



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 25-27 April 2022.

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

Public Administration covering the Provision of Government Service Related to
Labor and

Employment:

Office of the Secretary, Offices of the Undersecretaries and Assistant Secretaries

- Document Tracking System for the office of the Secretary, Office of the Undersecretaries and Assistant Secretaries

Financial and Management Service

- Processing of Obligation Request and Status
- Processing of Disbursement Voucher

Internal Audit Service

- Internal Audit Process

Planning Service

- Assessment and Approval of Agency OPCR
- Validation and Rating of Agency OPCR Accomplishments
- Monitoring of Agencies Physical Accomplishments
- Preventive Maintenance of DOLE IT Equipment

Human Resource Development Service

- Leave Administration
- Recruitment, Selection and Placement Process
- Preparation, Conduct and Evaluation of In-House Training Activity
- Disposition of Administrative Complaint

Administrative 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

Legal Service

- Provision of Legal Assistance to DOLE Central Office Walk-in Clients
- Conduct of Formal Investigation of Administrative Cases in the DOLE Central Office

Information and Publication Service

- Process of BorroStreet and Returning of Books and Other Reading Materials
- DOLE News Release Preparation Process
- Library Technical Management Process

Bureau of Working Conditions

- Design and Development
- Monitoring and Evaluation of BWC Programs/Projects
 - Labor Inspection

Bureau of Local Employment

- Design and Development
- Monitoring and Evaluation of BLE Programs/Projects
 - Alien Employment Program
 - Special Program for the Employment of Students (SPES)

Bureau of Labor Relations

- Design and Development
- Monitoring and Evaluation of BLR Programs/Projects
 - Workers Organization and Development Program (WODP)
 - Labor and Employment Education Services (LEES)
 - Certification Election
 - Tripartism and Social Dialogue
- Disposition of Appealed Cases Filed with the BLR
- Registration of Federation/National Union/Workers Association Operating in more than one Region

Bureau of Workers with Special Concerns

- Design and Development
- Monitoring and Evaluation of BWSC Programs/Projects
 - DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)
 - Social Amelioration Program (SAP)

International Labor Affairs Bureau

- Monitoring of POLO Programs Implementation
 - POLO Verification and Accreditation of Foreign Recruitment Agencies
- Reporting of POLO Critical Incidents
- Deployment of POLO Officers and Staff

National Conciliation and Mediation Board

- Management of NCMB Existing Programs/Projects

National Labor Relations Commission – Main Office

- Processing and Release of Judgment Award and Cash Bond
- Monitoring of Performance of Labor Arbiter



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