



Accreditation Procedure for Public Alternative Dispute Resolution (ADR) Program

This document describes the procedure of how a public ADR Provider Organization (APO) can apply for the accreditation of its ADR program or renew the accreditation of its ADR program. Any certification or accreditation of ADR practitioners granted by such Public APO with an OADR-accredited ADR program shall be recognized by the OADR, but only for the particular field(s) of practice for which the public ADR program 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 public ADR Programs and individual ADR practitioners accredited under the said program 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 Government
Schedule of availability	8:00 AM – 5:00 PM (Monday to Friday)
Who may avail	Public APO with ADR Program <i>"Public APO"</i> is a government agency which offers ADR training programs or dispute resolution services within that agency, to the general public, to other government agencies, or in partnership with said agencies.

CHECKLIST OF REQUIREMENTS*	NUMBER OF COPIES	WHERE TO SECURE
1) OADR Form No. 004 - Notarized; signed by the Head of Agency or designated official;	Two (2) hard copies and one (1) digital 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	One (1) hard copy and one (1) digital copy	Client-provided
3) Agency issuance authorizing the proposed ADR Program, including subsequent issuances approving the revised ADR Program, when applicable	One (1) hard copy (<i>certified true copy</i>) and one (1) digital copy	Client-provided
4) Proposed ADR Program and related documents, including, to the extent applicable, those requirements applicable for Private APOs	One (1) hard copy and one (1) digital copy	Client-provided
5) Proposed Training Program that complies with the Sections 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/s</i>)	One (1) photocopy and One (1) digital copy	Client-provided

6) Proof of payment of application fee	One (1) photocopy and one (1) digital copy	DOJ Accounting Office and DOJ Cashier
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*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.

NO.	CLIENT STEPS	AGENCY ACTION	FEE/S (Php)	PROCESS TIME	PERSON RESPONSIBLE
1	Submit fully accomplished Application Form (OADR Form No. 004) 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 III 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 Service (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	1,000	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 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.	IF COMPLETE: Sign and issue Certificate(s) with Cover Letter and updated roster of accredited IF INCOMPLETE: Sign and issue Compliance Letter ACD shall secure Client Feedback on the service it rendered	None	Two (2) working days	OED and ACD
TOTAL			1,000	Maximum of sixteen (16) working days <i>(Highly Technical)</i>	

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