

OUTSOURCED PERSONNEL AT DOLE - CENTRAL OFFICE

PER OFFICE REQUIREMENTS			
No.	Name of Office	Position Title	Number of Personnel
1	OSEC Proper	Driver II	1
Sub Total for OSEC Records			1
1	OSEC Records	Administrative Aide III	1
Sub Total for OSEC Records			1
1	Office of Undersecretary Renato L. Ebarle	Support Staff V	1
2		Bus Driver	1
Sub Total for the Office of USEC Ebarle			2
1	Office of Undersecretary Claro A. Arellano	Driver I	1
Sub Total for the Office of USEC Arellano			1
1	Office of Undersecretary for WPLAIA	Support Staff IV	1
2		Support Staff III	1
Sub Total for the Office of USEC for WPLAIA			2
1	Office of Assistant Secretary Alex V. Avila	Driver I	1
Sub Total for the Office of ASEC Avila			1
1	Office of Assistant Secretary Mariano R. Alquiza	Administrative Aide III	2
2		Driver I	1
Sub Total of the Office of ASEC Alquiza			3
1	Office of Assistant Secretary Dominique R. Tutay	Executive Assistant II	1
Sub Total for the Office of ASEC Tutay			1
1	Office of Assistant Secretary Philip A. Paredes	Driver II	1
Sub Total for the Office of ASEC Paredes			1
1	Office of Assistant Secretary Federico Abuan	Executive Assistant II	1
2		Driver II	1
3		Support Staff I	2
Sub Total for the Office of ASEC Abuan			4
1	Office of Assistant Secretary Victor del Rosario	Executive Assistant IV	1
2		Support Staff V	1
3		Driver II	1
Sub Total for the Office of ASEC del Rosario			3
1	Office of Assistant Secretary Ma. Teresita S. Cucueco	Support Staff I	1
Sub Total for the Office of ASEC Cucueco			1
1	International Labor Affairs Bureau (ILAB)	Senior IT Specialist II	1
2		Support Staff V	1
3		Administrative Assistant II	2
4		Liaison Officer III	2
5		Support Staff II	1
6		Driver II	1
Sub Total for ILAB			8
1	Bureau of Local Employment (BLE)	Deputy Program Manager	1
2		Program Coordinator II	5
3		Program Coordinator I	2
4		Administrative Aide IV	1
5		Driver II	1
Sub Total for BLE			10
1	Bureau of Labor Relations (BLR)	Driver I	2
2		Liaison Officer I	1
Sub Total for BLR			3
1	Bureau of Working Conditions (BWC)	Administrative Aide IV	1
Sub Total for BLR			1
1	Bureau of Workers with Special Concerns (BWSC)	Technical Staff II	1
2		Executive Assistant II	1
3		Program Coordinator I	2
4		Support Staff III	3
5		Support Staff II	1
6		Administrative Aide IV	1
7		Accounting Associate I	4
8		Liaison Officer II	2
9		Administrative Aide II	1
Sub Total for BWSC			16
1	Administrative Service (AS)	Electrician III	1
2		Carpenter III	1
3		Bus Driver	2
4		Technician II	2
5		Administrative Aide III	1
Sub Total for AS			7

PER OFFICE REQUIREMENTS			
No.	Name of Office	Position Title	Number of Personnel
1	Financial and Management Service (FMS)	Accounting Associate III	1
2		Support Staff III	2
3		Messenger Liaison Staff IV	1
4		Messenger Liaison Staff III	1
Sub Total for FMS			5
1	Human Resource Development Service (HRDS)	Support Staff III	1
2		Support Staff I	1
Sub Total for HRDS			2
1	Information and Publication Service (IPS)	Photographer	1
2		Graphic Designer II	1
3		Call Center Agent I	20
4		Support Staff I	1
5		Administrative Aide II	1
Sub Total for IPS			24
1	Legal Service (LS)	Administrative Aide II	2
Sub Total for LS			2
1	Planning Service (PS)	IT Specialist I	1
2		Graphic Designer II	1
Sub Total for PS			2
1	Office of the DOLE Resident COA Auditors	Support Staff III	1
2		Driver II	2
Sub Total for the Office of DOLE Resident COA Auditors			3
1	DOLE Provident Fund Office (DOLE PFO)	Support Staff II	1
2		Accounting Associate I	1
Sub Total for DOLE PFO			2
1	DOLE National Capital Region (DOLE NCR)	Senior IT Specialist I	1
2		Support Staff III	1
Sub Total for DOLE NCR			2
TOTAL			108

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.
Makati City

AFFIDAVIT OF COMPLIANCE

I, **JOSEPH V. ANGELES**, **President** of **LSERV CORPORATION** with office address at Unit C&D 21/F Petron Mega Plaza, No. 358 Sen. Gil Puyat Avenue, Makati City after having been duly sworn in accordance with law, do hereby depose and state that **LSERV CORPORATION** in relation to the Service Agreement it entered into with the Department of Labor and Employment for outsourcing of manpower services, shall:

1. Comply with all the existing labor laws, including minimum wage, 13th month pay, occupational safety and health standards, service incentive leave, SSS/PhilHealth/EC/Pag-IBIG and other mandatory benefits as prescribed by law, and for this purpose; shall submit a sworn certification every billing cycle in support of the Bill of Collection, that it has:
 - a) Directly remitted the monthly employers' share and employees' contribution to SSS, PhilHealth, ECC and Pag-IBIG;
 - b) Paid all the wages, allowances and other monetary benefits of its personnel assigned to carry out the Service Agreement with the DOLE in accordance with all labor laws including adjustments mandated, if there is any, and attach as proof of compliance the monthly payroll; and
 - c) Not deducted any amount from the monthly salary/wages of the assigned personnel for purposes other than the required contributions to SSS, PhilHealth, ECC, and Pag-IBIG or for absences and undertime.
2. Not collect any placement or other fees from the personnel to mobilize the Service Agreement.
3. Pay the salaries/wages of the personnel under the Service Agreement directly to the individual through the Automated Teller Machines (ATM) on the 10th and 25th day of each month.
4. Submit a duly certified quarterly report of remittances to SSS, ECC, PhilHealth and PagIBIG of the employer's share and employees' contribution.
5. Have the required number of personnel assigned for the entire duration of the subject Service Agreement, without prejudice to their rotation or replacement in case of unsatisfactory performance.
6. Allow the DOLE to conduct inspection *motu proprio* to ensure compliance with Department Order No.174, series of 2017, and all applicable laws.

