

SALIENT FEATURES OF THE 2025 NLRC RULES OF PROCEDURE

1

Requires all complainants to personally sign the complaint form and execute a verification and certification of non-forum shopping. This ensures the authenticity and good faith of filings, deters fixers and ambulance chasers from initiating unauthorized or fraudulent complaints, and prevents multiple or forum-shopping cases involving the same issues or parties.

2

Allows pleadings and motions to be filed through personal filing, registered mail, or accredited courier services (e.g., LBC, 2GO, among others). This promotes convenience, accessibility, and efficiency for litigants by reducing travel time, costs and the need for personal appearance.

3

Imposes stricter requirements on the appearance of lawyers before the Labor Arbiter and the Commission. This safeguards the orderly and expeditious administration of labor justice by discouraging dilatory tactics and improper legal maneuverings, while ensuring respect for the law, the NLRC as an institution, and its officials.

4

Prohibits unauthorized appearances by non-lawyers, particularly fixers and ambulance chasers, who may be cited for contempt and prosecuted civilly, criminally, or administratively, and who are expressly barred from claiming attorney's fees or any form of contingency fee. This protects the integrity of labor proceedings by preventing unauthorized individuals from interfering with the administration of labor justice, ensuring that only duly licensed and authorized lawyers represent parties, and safeguarding litigants from improper fee claims.

5

Broadens the definition of "workplace" for purposes of determining the proper venue of labor complaints. Under this rule, a case may be filed where the employee is assigned, expected to report after a temporary detail, regularly receives salary, or performs work in an alternative workplace. This enhances access to justice and convenience for workers by allowing complainants to be filed in venues that reflect their actual work situation, free from overly restrictive or technical interpretations of "workplace."

6

Clarifies that the Labor Arbiter has jurisdiction over disputes involving settlements obtained through fraud, misrepresentation, or coercion. This protects parties from being bound by settlements secured through fraudulent, deceptive, or coercive means, ensuring that the Labor Arbiter may review and, when warranted, nullify such agreements to uphold fairness and justice in labor dispute resolution.

7

Expands the recognized modes of serving summons to acquire jurisdiction over the respondent. Service may now be effected personally, through a competent adult at the respondent's residence or office, or through designated community officers such as security personnel or homeowners' association officials. This prevents evasion, minimizes delays, and promotes the efficient administration of labor justice.

8

Allows service of summons through a lawyer who enters a special appearance and is deputized to personally serve the summons. This ensures proper and efficient service even when the respondent is represented by counsel entering a special appearance, preventing delays and safeguarding the timely exercise of the Labor Arbiter's jurisdiction.

9

Clarifies that the Mandatory Conciliation and Mediation Conference consists of two (2) stages. The first stage focuses on conciliation-mediation to encourage amicable settlement in line with State policy, while the second stage, the conference proper, addresses party identification, issue simplification, admissions, stipulations, and other preliminary matters to ensure the orderly and efficient disposition of unresolved cases.

10

Provides clear consequences for failure to file a position paper. If the complainant fails to file, the complaint may be dismissed without prejudice to refiling; if the respondent fails to file, such failure constitutes a waiver, and the case shall be decided based on the evidence on record. This rule promotes timely compliance, prevents dilatory tactics, and balances the interests of all parties.

11

Clarifies the grounds for inhibition of a Labor Arbiter. This ensures that no Labor Arbiter participates in cases involving conflicts of interest, bias, or the appearance of partiality arising from personal, financial, or familial relationships, thereby safeguarding fairness, objectivity, and public trust in the labor justice system.

12

Reduces the required number of copies of the Memorandum of Appeal and its attachments from three (3) to two (2). This simplifies procedural requirements, reduces administrative burden, and minimizes paper use while ensuring proper processing.

13

Specifies that failure to comply with any requirement for perfecting an appeal results in dismissal for non-perfection. By introducing an explicit sanction, this rule strengthens accountability and discourages incomplete or careless appeal filings.

14

Clarifies that filing an appeal in the wrong office does not toll the period, for perfecting an appeal. The appellant bears responsibility for proper filing, promoting procedural orderliness and preventing delays in docket transmission.

15

Provides alternative methods for payment of appeal and other lawful fees. Payments may be made either at the RAB or DOLE Regional Office of origin, or 1 through NLRC-authorized banking institutions, accommodating digital and off site payment options nationwide.

16

Removes collateral-related requirements for posting a surety bond. This streamlines the bond-posting process, reduces financial burden on appellants, and facilitates access to the appellate process.

17

Includes the Single-Entry Approach (SEnA) Referral Slip in the records, elevated on appeal. This reflects the institutional integration of SEnA into the NLRC case lifecycle, recognizing it as a prerequisite step prior to complaint filing.

18

Specifies a sequential line of succession in the absence, incapacity, or vacancy of the Chairperson. After the Presiding Commissioner of the Second Division, the Presiding Commissioners of the Third to Eighth Divisions shall serve as Acting Chairperson in order, including scenarios involving simultaneous vacancies.

19

Introduces an equitable process for designating an additional Division member. This applies when Division membership is incomplete and concurrence cannot be obtained, preventing arbitrary or non-transparent designation.

20

Expands and clarifies conflict-of-interest grounds for inhibition of Commissioners. These now include pecuniary interests, familial relationships up to the sixth degree, relationships to counsel up to the fourth degree, and prior involvement as executor, administrator, guardian, trustee, or counsel.

21

Clarifies that execution of certified cases occurs upon finality of judgment. Execution may proceed upon finality, in addition to the issuance of an entry of judgment, ensuring legal certainty and preventing premature enforcement.

22

Expands the definition of direct contempt to include acts committed in, both physical and virtual presence. This maintains accountability and order regardless of the mode of proceedings.

23

Expands punishable acts of direct contempt to include disrespect toward the Chairperson, any Commissioner, or Labor Arbiter. This upholds the authority, dignity, and decorum of the Commission and its officials.

24

Introduces the issuance and service of summons upon receipt of a petition for injunction. This ensures valid acquisition of jurisdiction and expedites injunction proceedings by providing timely notice to respondents.

25

Clarifies the scope of injunctions against persons, associations, or organizations. Injunctions may issue against those threatening, committing, omitting required acts, or authorizing or ratifying unlawful acts with actual knowledge, thereby strengthening legal protection and enforcement.

26

Requires the posting of a cash bond within forty-eight (48) hours for the effectiveness of a TRO or writ of preliminary injunction. Failure to comply renders the TRO or writ ineffective, safeguarding due process and party rights.

27

Allows the dissolution or modification of a TRO or preliminary injunction upon posting of a counterbond. This establishes an equitable mechanism to protect all parties' interests.

28

Clarifies that issuance of a writ of execution upon finality of judgment is a ministerial duty of the Labor Arbiter. This ensures prompt and efficient enforcement of judgments.

29

Introduces a procedure for executing dormant judgments through an independent action. This provides a clear legal remedy for enforcing judgments within the ten-year prescriptive period and allows filing in the RAB where the employee resides for convenience.

30

Authorizes the conduct of a pre-execution conference, when necessary. The Labor Arbiter may address execution-related matters, including final computation of monetary awards, even without a motion for issuance of a writ.

31

Allows service of a writ of execution anywhere in the Philippines where, the losing party may be found. This prevents evasion and ensures prompt satisfaction of monetary awards.

32

Clarifies enforcement against bonding company escrow deposits when assets are insufficient. If the losing party has no assets and the bonding company refuses compliance, execution shall proceed against the escrow deposit.

33

Provides for execution of uncontested portions of a decision despite, partial reversal by the Court of Appeals. This ensures prompt enforcement of unaffected portions.

34

Clarifies restitution rules when an executed judgment is reversed. Reinstatement wages paid during the pendency of the appeal are excluded from restitution, protecting employees who relied on execution in good faith.

35

Allows examination of persons in possession of the respondent's money or property. Such persons are prohibited from transferring or disposing of the assets until final resolution, preventing concealment.

36

Broadens grounds for piercing the corporate veil during execution. This includes fraudulent asset transfers between individuals and corporations to evade satisfaction of judgments.

37

Requires inclusion of all available objections at the time of filing a petition. Objections not raised are deemed waived, promoting efficiency and finality.

38

Requires service of the petition upon the Labor Arbiter's office. This ensures proper notice to the Labor Arbiter as nominal party.

39

Requires an affidavit of service accompanying the petition. This sworn declaration ensures verifiability, accountability, and legal certainty beyond mere proof of service.

40

Provides that non-compliance with filing requisites results in dismissal of the petition. This enforces strict procedural compliance.

41

Reduces the period for filing a comment on the petition to a non extendible five (5) calendar days. This accelerates petition resolution.

42

Allows execution proceedings to continue despite a pending motion for li reconsideration, unless otherwise ordered. This prevents undue delays in t enforcement.

43

Introduces automatic delegation in cases of absence or incapacity of the Executive Clerk. This ensures administrative continuity.

44

Clarifies the administrative supervisory role of Deputy Executive Clerks. They shall assist Presiding Commissioners in Division-level administration.

45

Authorizes Executive and Deputy Executive Clerks to issue writs of execution in original jurisdiction cases. This expedites enforcement of certified cases and similar matters.

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Authorizes Commission Attorneys to administer oaths. This facilitates the efficient performance of official functions.

47

Removes the explicit pauper litigant exemption and adopts a general exemption clause. Exemptions are now subject to existing laws, harmonizing the rule with statutory exemptions.

48

Reflects compliance with the Data Privacy Act. This emphasizes regulated access, accountability, and reliance on existing laws and internal policies.

49

Establishes clear consequences for non-payment of fees. At the Labor Arbiter level, action is held in abeyance; at the Commission level, the action may be dismissed or denied due course.

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Clarifies that fee exemptions are subject to lien rules. This ensures consistent application of exemptions while safeguarding claims.