



Office for Alternative Dispute Resolution



Republic of the Philippines
Department of Justice
OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION

Date Received: _____ Application No. : _____ O.R. No. _____ Certificate of Accreditation No.: _____ Date Issued: _____ <i>To be accomplished by OADR Personnel only</i>

OADR Form No. 004
APPLICATION FOR ACCREDITATION
Public ADR Program

This application is hereby made for accreditation of the **Public ADR Program** of _____ pursuant to the Accreditation Guidelines and Training Standards of the Office for Alternative Dispute Resolution (OADR).

Note: Please check the appropriate box(es) as applicable and fill-in the required information.

TYPE OF APPLICATION	
<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal

AGENCY/OFFICE DETAILS	
Name:	
Address:	
Website:	
Telephone No.:	Email Address:

ADR FIELD APPLYING FOR ACCREDITATION			
<input type="checkbox"/> Mediation	<input type="checkbox"/> Arbitration	<input type="checkbox"/> Conciliation	<input type="checkbox"/> Negotiation
<input type="checkbox"/> Early Neutral Evaluation	<input type="checkbox"/> Mediation-Arbitration (Med-Arb)	<input type="checkbox"/> Mini-Trial	

AUTHORIZED REPRESENTATIVE INFORMATION		
Name:		
Position:	Contact No.:	Email Address:

ACCREDITATION REQUIREMENTS

(Please submit original print-out copy and electronic copy saved in a USB flash drive or e-mailed to acd.oadr.doj@gmail.com).

- Two copies of notarized application form (OADR Form No. 004), signed by the head of agency or designated official;
- Copy of corresponding 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;
- Copy of agency issuance authorizing the proposed ADR program, including subsequent issuances approving the revised ADR program, when applicable;
- Proposed ADR Program and related documents, including, to the extent applicable, those enumerated under Section 4 of DOJ Circular No. 049, s. 2012;
- Duly accomplished and notarized Commitment Form (OADR Form No. 002) re: OADR's Statement of Principles for ADR Provider Organizations and OADR's Training Standards for ADR Practitioners; and
- Proof of payment of application fee.

OADR PRIVACY STATEMENT

The required and submitted information shall be processed, stored and/or disposed in accordance with R.A. No. 9285 (ADR Act of 2004), its Implementing Rules and Regulations, DOJ Circular No. 049, s. 2012 and other relevant laws, rule and regulations; and shall be accessed/documentated/used by authorized personnel for the following purposes only:

1. Processing and evaluation of accreditation/certification applications;
2. Publication/public information/online posting of roster of accredited ADR providers;
3. Compliance monitoring; and
4. ADR research and policy development.

Date Signed

Signature over Printed Name of Head of Agency/
Authorized Representative

REPUBLIC OF THE PHILIPPINES)
) S.S.

SUBSCRIBED AND SWORN to before me this ___ day of _____, 20___, at _____, Philippines. Affiant personally appeared and exhibited to me his/her _____, with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____, Philippines.

Doc No. _____;
Page No. _____;
Book No. _____;
Series of 20_____.