

Registration Schedule

SCOPE OF REGISTRATION

Site 1: Public Administration covering the provision of government service related to Labor and Employment such as:
• Documents Tracking System for the Office of the Secretary Proper, Office of the Undersecretaries and Assistant Secretaries
• Processing of Obligation Request and Status; Processing of Disbursement Voucher (Financial and Management Service)
• Internal Process Audit (Internal Audit Service)

• Assessment and Approval of Agency OPCR, Monitoring of Agency OPCR Accomplishments and Preparation/ Submission of DOLE Report; Rating, Validation and Approval of Agency OPCR Accomplishments; Preventive Maintenance of DOLE IT Equipment (Planning Service)

• Leave Administration; Recruitment, Selection and Placement Process; Preparation, Conduct and Evaluation of In-House Training Activity; Disposition of Administrative Complaints (Human Resource Development Service)

• Procurement of Goods/Services Through Public/Competitive Bidding; Processing of Payments; Property Management Process; Records Management; Building Maintenance (Minor Repair); Preventive Maintenance of DOLE Building and its Facilities; Preventive Maintenance of Motor Vehicles (Administrative Service)

• Provision of Legal Assistance to DOLE Central Office Walk-in Clients; Conduct of Formal Investigation of Administrative Cases in the DOLE Central Office (Legal Service)

• DOLE News Release Preparation Process; Process of Borrowing and Returning of Books and Other Reading Materials; Library Management Process

• Design and Development of DOLE Programs/Projects; Monitoring and Evaluation of BWC Programs/Projects (Bureau of Working Conditions)

• Monitoring of POLO Programs' Implementation; Reporting of POLO Critical Incidents; Deployment of POLO Officers and Staff (International Labor Affairs Bureau)

Site 3: Bureau of Local Employment

• Design and Development of DOLE Programs/Projects; Monitoring and Evaluation of BLE Programs/Projects
Bureau of Labor Relations

• Design and Development of DOLE Programs/Projects; Monitoring and Evaluation of BLR Programs/Projects; Disposition of Appealed Cases Filed with the BLR; Registration of Federation/National Union/Workers' Association Operating in More Than One Region

Site 4: National Labor Relations Commission

• Processing and Release of Judgment Award and Cash Bond; Monitoring of Performance of Labor Arbitler

Site 5: Bureau of Workers with Special Concerns

• Design and Development of DOLE Programs/Projects; Monitoring and Evaluation of BWSC Programs/Projects

Site 6: National Conciliation and Mediation Board

• Management of NCMB Existing Programs/Projects

Company Name:

Department of Labor and Employment

Site(s) Registered:

DOLE Bldg. Muralla St. cor Gen. Luna St., Intramuros, Manila, Philippines
6th Floor, First Intramuros, BF Condominium Corporation Solana St. cor Andres Soriano Ave.
Intramuros, Manila, Philippines
PPSTA Bldg. No. 5 Banawe cor P. Florentino Sts., Quezon City, Philippines
9th Floor, G.E. Antonio Bldg. J. Bacobo St. cor T.M. Kalaw Ave. Ermita, Manila, Philippines
4th to 6th Floor, Arcadia Bldg. 860 Quezon Ave., Quezon City, Philippines

Standard:

ISO 9001:2015

NACE Code:

84.13

Date of Re-Registration:

12 Sep 2018

Expiry Date:

15 Jul 2021

Next Re-Audit Due Date:

15 May 2021

Certificate Number:

AJA15-0048



President - AJA Registrars Inc.



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