



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
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 Arbiters

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: 19 July 2019