



Attestation

This is to attest that

Department of Labor and Employment

Has been assessed by SOCOTEC Certification Philippines, Inc., and has successfully completed the annual surveillance audit conducted last 28-29 September 2020

In accordance with the requirements of

ISO 9001:2015 (Quality Management Systems)

And has now been recommended for continued certification.

The scope of certification is

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 Arbitrer
 - 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

*Gilmore A. Rivera, Operations Director
SOCOTEC Certification Philippines, Inc.*

Issue date: 05 November



Attestation

This is to attest that

Department of Labor and Employment

Has been assessed by SOCOTEC Certification Philippines, Inc., and has successfully completed the annual surveillance audit conducted last 15-16 July 2019

In accordance with the requirements of

ISO 9001:2015 (Quality Management Systems)

And has now been recommended for continued certification.

The scope of certification is

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
- 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 Arbitrer
 - 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

*Paul B. Bagatsing, Managing Director
SOCOTEC Certification Philippines, Inc.*

Issue date: 16 August 2019