



Republic of the Philippines  
**Department of Labor and Employment**  
**Region IV-A**

**AGENCY INFORMATION INVENTORY as of June 2018**

No.	Agency Abbreviation	Agency Name	Title	Description	Online Publication	File Format	Location/ URL	Disclosure	Original Data Owner	Data Maintainer	Date Released	Frequency of update
1	DOLE IVA	Department of Labor and Employment IVA	Certificate of No Pending Case	Certificates issued to establishments that filed requests , certifying that the establishment has no pending case in Region IV-A, valid for six (6) unless revoked.	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2013 to 6/2018	Occasional
2	DOLE IVA	Department of Labor and Employment IVA	Certificate of Pending Cases	Issued to establishments that has requested for certificate of no pending case but record/s of pending case/s are found Region IV-A upon evaluation.	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2013 to 6/2018	Occasional
3	DOLE IVA	Department of Labor and Employment IVA	Application for Registration for Contractors/Subcontractors Under DO18-A	Refers to the application and documentary requirements filed by an establishment for registration under DO18-A.	No	Hard Copy	N/A	Limited	Provincial Offices	LS Unit	2014 to 2016	Occasional
4	DOLE IVA	Department of Labor and Employment IVA	Certificate of Registration for Contractors/Subcontractors under DO18-A	Certificate issued to establishment which filed an application registration under DO18-A and met the qualifications and requirements.	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2014 to 2016	Occasional
5	DOLE IVA	Department of Labor and Employment IVA	Application for Registration for Contractors/Subcontractors Under DO174-17	Refers to the application and documentary requirements filed by an establishment for registration under DO174-17	No	Hard Copy	N/A	Limited	Provincial Offices	LS Unit	2017 to 6/2018	Occasional

6	DOLE IVA	Department of Labor and Employment IVA	Certificate of Registration for Contractors/Subcontractors under DO174-17	Certificate issued to establishment which filed an application registration under DO174-17 and met the qualifications and requirements.	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2017 to 6/2018	Occasional
7	DOLE IVA	Department of Labor and Employment IVA	List of Establishments Registered under DO18-A	Summary of all establishment who are duly registered under DO18-A indicating validity date and expiration date of registration.	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2014 to 2016	Occasional
8	DOLE IVA	Department of Labor and Employment IVA	List of Establishments Registered under DO174-17	Summary of all establishment who are duly registered under DO18-A indicating validity date and expiration date of registration.	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2017 to 6/2018	Occasional
9	DOLE IVA	Department of Labor and Employment IVA	Contractor/Subcontractor Semi-Annual Report	Report submitted by establishments registered under DO18a/DO174 in compliance with said DOs.	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2014 to 6/2018	Occasional
10	DOLE IVA	Department of Labor and Employment IVA	Notice of Authority to Assess	Refers to the written authority issued by the Regional Director to LLCOs to conduct Joint Assessment, Compliance Visit, Occupational Safety and Health Standards Investigation or SAVE.	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2013 to 6/2018	Daily
11	DOLE IVA	Department of Labor and Employment IVA	Notice of Results	Refers to the accomplished form issued by the LLCO indicating the results of Joint Assessment, Compliance Visit, Occupational Safety and Health Standards Investigation or SAVE.	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2013 to 6/2018	Occasional

12	DOLE IVA	Department of Labor and Employment IVA	Notice of Mandatory Conference	Notice issued to establishments/parties involved in the Joint Assessment, Compliance Visit, Occupational Safety and Health Standards Investigation or SAVE indicating after the lapse of period to comply indicating the date, time and name of Hearing Officer.	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2013 to 6/2018	Occasional
13	DOLE	Department of Labor and Employment IVA	Minutes of Meeting for Joint Assessment, Compliance Visit, Occupational Safety and Health Standards Investigation or SAVE	Records of proceedings indicating the evidences presented by the establishment/parties duly signed by the representative and attested by the Hearing Officer	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2013 to 6/2018	Occasional
14	DOLE IVA	Department of Labor and Employment IVA	Manifestation/Position Paper/Appeals Relative to the Joint Assessment, Compliance Visit, Occupational Safety and Health Standards Investigation or SAVE	Manifestation/Position Paper/Appeals filed by establishments/legal counsels relative to findings of the LLCOs upon the conduct of inspections in their establishments.	No	Hard Copy	N/A	Limited	Provincial Offices	LS Unit	2013 to 6/2018	Occasional
15	DOLE IVA	Department of Labor and Employment IVA	Compliance Documents	Documents presented and submitted by establishment to refute findings of the LLCOs in the inspections conducted in the establishment.	No	Hard Copy	N/A	Limited	Provincial Offices	LS Unit	2013 to 6/2018	Occasional
16	DOLE IVA	Department of Labor and Employment IVA	Compliance/Dismissal Order Draft	Recommended orders drafted by Hearing Officer/LLCOs subject for further evaluations of the Provincial Head and the Regional Director.	No	Hard Copy/ Word File	N/A	Exception	Provincial Offices	LS Unit	2014 to 6/2018	Occasional
17	DOLE IVA	Department of Labor and Employment IVA	Compliance/ Dismissal Order	Final order issued by the Regional Director upon recommendation of the Hearing Officer/LLCOs for the inspections conducted	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2013 to 6/2018	Occasional

18	DOLE IVA	Department of Labor and Employment IVA	Plant Level Compliance Report	Report submitted by LLCOs for the assessments wherein the establishments has completely presented documents within the allowable period proving compliance to the findings during the assessments .	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2013 to 6/2018	Occasional
19	DOLE IVA	Department of Labor and Employment IVA	Notice of Finality	A notice issued by the Regional Director in case no appeal is perfected for the assessments conducted	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2013 to 6/2018	Occasional
20	DOLE IVA	Department of Labor and Employment IVA	Narrative Report	Narrative reports submitted by LLCOs/Hearing Officer relative to the assessments conducted.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2013 to 6/2018	Occasional
21	DOLE IVA	Department of Labor and Employment IVA	Certificate of Registration under Rule 1020 of Occupational Health and Safety Standards	Certificate issued to establishments duly registered under Rule 1020 of OSHS.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2010 to 6/2018	Daily
22	DOLE IVA	Department of Labor and Employment IVA	Employees Accident/Illness Report	A report submitted by establishments for every accident or illness in the establishment.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2011 to 6/2018	Daily
23	DOLE IVA	Department of Labor and Employment IVA	Annual Work Accident Illness Report	Report submitted by establishments for the occurrence of accident or illness in the establishment for the year covered.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2011 to 6/2018	Annual
24	DOLE IVA	Department of Labor and Employment IVA	Annual Medical Report	Refers to the report submitted by establishments for all the accident or illness in the establishment for the year covered.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2011 to 6/2018	Annual
25	DOLE IVA	Department of Labor and Employment IVA	Safety Committee Organization Report	Refers to the report submitted by establishments for the safety committee organized by an establishment for the year.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2011 to 6/2018	Annual

26	DOLE IVA	Department of Labor and Employment IVA	Certificate of Accreditation for Safety Practitioner	Certificate issued to an individual who filed an application for accreditation and met the qualification and requirements.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2011 to 2017	Occasional
27	DOLE IVA	Department of Labor and Employment IVA	List of Accredited Safety Practitioner	Refers to the list of all individuals who are issued with accreditation for safety practitioner	No	Hard Copy	N/A	Limited	Provincial Offices	LS Unit	2011 to 2017	Occasional
28	DOLE IVA	Department of Labor and Employment IVA	Permit to Operate Boiler, Pressure Vessel, Unfired Pressure Vessel, Internal Combustion Engine, Steam Turbine, Overhead Crane, and Application for Electrical Wiring Installation	Approved applications of establishments for electrical, mechanical and technical installations.	No	Hard Copy	N/A	Limited	Provincial Offices	LS Unit	2010 to 6/2018	Occasional
29	DOLE IVA	Department of Labor and Employment IVA	Approved Application for Construction Safety and Health Program for 1 to 2 Storey Residential Building	A document issued approving the CSHP or set of detailed rules to cover the processes and practices that shall be utilized in the construction of residential building not more than 2 storeys in conformity with the OSHS including the personnel responsible and the penalties for violations thereof.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2016 to 6/2018	Occasional
30	DOLE IVA	Department of Labor and Employment IVA	Approved Comprehensive Application for Construction Safety and Health Program 3 Storey Building or Commercial Building	A document issued approving the CSHP or set of detailed rules to cover the processes and practices that shall be utilized in a commercial construction project site or residential building with 3 storeys or more, in conformity with the OSHS including the personnel responsible and the penalties for violations thereof.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2016 to 6/2018	Occasional

31	DOLE IVA	Department of Labor and Employment IVA	Single Entry Approach (SENA) Request	Refers to the Request for Assistance (RFA) duly filled up by complainant and filed	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2010 to 6/2018	Occasional
32	DOLE IVA	Department of Labor and Employment IVA	SENA Notice of Conference	Invitation to involved parties for a conciliation conference relative to the RFA filed indicating the name of the Hearing Officer and particular date.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2010 to 6/2018	Occasional
33	DOLE IVA	Department of Labor and Employment IVA	SENA Minutes of Meeting	Records of proceedings of SENA indicating the evidences presented by the establishment/parties duly signed by the parties involved or their representatives and attested by the Hearing Officer	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LS Unit	2010 to 6/2018	Occasional
34	DOLE IVA	Department of Labor and Employment IVA	Establishment Regularization Report	Report submitted by an establishment disclosing information relative to regularization of their employees due to voluntary compliance or in compliance with assessments conducted in the establishment.	No	Hard Copy/ PDF	N/A	Limited	Provincial Offices	LS Unit	2017 to 6/2018	Occasional
35	DOLE IVA	DOLE Region IVA	RKS Form 5: Establishment Termination Report	Report submitted by establishment disclosing the termination of employees due to economic and or non-economic reasons indicating the list of affected workers and effectivity date.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	Records Unit	2013 to 6/2018	Daily
36	DOLE IVA	Department of Labor and Employment IVA	Establishment Monthly Employment Report	Monthly submissions of establishment reporting the vacancies, newly hired employees and alien workers for the period covered.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	Records Unit	2013 to 6/2018	Monthly

37	DOLE IVA	Department of Labor and Employment IVA	Working Child Advisory	Letter issued to the employer and guardian of an applicant below 18 years of age advising them of the provisions of the Labor Code for Working Child.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	Records Unit	2014 to 6/2018	Daily
38	DOLE IVA	Department of Labor and Employment IVA	Report on Adoption of Flexible Work Arrangement	Report submitted by an establishment for the adoption of Flexible Work Arrangement Scheme duly signed by employees' and company representative.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	Records Unit	2009 to 6/2018	Occasional
39	DOLE IVA	Department of Labor and Employment IVA	Acknowledgement of Adoption of Flexible Work Arrangement	Acknowledgement letter issued to establishment which filed a report of adopting FWA scheme for six (6) months.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	Records Unit	2016 to 6/2018	Occasional
40	DOLE IVA	Department of Labor and Employment IVA	Notice of Implementation of Compressed Workweek	Refers to the notice submitted by an establishment for the implementation of compressed workweek in their company.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	Records Unit	2014 to 6/2018	Occasional
41	DOLE IVA	Department of Labor and Employment IVA	Acknowledgement of Implementation Compressed Workweek	A document issued acknowledging the implementation of CWW in an establishment after evaluation of the notice filed.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	Records Unit	2014 to 6/2018	Occasional
42	DOLE IVA	Department of Labor and Employment IVA	Application for Working Child's Permit	Refers to the application and documentary requirements submitted by an applicant for the issuance of Working Child Permit.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2013 to 6/2018	Occasional
43	DOLE IVA	Department of Labor and Employment IVA	Working Child's Permit	Refers to document issued upon approval of application for Working Child Permit indicating Title of Project/Activity, Employer/Ad Agency, Validity Period.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2013 to 6/2018	Occasional

44	DOLE IVA	Department of Labor and Employment IVA	Application for Lincense to Operate Private Recruitment and Placement Agency (PRPA)	Refers to the application for lincense to operate and documentary requirements submitted by an establishment for PRPA.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2014 to 6/2018	Occasional
----	----------	--	---	--	----	---------------	-----	---------	--------------------	----------	----------------	------------



45	DOLE IVA	Department of Labor and Employment IVA	License to Operate	Issued to establishment that filed an application and met the qualifications to operate a PRPA.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2014 to 6/2018	Occasional
46	DOLE IVA	Department of Labor and Employment IVA	Job Fair Permit	Document issued to non-government organization and/or private entity when its application to conduct job fair was approved.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2014 to 6/2018	Occasional
47	DOLE IVA	Department of Labor and Employment IVA	Job Fair Clearance	Document issued to PESO Offices or Educational Institutions when its application to conduct job fair was approved.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2014 to 6/2018	Semi-Annual
48	DOLE IVA	Department of Labor and Employment IVA	SPES Application	Application and documentary requirements submitted by students to apply as SPES-beneficiary	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2014 to 6/2018	Semi-Annual
49	DOLE IVA	Department of Labor and Employment IVA	SPES Employers Pledge of Commitment	Contains the minimum requirements to employ SPES-beneficiary, number of vacancy and certification for the availability of funds to cover the implementation of the program and commitment to abide by the IRR implementing SPES.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2015 to 6/2018	Annual
50	DOLE IVA	Department of Labor and Employment IVA	SPES Monitoring Report	Forms officially issued and used for monitoring of SPES implementation and beneficiaries	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2015 to 6/2018	Semi-Annual
51	DOLE IVA	Department of Labor and Employment IVA	Application for Registration of Workers' Association	Refers to application and documentary requirements submitted by workers for the registration of workers' association	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2014 to 6/2018	Occasional

52	DOLE IVA	Department of Labor and Employment IVA	Certificate of Registration of Workers' Association	Certification issued to wokers' association which filed an application and met the qualification and requirements upon evaluation.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2014 to 6/2018	Occasional
----	----------	--	---	--	----	---------------	-----	---------	--------------------	----------	----------------	------------

53	DOLE IVA	Department of Labor and Employment IVA	List of Registered Workers' Association	Summary of all Workers' Association duly registered	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2014 to 6/2018	Occasional
54	DOLE IVA	Department of Labor and Employment IVA	List of Beneficiaries under DILP and DILEEP	Refers to record of individuals or group of individuals or ACPs who were qualified recipients of assistance under DILP and DILEEP	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2013 to 6/2018	Occasional
55	DOLE IVA	Department of Labor and Employment IVA	DILP/DILEEP/ACP Files	Consists of all documents relative to the implementation, administration and monitoring of livelihood programs	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2013 to 6/2018	Occasional
56	DOLE IVA	Department of Labor and Employment IVA	License to Operate	Issued to establishment that filed an application and met the qualifications to operate a PRPA.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	E/W Unit	2014 to 6/2018	Semi-Annual
57	DOLE IVA	Department of Labor and Employment IVA	Application for Union Registration	Refers to application and documentary requirements submitted by workers/establishment for the registration of an independent union.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LR Unit	2000 to 6/2018	Occasional
58	DOLE IVA	Department of Labor and Employment IVA	Certificate of Union Registration	Certification issued to workers/establishment that filed an application and submitted complete requirements for the registration of an independent union.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LR Unit	2000 to 6/2018	Occasional
59	DOLE IVA	Department of Labor and Employment IVA	Application for Creation of Local Chapter	Application and documentary requirements submitted by workers or a federation for the creation of a local chapter in an establishment.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LR Unit	2000 to 6/2018	Occasional

60	DOLE IVA	Department of Labor and Employment IVA	Certificate of Creation of Local Chapter	Certification issued to workers/establishment that filed an application and submitted complete requirements for the creation of a local chapter of a federation or national union in an establishment.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LR Unit	2000 to 6/2018	Occasional
61	DOLE IVA	Department of Labor and Employment IVA	Union Documentary Reports	Refers to the documents submitted by a union which may include Board Resolutions, Minutes of Meeting, Financial Reports, etc.	No	Hard Copy	N/A	Limited	Provincial Offices	LR Unit	2000 to 6/2018	Occasional
62	DOLE IVA	Department of Labor and Employment IVA	Application for Registration of Collective Bargaining Agreement (CBA)	Application and documentary requirement submitted by workers/union/establishment for the registration of CBA in an establishment.	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LR Unit	2000 to 6/2018	Occasional
63	DOLE IVA	Department of Labor and Employment IVA	Certificate of Registration of Collective Bargaining Agreement (CBA)	Certification issued for the approved application for CBA registration for executed by bargaining representative and employer of an establishment	No	Hard Copy/PDF	N/A	Limited	Provincial Offices	LR Unit	2000 to 6/2018	Occasional
64	DOLE IVA	Department of Labor and Employment IVA	Quality Management System (QMS) Manual	Manual for the processing of QMS-enrolled processes in LPO.	No	Hard Copy/PDF	N/A	Internal	Regional Office	QMS Unit	2013 to 2017	Occasional
65	DOLE IVA	Department of Labor and Employment IVA	QMS Orientation	Contains printed presentation for the orientation of personnel on ISO Standards.	No	Hard Copy	N/A	Internal	Regional Office	QMS Unit	2016	Occasional
66	DOLE IVA	Department of Labor and Employment IVA	QMS Requirements	Specifies requirements fo a quality management system in an organization.	No	Hard Copy	N/A	Internal	Regional Office	QMS Unit	2016	Occasional
67	DOLE IVA	Department of Labor and Employment IVA	Guidelines for Auditing Management System	Contains guidance on managing an audit program, the principles of auditing and the evaluation of individuals for managing the audit programs.	No	Hard Copy	N/A	Internal	Regional Office	QMS Unit	2016	Occasional

