



### NOTICE OF EMPLOYMENT OF SPOT EXTRAS

Name of Company: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Business Permit or Mayor's Permit No.: \_\_\_\_\_ Place Issued: \_\_\_\_\_ Valid until: \_\_\_\_\_

Data on Employer:

- Producer  Advertiser  Ad Agency  Talent Caster  Talent Agent  Talent Manager

Title of Project/Activity: \_\_\_\_\_

Approximate number of children to be employed as spot extras: \_\_\_\_\_

Date	Location (Specify exact details)	Inclusive Time

I certify that the employment of children indicated herein will be undertaken within the purview of Republic Act No. 9231 and Department Order No. 65-04 and that all the information herein are true and correct to the best of my knowledge.

\_\_\_\_\_  
Printed Name and Signature of Employer

\_\_\_\_\_  
Designation/Position

*This form shall be submitted at least two (2) days prior to the shooting/taping/event to the DOLE Regional/Provincial/Field Office having jurisdiction over the workplace of the working child.*

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#### ACTION OF DOLE REGIONAL/PROVINCIAL/FIELD OFFICE

Date Received: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Signature of Focal Person

Date: \_\_\_\_\_