

Republic of the Philippines  
**Department of Labor and Employment**  
Regional Office No. VII

## Checklist for Application of Clearing Mechanical Plan Installation/s

*Checklist of requirements effective March 01, 2017*

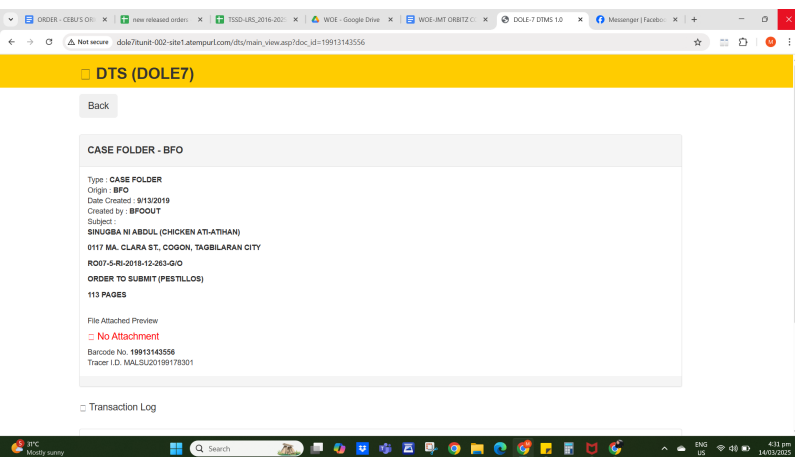
Applicant Establishment: Marina Mall  
Equipment Location: near storage  
Total Units: 3

Selected Equipment: Boiler, Pressure vessel, Power piping line

### Mechanical Application Checklist

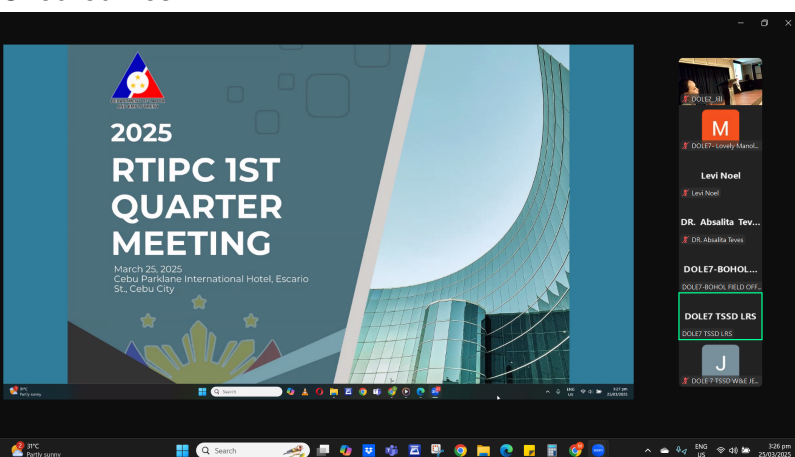
1. Request Letter for "clearing of mechanical plans" addressed to Regional Director with contact name & contact number

Checked: Yes



2. Three (3) sets of duly accomplished Application Forms per equipment, signed/sealed by PME and signed by Owner/Manager

Checked: Yes



You might need tests, including:



3. Three (3) sets of Plans/drawings incorporated in the Application Form (A3 size acceptable if legible)

Checked: Yes

MULTI-PURPOSE LOAN

LIST OF VALID ID'S

PROCEDURE

REQUIREMENTS (MEMBER)

REQUIREMENTS (FILING THROUGH A REPRESENTATIVE)

STEP 1

Submit accomplished Multi-Purpose Loan Application Form and required supporting documents

STEP 2

Get STL Acknowledgement Receipt (HQP-SLF-121)

STEP 3

On scheduled date, get loan proceeds.

	A	B	C	D	E	
1	PRODUCT	PER PIECE/KILO	PRICE		TOTAL	
2	DANGGIT	1/4	212.50	1	212.50	
3		1/2	425.00	2	850.00	
4	LOCAL PUSIT	1/4	200.00	2	400.00	
5		1/2	400.00	1	400.00	
6	SWEET PUSIT	1/4	325.00		0.00	
7		1/2	650.00		0.00	
8	PORK CHICHARON	1/4	200.00	10	2,000.00	
9		1/2	400.00	2	800.00	
10	CHORIZO	1KL	800.00	10	8,000.00	
11	DRIED MANGO	100 grms	70.00	19	1,330.00	
12	OTAP	190 grms	100.00	24	2,400.00	
13	TOTAL				16,392.50	
14						

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12	OTAP	190 grms	100.00	24	2,400.00
13	TOTAL				16,392.50
14					

4. Location / Site plans / Vicinity Map

Checked: Yes

Admin Portal

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Email

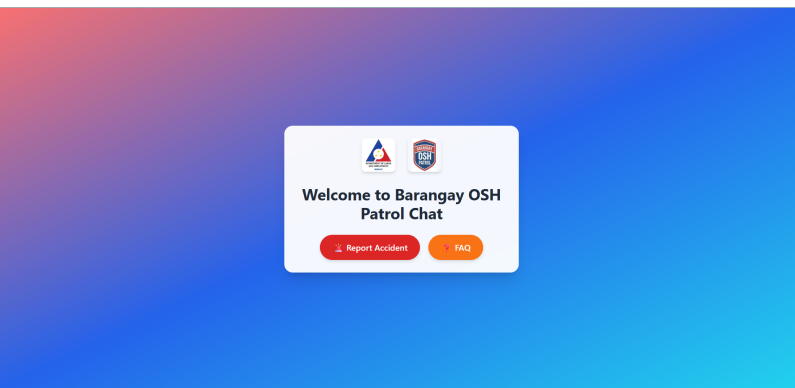
Password

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Don't have an account? Register

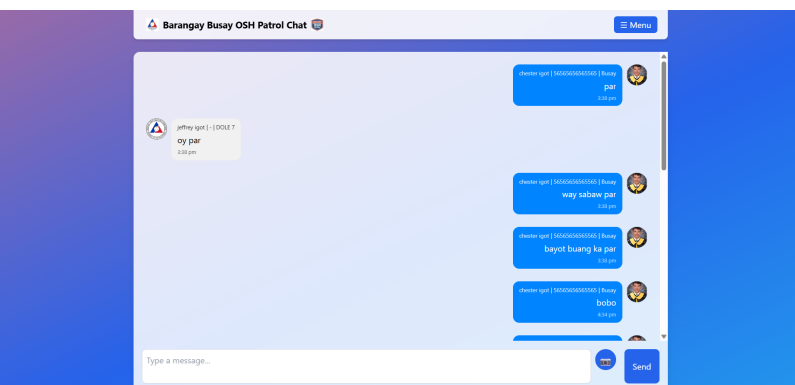
5. Room layout / Floor plans / Equipment specifications

Checked: Yes



6. Installation drawings of equipment showing detailed sections / elevations / foundation construction

Checked: Yes



7. Foundation design calculation with minimum factor of safety of 5 (Boiler, Pressure Vessel, Turbine, ICE)

Checked: Yes

NOTE FOR NO DOCUMENTS FOR P20
TCFO
3S GLOBTEK CONSTRUCTION CORP - 1ST ORDER PROFOOD INTERNATIONAL CORP - 1ST AND 2ND ORDER COAST PACIFIC MANUFACTURING CORPORATION - 2ND AND 3RD ORDER PACIFIC TRADERS MANUFACTURING CORP - 1ST ORDER TOYOTA MABOLO CEBU, INC - 2ND ORDER CLEAR EXPORTS INDUSTRIES INC - 1ST TO 4TH ZUMYRPHIL CONSTRUCTION INC - 1ST GCH HOLDINGS INC - 1ST CLEAR WATER ICE PLANT AND COLD STORAGE CORP - 3RD RVC INCORPORATED - 1ST AND 2ND 3S GLOBTEK CONSTRUCTION CORP - 1ST GRAND AVINER CORP - 1ST
CPFO
ANILSON PACKAGING SOLUTIONS INC - 1ST

8. Mechanical plans/drawings, signed/sealed by PME and signed by Owner/Manager

Checked: Yes

NOTE FOR NO DOCUMENTS FOR P20
TCFO

9. Photocopy of PME's valid PRC ID

Checked: Yes

11/19/25

- CASE SCANNED WITH NOTICE OF FINALITY = 9
- CASE SCANNED 2ND ORDER DISMISSED = 25

10. Photocopy of PME's recent Professional Tax Receipt

Checked: Yes

11/19/25

- SCANNED CASE WITH NOTICE OF FINALITY = 9
- SCANNED CASE 2ND ORDER DISMISSED = 25

11. Photocopy of PME's valid Certificate of Appearance (CA) issued from DOLE

Checked: Yes

11/19/25

- SCANNED CASE WITH NOTICE OF FINALITY = 9
- SCANNED CASE 2ND ORDER DISMISSED = 25

12. One (1) electronic copy of mechanical application in a portable document format (PDF) - if applicable

Checked: Yes

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Remarks: N/A

Evaluated by: N/A

Date of Evaluation: N/A