

Accreditation Procedure for Public Alternative Dispute Resolution (ADR) Programs

This document describes the procedure of how public APOs can apply for accreditation or renew the accreditation of their proposed ADR program. Any certification and/or accreditation of ADR practitioners granted by such public APO under the accredited ADR program shall be recognized by the OADR but only for the particular field of practice for which the neutral has been certified or accredited. The accredited Public ADR Program and the individual practitioners accredited under the said program shall be included in the roster of accredited ADR providers in the OADR's website.

Office	OADR – Accreditation and Certification Division (ACD)
Classification	Complex
Type of Transaction	Government to Government
Schedule of Availability	8:00 AM – 5:00 PM, Monday – Friday
Who May Avail	Public APOs

CHECKLIST OF REQUIREMENTS*	NUMBER OF COPIES	WHERE TO SECURE
1) OADR Form 004 – Notarized; signed by head of agency or designated official	2 hard copies and 1 electronic copy	OADR (downloadable)
2) OADR certificate of accreditation of the private APO or private ADR practitioner in case the public APO intends to partner with such private APO or private ADR practitioner for the design or implementation of its proposed ADR program	1 hard copy and 1 electronic copy	Client-provided
3) Agency issuance authorizing the proposed ADR program, including subsequent issuances approving the revised ADR program, when applicable	1 hard copy and 1 electronic copy	Client-provided
4) Proposed ADR program and related documents, including, to the extent applicable, those requirements applicable for private APOs	1 hard copy and 1 electronic copy	Client-provided
5) Proposed Training Program that complies with Section 23 to 28 and of the extent applicable, those required in Section 4 of the OADR Accreditation Guidelines and Training Standards <i>(if the Public APO intends to offer ADR Training)</i>	1 photocopy 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	Submits the fully accomplished application form (OADR Form 004) and other documentary requirements	Check completeness of information provided in the application form, issues order of payment	None	15 mins	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	1,000	5 mins	DOJ Accounting Office and DOJ Cashier

3	Present Official Receipt to the ACD	Acknowledge receipt, assigns a tracking/docket number and client feedback form.	None	5 mins	ACD Support Staff
4	(Complete requirements)	Evaluate if requirements are complete and evaluate the proposed ADR program. If all the documentary requirements are complete and the program complies with the training standards, prepare Certificate of Accreditation.	None	5 working days	ACD
	(Incomplete requirements)	If the documentary requirements have not been complied with or the ADR program did not satisfy the requirements for a training, or both, prepare compliance letter.	None	5 working days	ACD
5	Submits additional documents.	Same action office will examine additional documents.	None	15 minutes	ACD Support Staff
		If requirements have been satisfactorily complied with, prepare Certificate of Accreditation.	None	5 working days	ACD
TOTAL			1,000	3 – 5 working days*	

TOTAL FEES TO BE PAID (New application or Renewal of Application)	PhP1,000.00 (pursuant to DOJ Circular No. 038, s. 2014)
TOTAL PROCESSING TIME	3-5 working days (*excluding waiting/processing period for additional requirements)