

## Accreditation Procedure for Individual Alternative Dispute Resolution (ADR) Practitioners / Neutrals

*This document describes the procedure of how an individual ADR practitioner can apply for OADR accreditation or renew his/her accreditation. The accredited ADR practitioner shall be included in the list of accredited ADR practitioners in the OADR's website and will be permitted to offer dispute resolution services to government agencies. He/She shall be allowed to provide ADR training, systems design or similar services to government agencies subject to such additional guidelines as the OADR may prescribe. Without the necessary accreditation, government agencies shall not partner with or engage his/her services.*

Office	OADR – Accreditation and Certification Division (ACD)
Classification	Simple
Type of Transaction	Government to Citizen
Schedule of Availability	8:00 AM – 5:00 PM, Monday – Friday
Who May Avail	Individual ADR practitioners/neutrals offering ADR services to government agencies or in partnership with said agencies

CHECKLIST OF REQUIREMENTS*	Number of copies	WHERE TO SECURE
1) OADR Form 003 – Notarized	2 hard copies and 1 electronic copy	OADR (downloadable)
2) Applicant's curriculum vitae showing relevant ADR training and experience or a notarized OADR Form 003-A	1 hard copy and 1 electronic copy	Client-provided/ OADR Form 003-A (downloadable)
3) Syllabus/brochure/program indicating training courses taken, names of instructors, corresponding training hours and training dates, or any other similar documentation indicating nature and duration of training received	1 hard copy and 1 electronic copy	Client-provided
4) Certificate/s or other proof of attendance to relevant trainings completed	1 hard copy and 1 electronic copy	Client-provided
5) Proof of payment of the corresponding application fee	1 photocopy and 1 electronic copy	DOJ Accounting Office and DOJ Cashier

\*Requirements pursuant to DOJ Circular No. 049, s. 2012

**Note:** All electronic copies must be submitted in a CD/DVD or USB flash drive

NO.	CLIENT STEPS	AGENCY ACTION	FEES (PhP)	PROCESS TIME	PERSON RESPONSIBLE
1	Submit the fully accomplished application form (OADR Form 003) and other documentary requirements	Check completeness of information provided in the application form, issues order of payment.	None	15 minutes	ACD Support Staff
2	Secure Order of Payment from the DOJ Accounting Office and pay the application fee from the DOJ Cashier	Issue Order of Payment and receive payment and issue Official Receipt	2,000	10 minutes	DOJ Accounting Office and DOJ Cashier
3	Present Official Receipt to the ACD	Acknowledge receipt, assign a tracking/docket number and client feedback form.	None	5 minutes	ACD
	(Complete requirements)	Evaluate and determine requirements	None	3 – 5 working days	ACD

		submitted. If it has satisfactorily complied with everything, prepare Certificate of Accreditation.			
4	(Incomplete requirements)	If the application has lacking or incomplete requirements, prepare compliance letter for submission of additional documents.	None	3 – 5 working days	ACD
5	Submit additional documents.	The same action officer will evaluate additional documents.	None	15 minutes	ACD Support Staff
		If requirements have been satisfactorily complied with, prepare Certificates of Accreditation.	None	3 – 5 working days	ACD
TOTAL			2,000	3 – 5 working days*	

TOTAL FEES TO BE PAID (New application or Renewal of Application)	PhP2,000.00 (pursuant to DOJ Circular No. 038, s. 2014)
TOTAL PROCESSING TIME	3-5 working days (*excluding waiting/processing period for additional requirements)