity Period: SWP 90 DAYS or 3 MONTHS per issuance / PWP maximum 180 DAYS or 6 MONTHS

Justification: _____

A. Basic Information

Name: _____
(Last Name) (First Name) (Middle Name)

Date of Birth: _____ Gender: Male Female Civil Status: _____
(mm/dd/yyyy)

Passport No.: _____ Citizenship: _____

Valid until: _____ Current Visa Status: _____ Valid Until: _____

Present Employer's Company Name: _____

Address: _____

Position : _____

Duties and Responsibilities:

B. Employment Background outside the Philippines (Please attach additional sheets if necessary)

Employer's Name / Address	Position	Inclusive Dates

C. Educational Background outside the Philippines

Level	Name / Address of School	Course / Degree	Inclusive Dates	Honors / Citations Received
Elementary				
Secondary				
College				
Graduate Studies				
Others				

This is to certify that (1) All information contained in this request is true, complete and correct; (2) All submitted documents are authentic; and (3) I/We understand that misrepresentation, false statement or fraud in this application or in any supporting document is ground for denial of this application or revocation/cancellation of the permit without prejudice to whatever action that SBMA may take. Moreover, this is to certify that we have willfully provided the information required in this application.

Applicant's Signature over Printed Name

Indorsement by the Employer:

Name and Signature of Company Officer

Position in the Company

APPLICANT'S GUIDE

Step 1. Submission of Documentary Requirements in Two (2) Sets

- _____ a. Duly accomplished SWP/PWP Endorsement Request Form (Notarized)
- _____ b. Duly accomplished BI Form/Consolidated General Application Form with 2x2 colored photograph with white background taken within the last three (3) months from the date of application
- _____ c. Photocopy of passport with latest arrival date / valid visa extension
- _____ d. For PWP: Notarized Employment Contract (for non-elective positions)
Board Resolution on the election or Corporate Secretary's Certificate on the appointment (for elective positions)
SEC Articles of Incorporation and General Information Sheet (latest GIS) (Certified True Copy by SEC)
For SWP: Notarized Agreement or Assignment, positions must be included in the Joint Guidelines No. 1 Series of 2019; assignment must not exceed six (6) months
- _____ e. Proof of Tax Identification Number (TIN) _____
- _____ f. Photocopy of valid SBMA Business Licenses (CRTE/CR)
- _____ g. Organizational Structure
- _____ h. Clearance Certificate from the Bureau of Immigration that foreign national is cleared from Hold Departure, Blacklist, Watchlist and/or Intelligence Derogatory Records or Affidavit of Undertaking (notarized) to submit BI Clearance when available.
- _____ i. Special Power of Attorney (SPA) / Authorization Letter of Processor with Specimen Signatures of Authorized Signatories of the company (Notarized)
- _____ j. Letter request addressed to the Commissioner from the petitioning company
- _____ k. Photocopy of the petitioner's latest Income Tax Return (ITR)
- _____ l. Photocopy of AEP or Official Receipt for payment of AEP issued by DOLE RO3

[] SWP RENEWAL (One time only)

- _____ a. Duly accomplished SWP/PWP Endorsement Request Form (Notarized)
- _____ b. Duly accomplished BI Form/Consolidated General Application Form with 2x2 colored photograph with white background taken within the last three (3) months from the date of application
- _____ c. Photocopy of passport with latest arrival date / valid visa extension
- _____ d. Photocopy of previous SWP that will expire on: _____
- _____ e. Letter request addressed to Department Manager for SWP renewal indicating the date of latest conducted interview

Received and assessed by:

_____ (Signature over Printed Name)

_____ (Date and Time)

Step 2. Personal Appearance and Interview

CERTIFICATE OF APPEARANCE	
<i>This is to certify that Mr./Ms. _____ appeared before me on the date/time indicated herein.</i>	
Conducted by:	
_____ (Signature over Printed Name)	_____ (Date and Time)
Foreign Applicant's Acknowledgment:	
_____ (Signature over Printed Name)	_____ (Date and Time)

Step 3. Payment of Processing Fees

Application	S B M A	BUREAU OF IMMIGRATION
PWP (Max. validity for 180 days)	US \$30	P6,330.00
SWP New (valid for 90 days)	US \$30	P6,440.00
Renewal (one time)	US \$30	P6,440.00

O.R. No. _____

Amount: _____

Notes: (1) Please proceed to Room 116 for schedule of interview and personal appearance with the Labor Department Manager at Bldg. 255 or call telephone nos. (047)252-4254/4074; (2) Please bring ORIGINAL PASSPORT during the interview; (3) Submit a photocopy of SWP/PWP to SBMA Labor Department.

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20 _____

Affiant exhibited his / her Passport No. _____ issued at _____

on _____ 20_____.