



**En Banc Resolution No. 04-26**  
**(Series of 2026)**

**WHEREAS**, *En Banc Resolution No. 08-25 (Series of 2025)* adopted the “Revised Guidelines for Accreditation of Surety Companies” (“*Revised Guidelines*”) governing the business transactions with the National Labor Relations Commission (“*NLRC*” or “*the Commission*”);

**WHEREAS**, the Revised Guidelines govern initial accreditation, suspension, cancellation, and other regulatory matters, but do not expressly provide for the documentary and procedural requirements for the renewal of accreditation by the Commission;

**WHEREAS**, there is a need to institutionalize a clear, uniform, and streamlined procedure governing the renewal of accreditation of existing accredited surety companies;

**WHEREAS**, to ensure the efficient and effective implementation of the rules governing appeals, third-party claims, execution, and other related processes under the 2025 NLRC Rules of Procedure, the “Guidelines on the Renewal of Accreditation of Surety Companies” was presented for the consideration of the Commission *En Banc*;

**WHEREAS, RESOLVED, AS IT IS HEREBY RESOLVED**, that the proposed “Guidelines on the Renewal of Accreditation of Surety Companies” is hereby **ADOPTED and APPROVED**, as follows:

**GUIDELINES ON THE RENEWAL OF ACCREDITATION  
OF SURETY COMPANIES**

**A. Policy and Purpose**

To ensure the continuous, orderly, and effective implementation of the rules governing appeals, third-party claims, execution, and other related processes under the 2025 NLRC Rules of Procedure, these guidelines prescribe the requirements, procedures, and conditions for the renewal of accreditation of existing surety companies transacting business with the Commission.

**B. Coverage**

These Guidelines shall apply to all surety companies whose existing accreditation is due to expire and which seek to maintain their accredited status.

**C. Period and Filing of Application**

- 1) Applications for renewal of accreditation shall be filed at least thirty (30) calendar days prior to the expiration of the current accreditation.
- 2) Any application filed beyond the period prescribed in the preceding item, or after the expiration of the accreditation, shall be treated as a new application and shall be subject to the full requirements and corresponding fees applicable thereto.

**D. Documentary Requirements**

The following documents shall accompany an application for renewal:

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- 1) Letter of Intent for Renewal of Accreditation, duly signed by the authorized officer of the surety company;
- 2) Bank Certification confirming the maintenance of the escrow deposit, pursuant to the Revised Guidelines; and
- 3) Certified true copy of a valid Certificate of Accreditation and Authority issued by the Supreme Court of the Philippines through the Office of the Court Administrator.

#### **E. Fees**

A fee of Five Thousand Pesos (P5,000.00) shall be collected for the renewal of accreditation.

However, where an application is treated as a new application pursuant to Item C (2) hereof, the surety company shall be subject to the full payment of the corresponding fees applicable to initial accreditation under the Revised Guidelines.

#### **F. Processing and Evaluation**

- 1) All renewal applications shall be addressed to the Commission through the Office of the Chairperson and shall be filed with the Legal and Enforcement Division in three (3) copies.
- 2) Incomplete submissions shall not be accepted.
- 3) Complete applications shall be evaluated within fifteen (15) working days from receipt thereof.
- 4) Upon favorable evaluation, a Certificate of Accreditation and Authority shall be issued anew.
- 5) A copy of the new Certificate and the updated list of accredited surety companies and authorized agents shall be:
  - a) Furnished to all Presiding/Commissioners and Deputy/Executive Clerks of Court; and
  - b) Posted on the Commission's official website.

#### **G. Continuing Compliance and Reporting**

- 1) Accredited surety companies shall submit to the Commission their respective Certificate of Accreditation and Authority from the Supreme Court every six (6) months.
- 2) Pending renewal of accreditation by the Supreme Court, the surety company may continue issuing bonds before the Commission for a period not exceeding one hundred twenty (120) calendar days from the expiration of its accreditation, provided that it submits a certification or proof of its application with the Supreme Court.

On or before the lapse of the said period, the Certificate of Accreditation from the Supreme Court shall be submitted to the Commission.

- 3) The surety company shall notify the Commission within ten (10) calendar days of any act, event, or circumstance affecting its business or operations, including but not limited to:
  - a) Corporate rehabilitation;
  - b) Bankruptcy or insolvency; or
  - c) Amendment of Articles of Incorporation affecting corporate life.

Such notice shall be supported by certified true copies or authenticated documents.

#### **H. Effect of Non-Renewal**

- 1) Non-renewal of the Certificate of Authority by the Supreme Court shall result in the expiration of the NLRC accreditation, subject to paragraph G(2).
- 2) The validity of previously posted surety bonds shall not be affected by the non-renewal or cancellation of accreditation.

#### **I. Period of Validity**

Accreditation renewed pursuant to these Guidelines shall be valid for a period of two (2) years from the date of issuance, unless sooner suspended or cancelled in accordance with existing rules.

#### **J. Effectivity**

These Guidelines shall take effect fifteen (15) days after publication in a newspaper of general circulation in the Philippines.

Signed this 6<sup>th</sup> day of March 2026 at Baguio City, Philippines.




**GRACE E. MANQUIZ-TAN**  
*Chairperson*



**JULIA CECILY I. COCHING-SOSITO**  
*Presiding Commissioner*



**DOLORES M. PERALTA-BELEY**  
*Presiding Commissioner*



**AGNES ALEXIS A. LUCERO-DE  
GRANO**  
*Presiding Commissioner*




**AMELIA B. DOCENA**  
*Presiding Commissioner*



**JOSE C. DEL VALLE, JR.**  
*OIC-Presiding Commissioner*



**LEONARD VINZ O. IGNACIO**  
*OIC-Presiding Commissioner*

  
**SITTIE PHAMY G. CADER-CONDONG**  
*OfC-Presiding Commissioner*

  
**MA. MINERVA S. PAZ-COLLANTES**  
*Commissioner*

  
**GINA F. CENT-ESCOTO**  
*Commissioner*

  
**CHARMALOU D. ALDEVERA**  
*Commissioner*

  
**NICOLAS B. NICOLAS**  
*Commissioner*

  
**MARY ANN F. PLATA-DAYTIA**  
*Commissioner*

  
**HERNAN G. NICDAO**  
*Commissioner*

  
**ERIC ANTHONY B. TY**  
*Commissioner*

  
**DONNA C. RAMOS**  
*Commissioner*


  
**GAVINO R. MENESES, JR.**  
*Commissioner*

  
**MARIA JOYCE L. SENO-KHO**  
*Commissioner*

  
**NENDELL HANZ L. ABELLA**  
*Commissioner*

  
**ABDUL-AZIS U. METMUG**  
*Commissioner*

*Attested By:*

  
**ATTY. PURDEY P. PEREZ**  
*Executive Clerk of Court IV*