

**APPLICATION FOR EXEMPTION FROM COMPLIANCE WITH
WAGE ORDER NO. NCR-26**

ESTABLISHMENTS ADVERSELY AFFECTED BY CALAMITIES AND/OR HUMAN-INDUCED DISASTERS

Date: _____

Name of Applicant Firm : _____
Address : _____
Economic Activity : _____
Principal Product : _____
Number of Employees : _____
Union : _____

****This serves as your official notice in case of incomplete documents. Submission of complete documentary requirements shall be done not later than _____ (10 days from date). Failure to submit complete documents within the prescribed period shall constitute a waiver and ground for the dismissal of the application.***

REQUIREMENTS (In Three (3) Copies)

- Application Letter under oath
- Affidavit subscribed and sworn to by the Applicant's Chairman, President, CEO, Gen. Manager Owner, Proprietor or any authorized officer, stating under oath and providing the following:
 - Amount of losses/damages suffered;
 - List of properties damaged/lost together with its estimated valuation;
 - The fact that it notified its workers of its action to apply for exemption from payment of wage increase (Attached the Proof of Notice);
 - The fact that it is compliant with the previous Wage Order; and
 - That in case the application is not granted, the employees shall receive the appropriate increase due them plus interest of one percent(1%) per month retroactive to the effectivity of the Wage Order
 - That in case of pandemic, the impact of pandemic on business operations (e.g., sourcing of raw materials, employment, marketing, profit, etc.) must be reflected
- Certificate of registration from
 - The Securities and Exchange Commission (SEC) for corporation, partnership or association (with by laws)
 - The Cooperative Development Authority (CDA) for cooperative; or
 - The Department of Trade and Industry (DTI) for sole proprietorship.
- Certified true copy of the Business Permit for the current year issued by the concerned Local Government

For establishments affected by calamities:

- Proof that the establishment is located in an area covered by a Declaration of State of Calamity issued pursuant to Section 16 of Republic Act No. 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010;
- Proof that the calamity must have occurred within six (6) months prior to the effectivity of the Wage Order.
- Audited financial statements for the last full accounting period preceding the effectivity of the Order filed with and stamped received by the Bureau of Internal Revenue (BIR);
 - 2024
 - 2023
- Annual Income tax returns filed with and stamped "received" by the BIR;
 - 2024
 - 2023
- Copies of insurance policy contracts covering the properties damaged, if any;
- Adjuster's report for insured properties;
- Pictures of damaged business property.

Application for Exemption with all supporting documents must be filed not later than 75 days or until September 15, 2025.

Submitted by: (Applicant Firm)

Received by: (RTWPB-NCR)

Contact Person : _____
Position : _____
Contact No. : _____
Date : _____

Name : _____
Position : _____
Date : _____
Time : _____