



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 Intramuros, Manila

DEPARTMENT OF LABOR AND EMPLOYMENT
 Central Records Section-GSD
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**ADVISORY NO. 02
 2014 DOLE-WIDE PLANNING EVENT**

**FOR : ALL HEADS OF OFFICES, SERVICES, BUREAUS,
 ATTACHED AGENCIES AND REGIONAL OFFICES**

Further to Advisory No. 1 regarding the forthcoming 2014 DOLE-Wide Planning Event to be held on January 23-25, 2014 at the Ichikawa Hall, Occupational Safety and Health Center (OSHC), North Avenue, Quezon City please be informed of the following administrative concerns:

1. PARTICIPANTS

- Senior Officials
- Bureau, Service and Regional Directors
- Agency Heads and Deputy Executive Directors
- One (1) Technical Staff per office/agency and Cluster's Technical Working Group
- Please confirm attendance of your participants by accomplishing the attached appropriate **Confirmation Slip** and submit the same to the Administrative Service through email or fax at administrativeservice@gmail.com or fax number (02) 527-3476, respectively on or before January 20, 2014. Likewise, **please include the names of your respective drivers in the confirmation slip for food arrangement.**

2. TRANSPORTATION AND ACCOMMODATION

- Regional Participants shall be provided with transportation service upon arrival from the Airport, Manila to OSHC, Quezon City (Please indicate your complete flight details in the confirmation slip).
- The OSHC Dormitory shall be made available to the participants from the Regional Offices with an accommodation fee, as follows:

PARTICIPANTS	ROOM DESCRIPTION	RATE PER DAY
Regional Director	quadruple/aircon room	P250.00
Technical Staff	quadruple/non-aircon room	P125.00

- Accommodation fee shall be paid by the Regional Participants directly to the **Occupational Safety and Health Center**.

3. PARTICIPATION FEE

- Participation fee of **Three Thousand Pesos (P3,000.00)** shall be charged to each participant inclusive of the following meals:


DATE	MEAL
January 23, 2014	Breakfast, A.M. Snack, Lunch, P.M. Snack, Dinner and Cocktails
January 24, 2014	Breakfast, A.M. Snack, Lunch, P.M. Snack and Dinner
January 25, 2014	Breakfast, A.M. Snack, Lunch, and P.M. Snack

- Food for drivers is **One Thousand Eight Hundred Pesos (P1,800.00)** per head inclusive of the following meals:

DATE	MEAL
January 23, 2014	Breakfast, A.M. Snack, Lunch, P.M. Snack, Dinner
January 24, 2014	Breakfast, A.M. Snack, Lunch, P.M. Snack and Dinner
January 25, 2014	Breakfast, A.M. Snack, Lunch, and P.M. Snack

- Participant/s with no confirmation slip shall be charged **One Thousand Pesos (P1,000.00)** per day per head as their participation fee regardless of meals taken.
- Attached Agencies and Regional Offices shall pay the cost of their participation fee and food of drivers directly to **Laiya Gourmet** on or before **January 23, 2014**. The TIN No. of Laiya Gourmet is **158-805-649**, a VAT-registered establishment.

For compliance.


REBECCA C. CHATO
 Undersecretary

14 January 2014



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DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila

2014 DOLE-WIDE PLANNING EVENT
January 23-25, 2014
Ichikawa Hall, Occupational Safety and Health Center
North Avenue, Quezon City

CONFIRMATION SLIP

OFFICE: _____

Name	Designation	Contact Number	Date of Participation	
			From	To

Head of Office



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2014 DOLE-WIDE PLANNING EVENT
 January 23-25, 2014
 Ichikawa Hall, Occupational Safety and Health Center
 North Avenue, Quezon City

CONFIRMATION SLIP
(For Regional Participants)

OFFICE: _____

Name	Designation	Contact Number	Date of Participation		Flight Details		Accommodation	
			From	To	Date and Time of Arrival and Terminal	Date and Time of Departure from Manila	Date of Check-in	Date of Check-out

 Head of Office