

# Accreditation Procedure for Private Alternative Dispute Resolution (ADR) Provider Organizations (APOs)

*This document describes the procedure of how private APOs, which offer ADR services to government agencies or in partnership with said agencies, can apply for OADR accreditation or renew their accreditation. Without the necessary accreditation, government agencies shall not partner with or engage their services. Any certification or accreditation of ADR practitioners granted by such private APO shall be recognized by the OADR, but within the period within which the private APO remains accredited and only for the particular field of practice for which the neutral has been certified or accredited. The accredited private APO and its certified individual practitioners shall be included in the roster of accredited APOs in the OADR's website.*

Office	OADR – Accreditation and Certification Division (ACD)
Classification	Complex
Type of Transaction	Government to Business Entity
Schedule of Availability	8:00 AM – 5:00 PM, Monday – Friday
Who May Avail	Private APO offering ADR services to government agencies or in partnership with said agencies

CHECKLIST OF REQUIREMENTS*	Number of copies	WHERE TO SECURE
1) OADR Form 001 – Notarized; signed by duly authorized senior officer of the applicant and supported by the corresponding board resolution where applicable;	2 hard copies and 1 electronic copy	OADR (downloadable)
2) Signed commitment (OADR Form 002) to comply with the guidelines and standards provided in OADR's Statement of Principles for ADR Provider Organizations (Statement of Principles) as well as the OADR's Training Standards for ADR Practitioners (Training Standards)	1 hard copy and 1 electronic copy	OADR (downloadable)
3) Certificate of registration from the Securities and Exchange Commission or any other relevant regulatory agencies;	1 printed certified true copy and 1 electronic copy	Client-provided
4) Website address of the applicant, which website shall contain, at a minimum, the following: a) Basic Information about the applicant, including: i) Company Profile ii) Statement defining the applicant's mission and objectives iii) List of officers and directors iv) Contact information (office address, telephone and fax numbers and e-mail address) b) ADR Services Offered: i) List and description of each ADR process offered ii) Process flow for each of these processes iii) Rules of procedure adopted for each ADR process iv) Enforcement mechanism for ADR outcomes, which must be consistent with the enforcement with the enforcement framework, provided under the ADR act, its IRR, and the Special ADR Rules of Court, unless a different enforcement mechanism is provided for by law. c) Roster of Neutral and Fees i) Roster of accredited neutrals, with their corresponding professional resumes/curriculum vitae ii) Schedule of fees iii) Qualification standard of neutrals d) Ethical Standards/Recourse Mechanisms	1 printed copy and 1 electronic copy	Client-provided

<ul style="list-style-type: none"> <li>i) Code of ethics/ethical rules that the applicant has adopted, which must be consistent with ethical standards or guidelines provided under the ADR Act, its IRR and other relevant ADR laws and issuances</li> <li>ii) Recourse mechanisms for parties in the event of complaints against neutrals</li> <li>iii) file containing a complete printout (in letter-sized paper) of all the information contained in the website at the time the application is filed.</li> </ul>		
5) Copy of proposed training program that complies with Sections 24 to 29 of the OADR Accreditation Guidelines and Training Standards for ADR Practitioners ( <i>if the APO intends to offer ADR training</i> ).	1 hard copy and 1 electronic copy	Client-provided
6) 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)	PROCESSTIME	PERSON RESPONSIBLE
1	Submit the fully accomplished application form (OADR Form 001) and other documentary requirements	Check completeness of information provided in the application form, determines compliance based on the submitted documents (See checklist of requirements)	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	6,000 and 1,000.00 each for every neutral included as member of the Private APO	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 Support Staff
4	(Complete requirements)	Check the veracity of the requirements submitted, i.e. check the website, etc., if everything has been satisfactorily complied with, issue Certificate of Accreditation	None	3 – 5 working days	ACD
	(Incomplete requirements)	If documents and requirements are not complete, prepare compliance letter with deadline	None	3 – 5 working days	ACD

5	Submit additional documents	The same action officer examines additional documents	None	15 minutes	ACD Support Staff
		If requirements have been satisfactorily complied with, prepare Certificate of Accreditation	None	3 – 5 working days	ACD
TOTAL			6,000 and 1,000.00 each for every neutral included as member of the Private APO	3 – 5 working days*	

TOTAL FEES TO BE PAID (New application or Renewal of Application)	PhP6,000.00 and PhP1,000.00 each for every neutral included as member of the Private APO ( <i>pursuant to DOJ Circular No. 038, s. 2014</i> )
TOTAL PROCESSING TIME	3 – 5 working days (*excluding waiting/processing period for additional requirements)