

Registration Schedule

SCOPE OF REGISTRATION

Public Administration covering the Provision of Government Service Related to Labor and Employment such as

- *Documents Tracking System for the Office of the Secretary (OSEC) Proper*
- *Financial and Management Services covering Processing of Obligation Request and Processing of Disbursement Voucher*
 - *Internal Audit Services covering Audit Process*
 - *Planning Service covering DOLE Planning System; Preventive Maintenance of DOLE IT Equipment*
- *Legal Service covering Provision of Legal Assistance to DOLE Central Office Walk-in clients and Disposition of Administrative Cases in the DOLE Central Office*
- *Human Resource Development Service covering Leave Administration; Recruitment, Selection and Placement Process; Preparation, Conduct and Evaluation of In-house Training Activity; Transfer of Leave Credits from One Agency to Another; Disposition of Administrative Complaints*
 - *Administrative Service covering Procurement of Goods/Services through Public/Competitive Bidding; Processing of Payments; Property Management System; Record Management; Building Maintenance; Preventive Maintenance of DOLE Building and its Facilities; Preventive Maintenance of Motor Vehicle*
- *Labor Communications Office covering DOLE News Release Preparation Process; Management of Donated Reading Materials; Process of Barrowing and Returning Books and other reading materials; Acquisition and Processing of Library Books*
- *Bureau of Working Conditions (BWC) Management of BWC New and Existing Programs/Projects; Accreditation of Testing Organization for Construction Heavy Equipment*
- *International Labor Affairs Bureau (ILAB) covering Deployment of Philippines Overseas Labor Office (POLO) Officers and Staff; Preparation and Submission of DOLE Semi-Annual Report to Congress*

Company Name:	Department of Labor and Employment
Site(s) Registered:	DOLE Bldg. Muralla St. cor Gen. Luna St. Intramuros, Manila, Philippines
Standard:	ISO 9001:2008
NACE Code:	L 75
Date of Registration:	02 Sep 2015
Expiry Date:	15 Jul 2018
Certificate Number:	AJA15-0048



QMS Accreditation No. MSA-005

Vice President - AJA Registrars Inc.



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