

**[ NCMB GUIDELINES IN THE ACCREDITATION AND  
DE-LISTING OF VOLUNTARY ARBITRATORS,  
January 06, 1997 ]**

**I. ACCREDITATION**

**A. Nature of Accreditation** — Accreditation of an individual as voluntary arbitrator shall be subject to the condition that he meets all the qualifications prescribed by the NCMB for accreditation. If found qualified, accreditation which is renewable every five (5) years, shall be granted.

**B. Requirements for Accreditation**

1. Minimum Criteria — Persons desiring to become Accredited Voluntary Arbitrators shall be possessed of the minimum criteria for accreditation, as follows:

1.1 He must be a Filipino citizen residing in the Philippines.

1.2 He must be a holder of at least a Bachelor's degree preferably relevant to Labor and Social Relations, Economics and related fields of study.

1.3 He must have at least five (5) years experience in the field of Labor-Management relations.

1.4 He has no pending criminal case involving moral turpitude.

2. Supporting Documents — Applicants shall submit an application letter with the NCMB or any of its Regional Branches, together with:

2.1 An updated bio-data.

2.2 Two (2) copies of "2 x 2~ black and white picture.

2.3 Academic Records — certified copy of Certificate of Admission to the Bar or Board of Professionals and/or Diploma.

2.4 Certificate of Employment from present employer (if applicable).

2.5 Affidavit stating that applicant has no pending criminal case involving moral turpitude.

2.6 Favorable comment of three (3) members of the Philippine Association on Voluntary Arbitration, Inc. preferably the President, the Chairman of the Ethics Committee and the Chairman of the Accreditation and De-listing Committee.

3. **Training Requirements** — An applicant who possesses the minimum qualifications will be required to undergo a pre-accreditation training program to equip him with the . basic knowledge, skills and value orientation necessary to perform the responsibilities and functions of an accredited voluntary arbitrator. The training program shall be designed jointly by the NCMB with the Philippine Association on Voluntary Arbitration, Inc. (PAVA).

For prospective arbitrators who have adequate experience and exposure in the field of arbitration and labor-management relations, they shall be required only to attend a briefing/orientation in lieu of a pre-accreditation training.

4. **Roll of Accredited Voluntary Arbitrator** — Upon satisfactory completion of the training, the new AVA will be given his Certificate of Accreditation bearing his Accreditation Number, and hereafter will formally take his Oath of Office and sign the Roll of Accredited Voluntary Arbitrators.

Once accredited, the arbitrator can serve as such in any region. However, for purposes of administrative supervision, the voluntary arbitrator shall continue to be enrolled in the list of accredited arbitrators in the region where they are accredited.

**C. Renewal of Accreditation** — Before the expiration of the fifth year of accreditation, the NCMB will send advice/notice to an AVA requiring him/her to comply with certain requirements including submission of updated bio-data, new affidavit stating that he has no pending criminal case involving moral turpitude and a favorable comment from PAVA.

After a thorough review of the new credentials submitted, the records and the performance of the AVA concerned as to case disposition and participation to NCMB programs and activities and voluntary arbitration, the NCMB shall decide whether to issue or not a certificate renewing the accreditation for another five (5) years.

## **II. DE-LISTING**

### **A. Types of De-listing**

1. **Voluntary De-listing** — An AVA may at his own initiative signify his intention to be de-listed from the Roll of AVAs on any of the following grounds:

- a. Loss of Philippine citizenship.
- b. Transfer of residence abroad.
- c. Physical incapacity due to health reasons.
- d. Any other grounds indicating loss of interest.

De-listing on any of the aforementioned grounds may also be initiated by the NCMB in the exercise of its administrative and regulatory functions over the AVAs.

In addition, the NCMB shall maintain an inactive list of AVAs to include those who voluntarily requested for such an status or if AVA is elected or appointed to