

VA Form 06 – Request for Subsidy Entitlement Form

Republic of the Philippines
Department of Labor and Employment
National Conciliation and Mediation Board
Intramuros, Manila

REQUEST FOR SUBSIDY ENTITLEMENT

Pursuant to the Revised Guidelines on the Utilization of the Sepcial Voluntary Arbitration Fund on the grant of subsidy, the undersigned party/ parties request for entitlement untl the following circumstances (PLEASE CHECK APPLICABLE CONDITIONS):

1. **Parties availing of the subsidy**
 - We are party to a duly registered CBA with DOLE.
 - We are a party to a CBA not yet duly registered with the DOLE, copy of which is attached.
 - We are a party not represented by duly recognized union.
 - We are a party belonging to the unorganized sector.
2. **Reasons for availing the subsidy**
 - The Voluntary Arbitration Fund provided in our CBA is insufficient as we were able to shoulder only part of the cost of voluntary arbitrator's fees in the amount of P_____.
 - Due to financial and budgetary constraints we were unable to pay the remaining balance of the total cost of the proceedings, especially the voluntary arbitrator's fees corresponding to our share.
 - We have no fund to pay for the voluntary arbitrator's fees.
 - Other reasons, please specify _____
3. **Procedure Utilized**
 - Expedited Voluntary Arbitration Procedure (decided within 20 calendar days from date of submission to arbitration)
 - Regular Voluntary Arbitration Case Procedure
 - Free Legal Aid and Voluntary Arbitration Services (FLAVAS)
4. **Relevant information are as follows:**
 - a. Parties:
Union _____
Management _____
 - b. Name of Arbitrator _____ ACC No. _____
 - c. Issue/s involved: _____

 - d. Date submitted to arbitration ___/___/___
 - e. Date submitted for decision: ___/___/___
 - f. Date decided: ___/___/___
 - g. Total cost of arbitration (including Counsel/Lawyer's Fees) P _____ Union Share P _____ Management Share P _____
 - h. Cost-Sharing Scheme Under CBA; Union ___% Management ___%
 - i. Amount paid to Arbitrator P _____
 - j. Amount of Subsidy Requested P _____
 - Payable to Arbitrator
 - Reimbursable to Requesting Party
 - The other party is not availing of the Subsidy (Please check of applicable)

In support of the request, we submit herewith the following documentary requirements:

- Copy of the Certificate of CBA Registration, or
- Copy of Unregistered CBA, as validated by the Branch
- Photocopy of CBA Provision on Grievance Machinery and Voluntary Arbitration authenticated by both parties (in its absence, cost-sharing scheme shall be 50%-50%).
- Copy of Submission Agreement
- Copy of Decision/Award
- Waiver from the other party not availing of the Subsidy, where applicable
- Proof of Partial/Full Payment to the arbitrator (for reimbursement only)

Submitted by:

Signature over Printed Name Position

Requesting Party

Attested by:

Voluntary Arbitrator Accreditation No.