



PROCESSING OF APPLICATIONS FOR EXEMPTION FROM THE ANTI-DUMMY LAW PURSUANT TO MINISTRY ORDER NO. 210, s. 180

The application for exemption from the Anti-Dummy Law is being processed upon the request of an individual/ business entity for purposes of hiring foreign technical personnel in a wholly or partially nationalized trade, business, industry or undertaking as required in Commonwealth Act. No. 108 (The Anti-Dummy Law), as amended.

Office or Division:	Legal Staff
Classification:	Highly Technical
Type of Transaction:	Government-to-Citizen (G2C), Government-to-Business (G2B), Government-to-Government (G2G)
Who may avail:	All

CHECKLIST OF DOCUMENTARY REQUIREMENTS		
Document	No. of Copy(ies)	Where to Secure
1. Application Form and Checklist (Duly accomplished and notarized)	3	DOJ Website/ Frontline
2. Official Receipt	1	DOJ Cashier Section
3. Supporting documents		
a. Curriculum Vitae (CV) or Resume of Foreign National	3	Either from the Employer/Employee/Issuing government Agency
b. Original passport and photocopy of Biopage B, with stamps of latest arrival and valid visa	3	
c. Original or Certified True Copy of Contract of Employment	3	
d. Detailed Job Description (Certified by the HR/Employer and Conformed by Employee)	3	
e. Original or Certified True Copy of Written Undertaking by the Employer to Train at least two (2) Filipino Understudies in Technical Skills with Conformity of the Understudies	3	
f. CV o Resume of each Filipino Understudy	3	
g. Original or Certified True Copy of Articles of Incorporation/Certificate of Registration of the Company/Corporation (Note: For Single Proprietorship, DTI Registration and Business Permit will suffice)	3	
h. Affidavit to Leave the Country upon expiration of Contract by the Foreign national	3	
i. Affidavit of Support and Guaranty of Return Fare by the Employer; and	3	



j. Alien Employment Permit and copy of previous DOJ-issued authority to employ "technical" foreign employee (For Extension of Authority to Employ)	3	
Note: That these each copy should be fastened in a folder and properly tabbed and submitted in the order listed above.		

PROCEDURES				
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits duly notarized application form and supporting documents to the Legal Staff Frontline Service	Receives duly notarized application form, checks completeness of documentary requirements, and issues Order of Payment	None	20 minutes	Support Staff
2. Pays the required fees at the DOJ Cashier Section	Receives payment and issues Official Receipt	P2,525.00 (per pax/annum)	5 minutes	Collection Officer
3. Presents Official Receipt to the Legal Staff Frontline Service.	Issues claim stub/reference no. and client feedback form	None	15 minutes	Support Staff
	Forwards the application and supporting documents to the Office of the Assistant Chief State Counsel (ACSC) for assignment to Action Lawyer	None	15 minutes	Support Staff
	Evaluates application and prepares action document (referral to appropriate government agency for comments or	None	7 working days/ 7 calendar days in case of energy-related projects covered by	Action Lawyer/Chief State Counsel/Support Staff



	prepares compliance letter) Releases action document to the DOJ Records Section		Republic Act (RA No. 11234)	
	Upon receipt of comment from concerned government office, issues action document granting or denying the application, copy furnished the relevant agencies. Releases action document to the DOJ Records Section	None	7 working days/ 7 calendar days in case of energy-related projects covered by Republic Act (RA No. 11234)	Action Lawyer/Chief State Counsel/Support Staff
TOTAL: 15 working days/15 calendar days in case of energy-related projects covered by R.A. No. 11234				

Note: A longer period not exceeding twenty (20) days shall be allowed in exceptional circumstances such as availability of signatory(ies), submission of additional documents and etc.