



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

This document describes the procedure of how an individual ADR practitioner/neutral not affiliated to any ADR provider organization (APO) can apply for or renew his/her accreditation. Accredited and certified ADR practitioner shall be permitted to offer dispute resolution services to government agencies. They 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. On the other hand, government agencies shall only partner with engage the services of the OADR-accredited ADR practitioners. OADR-accredited individual ADR practitioners shall be included in the roster of accredited providers posted on OADR's website and official Facebook page.

Office	OADR – Accreditation and Certification Division (ACD)
Classification	Highly Technical
Type of Transaction	Government to Citizen
Schedule of availability	8:00 AM – 5:00 PM (Monday to Friday)
Who May Avail	Individual ADR practitioners who intends to offer ADR services to government agencies or in partnership with said agencies

CHECKLIST OF DOCUMENTARY REQUIREMENTS		
Document	No. of Copies	Where to Secure
1. OADR Form No. 003 – Notarized	Two (2) hard copies and One (1) digital copy	OADR (downloadable)
2. Applicant's <i>Curriculum Vitae</i> showing relevant ADR training/experience or notarized OADR Form 003-A	One (1) hard copy and One (1) digital copy	Client-provided/ OADR Form 003-A (downloadable)
3. Syllabus/brochure/program indicating the training courses taken, name/s of instructors, corresponding training hours and training dates, or any other similar documentation indicating the nature and duration of training received	One (1) hard copy and One (1) digital copy	Client-provided
4. Certificate/s or other proof of attendance to relevant trainings completed	One (1) hard copy and One (1) digital copy	Client-provided
5. Proof of payment covering the Processing Fee and Accreditation Fee	One (1) photocopy and One (1) digital copy	DOJ Accounting Office and DOJ Cashier

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



Note: All digital (electronic) copies must be saved in a CD or USB Flash Drive storage or be transmitted via the official email address of the ACD, acd.oadr.doj@gmail.com

PROCEDURES					
	Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1	Submit fully accomplished Application Form (OADR Form No. 003) and other documentary requirements	Check completeness of information provided in the checklist of requirements, issue Acknowledgment Receipt and Customer Satisfaction Feedback Form to applicant/s	None	15 minutes	ACD Staff
2		Assess and verify whether the submitted documents are fully compliant with the requirements under Chapter I of D.C. 49	None	Nine (9) working days	<ul style="list-style-type: none"> ● ACD Assessor ● ACD Chief ● Director of Training, Accreditation and Promotion Services (TAPS)
3	Upon receipt of Notice to Pay, the applicant has five (5) calendar days to pay the application fee and submit to the ACD the copy of the receipt of payment issued by the DOJ Cashier	IF FULLY COMPLIANT: issue Notice to Pay to the applicant	2,000	Two (2) working days	ACD Chief
		IF NOT COMPLIANT: prepare Compliance Letter to be issued to the applicant	None		ACD Chief
4		Endorse to the Office of the Executive Director (OED) for approval and signature of the following documents: IF COMPLETE: Draft Certificate(s) with cover letter as well as the updated roster of accredited IF INCOMPLETE: Draft Compliance Letter	None	Two (2) working days	TAPS Director



5	The applicant has fifteen (15) calendar days reglementary period to comply the lacking requirement. Validity of payment is one (1) year	<p>IF COMPLETE: Sign and issue Certificate(s) with Cover Letter and updated roster of accredited</p> <p>IF INCOMPLETE: Sign and issue Compliance Letter</p> <p>ACD shall secure Client Feedback on the service it rendered</p>	None	Two (2) working days	OED and ACD
TOTAL			2,000	Maximum of sixteen (16) working days (Highly Technical)	
TOTAL FEES TO BE PAID (new application or renewal of application)		Php 2,000 (pursuant to DOJ Circular No. 038, s. 2014)			
TOTAL PROCESSING TIME		Maximum of Sixteen (16)-working days (*excluding waiting/processing period for compliance to the set requirements)			