

Date	Activities	Remarks
2019		
September 18	Participated in the 2019 FOI Receiving Officers' Hangout conducted by the Presidential Communications Operations Office (PCOO)	Participated
September 06	Creation of DOLE-FOI Receiving Officer's FB group page	On-going
August 14	Creation of DOLE-FOI Webpage	On-going
July 01	Revision of Existing Gmail and eFOI Portal Accounts for Receiving Officers and Decision Makers	On-going
June 26	Attended the FOI Midyear Conference conducted by the Presidential Communications Operations Office (PCOO)	Participated
June 14	Conducted FOI Consultation and Training Workshop for DOLE- Bureaus and Regional Offices	Completed
May 24	Conducted Preparatory Meeting for Bureaus regarding the FOI Consultation and Training Workshop CY 2019	Completed
May 16	Received Certificate of Compliance for PBB FY 2018	Completed
May 15	Conducted FOI Consultation and Training Workshop at DOLE NCR	Completed