



**SUBIC BAY METROPOLITAN AUTHORITY  
LABOR DEPARTMENT  
SERVICE CONTRACTING OFFICE**

Bldg. 255, Rm. 210, Barryman Road, Subic Bay Freeport Zone, Phils. 2222  
☎Telephone (6347) 252-4861/4542 Email: scd@sbma.com Facsimile (6347) 252-4494

Departmental Quality Form  
LBD-SCO-DRA-63-19  
Revision No. 01  
Effectivity Date: 09-20-2019

### **Documentary Requirements for Issuance of Evaluation Clearance**

- Photocopy of latest Certificate of Accreditation issued by Regulatory Group
- List of employees deployed/making transaction inside the Freeport (indicating addresses and status of employment)
- Photocopy of Payroll of employees deployed/making transaction inside the Freeport for the last six(6) months of operation with daily time records (DTR)/logbooks
- Proof of payment of 13<sup>th</sup> Month pay and Service Incentive Leave
- Photocopy of Latest SSS , Philhealth, Pag-ibig Fund Remittances
- Photocopy of Employment Contract of employees
- Photocopy of Certificate of Endorsement from client inside the Freeport



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