



Procedure for the Approval of Alternative Dispute Resolution (ADR) Training Program

This document describes the procedure of how accredited private ADR provider organizations (APOs) and accredited ADR programs of public APOs can apply for approval of their ADR training program pursuant to Section 24 of DOJ Circular No. 49, Series of 2012. Application for approval of the training program must be submitted to the OADR at least one (1) month prior to its implementation in government agencies. Moreover, prior approval of the training program is required before the conduct of the training.

Office	OADR – Accreditation and Certification Division (ACD)
Classification	Highly Technical
Type of transaction	Government to Private/Business Entity Government to Government
Schedule of availability	8:00 AM – 5:00 PM (Monday to Friday)
Who may avail	<i>OADR-accredited ADR provider organizations (APOs) and ADR programs of public APOs</i>

CHECKLIST OF REQUIREMENTS*	NUMBER OF COPIES	WHERE TO SECURE
1) Documentary submission of training program:		
i. Copy of proposed training program	One (1) hard copy and One (1) digital copy	Client-provided
ii. Faculty resume/ <i>curriculum vitae</i>	One (1) hard copy and One (1) digital copy	Client-provided
iii. Sample training materials/modules	One (1) hard copy and One (1) digital copy	Client-provided
iv. Other relevant document/s	One (1) hard copy and One (1) digital copy	Client-provided
2) Objectives and expected Outcomes of the proposed Training Program/s	One (1) hard copy and One (1) digital copy	Client-provided
3) Competency of the Training Faculty (<i>lecturers/trainers/facilitators</i>)	One (1) hard copy and One (1) digital copy	Client-provided
4) Course Content consisting of at least 24 hours lecture/ course-work and 16 hours of simulation, practical exercise and/or skills training covering the following areas:		
i. Discussion of applicable laws, administrative and executive issuances on ADR;	One (1) hard copy and One (1) digital copy	Client-provided
ii. ADR theory and concepts:		
a. For Basic Mediation Course :	One (1) hard copy	Client-provided

<ul style="list-style-type: none"> ○ Concepts of Mediation ○ Benefits/Advantages of Mediation ○ Distinction between mediation and litigation, mediation, and other ADR processes ○ Detailed Description/Discussion of Stage of Mediation (<i>Opening Statement, Joint Discussion, Private Caucus, Joint Negotiation and Closure</i>) ○ Different Mediation Styles (<i>Facilitative, Evaluative, Transformative</i>) ○ Role of Parties, Counsel and Mediators in Mediation ○ Ethics ○ Enforcement of Mediated Settlement Agreement 	<p>and One (1) digital copy</p>	
<p>b. For <u>Basic Arbitration Course:</u></p> <ul style="list-style-type: none"> ○ Arbitration Concepts ○ Benefits/Advantages of Arbitration ○ Distinction between the arbitration and litigation, arbitration, and other ADR processes ○ Detailed Description/Discussion of the Stages of Arbitration ○ Applicable Arbitration Laws and issuances (<i>Arbitration Act, ADR Act and its IRR, UNCITRAL Model Law, Special ADR Rules of Court</i>) ○ Special issues/problems (<i>challenges to arbitrators, interim relief, court supervision and assistance</i>) ○ Ethics ○ Enforcement/Recourse Against Awards in Domestic and International Commercial Arbitration 	<p>One (1) hard copy and One (1) digital copy</p>	<p>Client-provided</p>
<p>iii. Subject-matter content, w/c shall include materials applying the ADR theory and concepts to the types of dispute that are typically/commonly encountered in the field;</p>	<p>One (1) hard copy and One (1) digital copy</p>	<p>Client-provided</p>
<p>iv. Practical exercises, role plays, simulation / similar skills-based training</p>	<p>One (1) hard copy and One (1) digital copy</p>	<p>Client-provided</p>
<p>5. Written/skills assessment process of training program (<i>mandatory for trainings on mediation, conciliation or other consensus-based process</i>)</p>	<p>One (1) hard copy and One (1) digital copy</p>	<p>Client-provided</p>
<p>6. Optional apprenticeship/mentoring for newly-accredited or certified Neutral for continuing education/trainings</p>	<p>One (1) hard copy and One (1) digital copy</p>	<p>Client-provided</p>

*Requirements pursuant to Sections 23 to 28 of DOJ Circular No. 49, Series of 2012

Note: All digital (electronic) copies must be submitted in a CD/DVD or USB Flash Drive storage

NO.	CLIENT STEPS	AGENCY ACTION	FEE/S (Php)	PROCESS TIME	PERSON RESPONSIBLE
1	Submit copy of proposed training program, faculty resume/curriculum vitae, sample training materials/modules and other relevant document/s	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	7-9 working days	<ul style="list-style-type: none"> • ACD Assessor • ACD Chief • Director of Training, Accreditation and Promotion Service (TAPS)
3		Endorse to the Office of the Executive Director (OED) for approval and signature the following documents: IF COMPLETE: Draft Letter of Approval IF INCOMPLETE: Draft Compliance Letter	None	Two (2) working days	TAPS Director
4	The applicant has fifteen (15) calendar day reglementary period to comply the lacking requirement.	IF COMPLETE: Sign and issue letter to the applicant notifying the approval of Training Program IF INCOMPLETE: Sign and issue compliance letter ACD shall secure Customer Feedback	None	Two (2) working days	OED and ACD
TOTAL			NONE	Maximum of 14 working days (Highly Technical)	

TOTAL FEES TO BE PAID	NONE
TOTAL PROCESSING TIME	Maximum of 14 working days <i>(*excluding waiting/processing period for compliance to the set requirements)</i>

