



Republic of the Philippines
Department of Labor and Employment
NATIONAL LABOR RELATIONS COMMISSION
Quezon City

MEMORANDUM CIRCULAR No. 3-01
(Series of 2005)

FOR : ALL LABOR ARBITERS AND CONCERNED PERSONNEL
National Capital Region - Arbitration Branch
This Commission

SUBJECT : ADMINISTERING OATH TO PARTIES' POSITION PAPERS,
AFFIDAVITS, AND OTHER RELATED PLEADINGS

DATE : 16 March 2005

In the interest of the service, and for the convenience of the parties, it is hereby reiterated that Labor Arbiters, by the nature of their functions, and pursuant to the Administrative Code and EO No. 292, as amended, have the authority to administer oath to parties submitting their position papers, affidavits, and other related pleadings pertaining to cases pending before their respective salas. In the absence of the Labor Arbiters concerned, other Labor Arbiters may perform the said functions. However, the parties may also have their position papers, affidavits, and other related pleadings verified and/or administered under oath before a notary public.

On the other hand, it is likewise reiterated that the Chief of the Complaint Unit and the complaint officers of NCR-Arbitration Branch are authorized to administer oath to complainants for the purpose of filing complaint only. The same authority is also vested upon the Administrative Officer III, NCR-Arbitration Branch.

All other issuances and orders contrary thereto are hereby suspended until further orders from the undersigned.

Please be guided accordingly.


ROY V. SEÑERES
Chairman