



## Accreditation Procedure for Private ADR Provider Organization (APO)

*This document describes the procedure of how a private ADR Provider Organization (APO) can apply for the accreditation or renew its accreditation. Any certification or accreditation of ADR practitioners granted by such private APO shall be recognized by the OADR, but only for the particular field(s) of practice for which the APO has been certified or accredited. Accredited and certified ADR practitioners 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. OADR-accredited private APOs and individual practitioners recognized under the said APOs shall be included in the roster of accredited providers posted on OADR's website and official Facebook page.*

<b>Office</b>	OADR – Accreditation and Certification Division (ACD)
<b>Classification</b>	Highly Technical
<b>Type of transaction</b>	Government to Private/Business Entity
<b>Schedule of availability</b>	8:00 AM – 5:00 PM (Monday to Friday)
<b>Who may avail</b>	Private APO offering ADR services to government agencies or in partnership with said agencies  "Private ADR Provider Organization (APO)" is an institution, association, center, or organization which provides ADR services to the general public through a roster of neutrals serving as mediator, conciliator, arbitrator, neutral evaluator, or any person exercising similar functions in any Alternative Dispute Resolution system

CHECKLIST OF REQUIREMENTS*	NUMBER OF COPIES	WHERE TO SECURE
1) OADR Form No. 001 - Notarized; signed by a duly authorized senior officer of applicant and supported by a corresponding Board Resolution, as applicable;	Two (2) hard copies and one (1) digital copy	OADR (downloadable)
2) Signed Commitment Form (OADR Form No. 002) to comply with the guidelines & standards provided in OADR's Statement of Principles for ADR Provider Organizations ( <i>Statement of Principles</i> ) as well as the OADR's Training Standards for the ADR Practitioners ( <i>Training Standards</i> )	One (1) hard copy and one (1) digital copy	Client-provided
3) Certificate of Registration duly issued and certified by Securities and Exchange Commission (SEC) or any other relevant regulatory agencies	One (1) hard copy (certified true copy) and one (1) digital copy	Client-provided
4) Website address of 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 ( <i>office address, mobile/</i>	One (1) hard copy and one (1) digital copy	Client-provided

<p><i>telephone/fax numbers and Email address)</i></p> <p>b) ADR Services offered:</p> <ul style="list-style-type: none"> <li>i) List/description of each ADR process offered</li> <li>ii) Process Flow for each of these process</li> <li>iii) Rules of Procedure adopted for each ADR process</li> <li>iv) Enforcement mechanism for ADR outcomes, which must be consistent with the enforcement framework provided under the ADR Act, its IRR, &amp; Special ADR Rules of Court, unless a different enforcement mechanism is provided for by law</li> </ul> <p>c) Roster of Neutral and Fees</p> <ul style="list-style-type: none"> <li>i) Roster of accredited Neutrals, with their corresponding professional resume/curriculum vitae</li> <li>ii) Schedule of Fee/s</li> <li>iii) Qualification Standard of Neutrals</li> </ul> <p>d) Ethical Standards/Recourse Mechanisms</p> <ul style="list-style-type: none"> <li>i) Code of Ethics/Ethical Rules that the applicant has adopted, which must be consistent with the ethical standards or guidelines provided under the ADR Act, its IRR, 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 print-out (<i>in letter-sized paper</i>) of all information contained in the website at the time the application is filed</li> </ul>		
<p>iv) Copy of proposed training program/s that complies with Sections 24 to 29 of the OADR Accreditation Guidelines &amp; Training Standards for ADR Practitioner (<i>if the Private APO intends to offer ADR Training/s</i>)</p>	<p>One (1) photocopy and One (1) digital copy</p>	<p>Client-provided</p>
<p>v) Proof of payment of application fee</p>	<p>One (1) photocopy and one (1) digital copy</p>	<p><i>DOJ Accounting Office and DOJ Cashier</i></p>

\*Requirements pursuant to DOJ Circular No. 49, Series of 2012 (D.C.49)

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](mailto:acd.oadr.doj@gmail.com).*

NO.	CLIENT STEPS	AGENCY ACTION	FEE/S (Php)	PROCESS TIME	PERSON RESPONSIBLE
1	Submit fully accomplished Application Form ( <i>OADR Form No. 001</i> ) 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"> <li>• ACD Assessor</li> <li>• ACD Chief</li> <li>• Director of Training, Accreditation and Promotion Service (TAPS)</li> </ul>
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	6,000 and 1,000 for each member	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 the following documents:  IF COMPLETE: Draft Certificate(s) with cover letter as well as the updated roster of accredited  IF INCOMPLETE: Draft Compliance Letter		Two (2) working days	TAPS Director

5	The applicant has fifteen (15) calendar day 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
<b>TOTAL</b>			<b>6,000 and 1,000 for every neutral included as member of the private APO</b>	<b>Maximum of sixteen (16) working days</b> <i>(Highly Technical)</i>	

<b>TOTAL FEES TO BE PAID</b> <i>(new application or renewal of application)</i>	<b>Php 6,000.00 and Php 1,000.00 for every neutral included as member of the private APO</b> <i>(pursuant to DOJ Circular No. 038, s. 2014)</i>
<b>TOTAL PROCESSING TIME</b>	<b>Maximum of sixteen (16) working days</b> <i>(*excluding waiting/processing period for compliance to the set requirements)</i>