



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT

Office: DOLE Regional Office VIII											
Period Coverage: 2017-2020											
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agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released	frequency_of_update
Agency abbreviation	Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, etc.	Yes/No	Location of published information or URL for direct download	Whether the information is either of the following: - public : info can be disclosed for public consumption regardless of identity - exception : info is under the Exceptions List - internal : info only for agency consumption - with fee : info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - limited : info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies	Agency or office who originally owns the information	Unit responsible for the information	The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly
DOLE	Department of Labor and Employment	Constitution and By-Laws, List of Association members and officers, Certificate of Registration	Documents required for registration as a workers' association together with the annual financial reports submitted annually	PDF	No	NA	Public	DOLE	DOLE Records Office and DOLE Field Offices	2009	Annually
DOLE	Department of Labor and Employment	List of Registered Workers Association	Summary of all Workers' Association duly registered in Eastern Visayas	XLS	No	NA	Public	DOLE	DOLE Records Office and DOLE Field Offices	2009	Annually
DOLE	Department of Labor and Employment	Incoming Communications	Communications received by the Regional Office from other agencies or stakeholders	DOC	No	NA	Internal	DOLE	DOLE-IMSD (Records)	2014	Monthly
DOLE	Department of Labor and Employment	Requests for Authority to Travel (RAT)	Requests for Authority to Travel duly approved by the RD	DOC	No	NA	Internal	DOLE	DOLE RO8- ORD	2014	As necessary

DOLE	Department of Labor and Employment	Office Orders	Office Orders/designations issued to employees	PDF	No	NA	Internal	DOLE	DOLE RO8- ORD	2014	As necessary
DOLE	Department of Labor and Employment	Inspection Authorities	Inspection Authority issued to inspectors prior to conduct of Routine Inspection, Compliance Visit and OSHS Investigation	DOC	No	NA	Internal	DOLE	DOLE RO8- ORD	2016	As necessary
DOLE	Department of Labor and Employment	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.	Hard Copy/ PDF	No	N/A	Limited	DOLE RO8- Field Offices	DOLE RO8- MALSU	2016	As necessary
DOLE	Department of Labor and Employment	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.	Hard Copy/ PDF	No	N/A	Limited	DOLE RO8- Field Offices	DOLE RO8- MALSU	2016	As necessary

DOLE	Department of Labor and Employment	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	Hard Copy/ PDF	No	N/A	Exception	DOLE RO8-Field Offices	DOLE RO8-MALSU	2016	As necessary
DOLE	Department of Labor and Employment	Compliance Documents	Documents presented and submitted by establishment to refute findings of the LLCOs in the inspections conducted in the establishment.	Hard Copy	No	N/A	Limited	DOLE RO8-Field Offices	DOLE RO8-MALSU	2016	As necessary
DOLE	Department of Labor and Employment	Draft Compliance/ Dismissal Order	Recommended orders drafted by Hearing Officer subject for further evaluations of the Provincial Head and the Regional Director.	Hard Copy/ Word File	No	N/A	Exception	DOLE RO8-Field Offices	DOLE RO8-MALSU	2016	As necessary
DOLE	Department of Labor and Employment	Compliance/ Dismissal Order	Final order issued by the Regional Director upon recommendation of the Hearing Officer/LLCOs for the inspections conducted	Hard Copy/ PDF		N/A	Limited	DOLE RO8-Field Offices	DOLE RO8-MALSU	2016	As necessary

DOLE	Department of Labor and Employment	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 .	Hard Copy/ PDF	No	N/A	Limited	DOLE RO8-Field Offices	DOLE RO8-MALSU	2016	As necessary
DOLE	Department of Labor and Employment	Certificate of No Pending Case	Certificates issued to establishments certifying that the establishment has no pending case in Eastern Visayas	PDF	No	NA	Public	DOLE	DOLE RO8-MALSU	2017	Monthly
DOLE	Department of Labor and Employment	Report on SPeED Cases	Monthly Report on the disposition of Labor Standard Cases	Hard Copy/XLS	No		Internal	DOLE RO8-MALSU	DOLE RO8-MALSU	2014	Monthly
DOLE	Department of Labor and Employment	Alien Employment Permits Issued	Permits issued to foreign nationals working in Eastern Visayas	PDF	No	NA	Limited	DOLE	DOLE RO8-TSSD	2015	Monthly
DOLE	Department of Labor and Employment	Construction Safety and Health Program	Certification issued to contractors who are planning to build houses, schools and buildings within Eastern Visayas	DOC	No	NA	Public	DOLE	DOLE RO8-TSSD	2015	Monthly
DOLE	Department of Labor and Employment	Termination Reports	Statistical Report of terminated employees due to temporary and permanent closure of companies	PDF	No	NA	Limited	DOLE	DOLE RO8-TSSD	2015	Monthly
DOLE	Department of Labor and Employment	DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	List of Approved DILP and TUPAD proposals	PDF	No	NA	Public	DOLE	DOLE RO8-TSSD	2015	Quarterly

DOLE	Department of Labor and Employment	DO 174-17	Registered contractors and subcontractors under DOLE DO 174-17	PDF	No	NA	Public	DOLE	DOLE RO8-TSSD	2017	Monthly
DOLE	Department of Labor and Employment	Certificate under Rule 1020	Certificate issued to registered establishments under Rule 1020	PDF	No	NA	Public	DOLE	Regional Office and Field Offices	2015	Monthly
DOLE	Department of Labor and Employment	DO 18-A Registration	List of establishments applied for DO DO 18-A registration	PDF	No	NA	Public	DOLE	DOLE RO8-TSSD	2015	Monthly
DOLE	Department of Labor and Employment	SUGAR AMELIORATION PROGRAM	Maternity and Death benefit claims	PDF	No	NA	Public	DOLE	DOLE - WLFO	2015	Monthly
DOLE	Department of Labor and Employment	Minutes of SENA Conferences	Minutes of proceedings during conduct of SENA conferences	PDF	No	NA	Limited	DOLE	Field Offices	2019	Monthly
DOLE	Department of Labor and Employment	SENA Guidelines	Guidelines in the implementation of Single Entry Approach Program	PDF	No	NA	Public	DOLE	Regional Office and Field Offices	2015	As necessary
DOLE	Department of Labor and Employment	SEnA Database	Database of all SEnA Requests for Assistance (RFAs) handled by DOLE RO8	XLS	No	NA	Public	DOLE	DOLE Regional Office	2017	Monthly
DOLE	Department of Labor and Employment	SEnA Monthly Reports	Monitoring reports on all SENA RFAs handled in a month	XLS	No	NA	Public	DOLE	DOLE Regional Office	2015	Monthly
DOLE	Department of Labor and Employment	Government Internship Reports	Monitoring reports on GIP implementation of the region	XLS	No	NA	Public	DOLE	DOLE RO8-TSSD	2017	Quarterly
DOLE	Department of Labor and Employment	SPES Application	Application and documentary requirements submitted by students to apply as SPES-beneficiary in Laguna.	Hard Copy/PDF	No	N/A	Internal	DOLE RO8-Field Offices	DOLE RO8-Field Offices	2014	Annually

DOLE	Department of Labor and Employment	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.	Hard Copy/PDF	No	N/A	Internal	DOLE RO8-Field Offices	DOLE RO8-Field Offices	2014	Annually
DOLE	Department of Labor and Employment	SPES Monitoring Report	Forms officially issued and used for monitoring of SPES implementation and beneficiaries in Laguna.	Hard Copy/PDF	No	N/A	Limited	DOLE RO8-Field Offices	DOLE RO8-Field Offices	2014	Quarterly
DOLE	Department of Labor and Employment	Statistical Performance Reporting System Core Indicators	Monthly accomplishment report for each program and services	Hard Copy/PDF	No		Limited	DOLE Field Offices	DOLE-ORD (Planning)	2014	Monthly
DOLE	Department of Labor and Employment	News Releases and Good News Releases	Contains stories and accomplishment of the Regional Office in news and feature form	HTML	Yes	http://ro8.dole.gov.ph/	Public	DOLE	DOLE RO8 - ORD	2010	Monthly
DOLE	Department of Labor and Employment	Vacant Positions	List of Vacant Positions in DOLE RO8	PDF	Yes	http://ro8.dole.gov.ph/	Public	DOLE	DOLE RO8 - IMSD	2018	Quarterly
DOLE	Department of Labor and Employment	Invitation to Bid	call to contractors/suppliers to submit a proposal on a project for a specific product or service to be procured by the office	PDF	Yes	http://ro8.dole.gov.ph/	Public	DOLE	DOLE RO8 - IMSD	2019	Monthly
DOLE	Department of Labor and Employment	DBM Circulars	Issuances from DBM	Hard Copy/PDF	No	N/A	Internal	DBM	DOLE RO8- IMSD (Acctg)	2014	As necessary

DOLE	Department of Labor and Employment	COA AOM	Audit Observation Memorandum from COA	Hard Copy/PDF	No	N/A	Internal	COA	DOLE RO8- IMSD (Acctg)	2012	Annually
DOLE	Department of Labor and Employment	Cash in Bank - SAP	Balances of Cash in Bank for Sugar Amelioration Program	Hard Copy/PDF	No	N/A	Internal	DOLE	DOLE RO8- IMSD (Acctg)	2014	As necessary
DOLE	Department of Labor and Employment	Liquidation Reports	Liquidation reports from LGUs	Hard Copy/PDF	No	N/A	Internal	Field Offices	DOLE RO8- IMSD (Acctg)	2013	As necessary
DOLE	Department of Labor and Employment	Reports on Checks Issued	Report showing all the checks issued for a certain period.	Hard Copy/PDF	No	N/A	Internal	DOLE RO8- IMSD (Acctg)	DOLE RO8- IMSD (Acctg)	2016	Monthly
DOLE	Department of Labor and Employment	Financial Statements	Report on the Financial Performance of DOLE RO8	Hard Copy/PDF	No	N/A	Internal	DOLE RO8- IMSD (Acctg)	DOLE RO8- IMSD (Acctg)	2017	Annually
DOLE	Department of Labor and Employment	Bank Reconciliation Reports	Report for verification that bank account(s) has/have been reconciled.	Hard Copy/PDF	No	N/A	Internal	DOLE RO8- IMSD (Acctg)	DOLE RO8- IMSD (Acctg)	2016	As necessary
DOLE	Department of Labor and Employment	DOLE Administrative Orders	Approved DOLE Administrative Orders	Hard Copy/PDF	No	N/A	Internal	DOLE-CO	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	CSC Memorandum Circulars	Approved CSC Memorandum Circulars	Hard Copy/PDF	No	N/A	Internal	CSC	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	DBM Budget Circulars	Approved DBM Budget Circulars	Hard Copy/PDF	No	N/A	Internal	DBM	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	Issuances from the Office of the President	Approved Issuances from the Office of the President	Hard Copy/PDF	No	N/A	Internal	OP	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	Issuances from the Career Executive Service Board	Approved Issuances from the Career Executive Service Board	Hard Copy/PDF	No	N/A	Internal	CESB	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	Issuances from the GSIS/Philhealth, Pag-ibig	Approved Issuances from the GSIS/Philhealth, Pag-ibig	Hard Copy/PDF	No	N/A	Internal	GSIS, Philhealth	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	Received Applications for Employment	Duly Received Applications for Employment	Hard Copy/PDF	No	N/A	Internal	Applicants	DOLE-IMSD (HRMO)	2014	As necessary

DOLE	Department of Labor and Employment	Reports on Appointments Issued	Signed Reports on Appointments Issued for the month	Hard Copy/PDF	No	N/A	Internal	DOLE	DOLE-IMSD (HRMO)	2014	Monthly
DOLE	Department of Labor and Employment	Bulletin of Vacant Positions	Consolidated Bulletin of Vacant Positions	Hard Copy/PDF	No	N/A	Internal	DOLE	DOLE-IMSD (HRMO)	2014	Monthly
DOLE	Department of Labor and Employment	Clients Feedback	Consolidated Report on Clients Feedback	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2018	Monthly
DOLE	Department of Labor and Employment	Competency Needs Assessment	Duly Filled-Out Competency Needs Assessment	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2017	As necessary
DOLE	Department of Labor and Employment	Management Succession Program (MSP) Beneficiaries	Duly Filled-Out Monitoring Form of Management Succession Program (MSP) Beneficiaries	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2015	Monthly
DOLE	Department of Labor and Employment	Performance Evaluation	Validated and Approved Performance Evaluation	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2016	Quarterly
DOLE	Department of Labor and Employment	Monitoring Reports on Actions Taken on 8888 Complaints	Signed Monitoring Reports on Actions Taken on 8888 Complaints	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2018	Monthly
DOLE	Department of Labor and Employment	Monitoring Reports on Actions Taken on Cases Involving Employees	Signed Monitoring Reports on Actions Taken on Cases Involving Employees	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2018	Monthly
DOLE	Department of Labor and Employment	Filled-Out Mutual Aid Support System (MASS) Membership Forms	Dully Filled-Out Mutual Aid Support System (MASS) Membership Forms	Hard Copy/PDF	No	N/A	Internal	DOLE RO8 Employees	DOLE-IMSD (HRMO)	2017	As necessary
DOLE	Department of Labor and Employment	Applications for DOLE Educational Support Program (DESP)	Approved Applications for DOLE Educational Support Program (DESP)	Hard Copy/PDF	No	N/A	Internal	DOLE RO8 Employees	DOLE-IMSD (HRMO)	2015	As necessary

DOLE	Department of Labor and Employment	Lists of Eligibles/Non-Eligibles of PEI/CNA/JPBB	Approved Lists of Eligibles/Non-Eligibles of PEI/CNA/JPBB	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2015	Annually
DOLE	Department of Labor and Employment	Lists of Eligibles/Non-Eligibles of Loyalty Award	Approved Lists of Eligibles/Non-Eligibles of Loyalty Award	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2015	As necessary
DOLE	Department of Labor and Employment	Filled-Out Statement of Assets, Liabilities and Networth	Duly Filled-Out Statement of Assets, Liabilities and Networth	Hard Copy/PDF	No	N/A	Internal	DOLE RO8 Employees	DOLE-IMSD (HRMO)	2015	Annually
DOLE	Department of Labor and Employment	Contracts of Service of Job Order Employees	Signed Contracts of Service of Job Order Employees	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2015	Annually
DOLE	Department of Labor and Employment	Certificates of Completion of On-the-Job Training	Signed Certificates of Completion of On-the-Job Training	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2017	As necessary
DOLE	Department of Labor and Employment	Plantilla of Personnel	Approved Plantilla of Personnel in Region 8	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2014	Quarterly
DOLE	Department of Labor and Employment	Leave Credit Cards	Updated Leave Credit Cards of DOLE RO8 Employees	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	Certification of Leave Records for Representation and Transportation Allowances (RATA) Purposes	Signed Certification of Leave Records for Representation and Transportation Allowances (RATA) Purposes	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	Applications for Monetization of Accumulated Leave Credits	Approved Applications for Monetization of Accumulated Leave Credits	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	Notice of Salary Adjustments (NOSA)	Signed Notice of Salary Adjustments duly received by concerned employees	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2014	As necessary

DOLE	Department of Labor and Employment	Notice of Step Increments	Notice of Step Increments duly received by concerned employees	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	Filled-Out Personal Data Sheet	Duly Filled-Out Personal Data Sheet of DOLE RO8 employees	Hard Copy/PDF	No	N/A	Internal	DOLE RO8 Employees	DOLE-IMSD (HRMO)	2014	Annually
DOLE	Department of Labor and Employment	Service Records	Signed Service Records of employees	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	Office Orders on Designations of Employees	Approved Office Orders on Designations of Employees	Hard Copy/PDF	No	N/A	Internal	DOLE-IMSD (HRMO)	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	Certificates of Trainings Attended by Employees	Signed Certificates of Trainings Attended by Employees	Hard Copy/PDF	No	N/A	Internal	DOLE	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	Mutual Aid Support System (MASS) Claims	Processed Mutual Aid Support System (MASS) Claims	Hard Copy/PDF	No	N/A	Internal	DOLE RO8 Employees	DOLE-IMSD (HRMO)	2014	As necessary
DOLE	Department of Labor and Employment	Statement of Appropriations, Allotment, Obligation, Disbursements and Balances	Approved Statement of Appropriations, Allotment, Obligation, Disbursements and Balances (SAAODB)	Hard Copy/PDF	No	N/A	Internal	DOLE	DOLE RO8-IMSD (Budget)	2015	Monthly
DOLE	Department of Labor and Employment	Special Allotment Release Order	authority to incur obligations not exceeding a given amount during a specified period for the purpose indicated.	Hard Copy/PDF	No	N/A	Internal	DOLE-CO	DOLE RO8-IMSD (Budget)	2015	As necessary
DOLE	Department of Labor and Employment	Registry of Allotment, Obligations	Registry of Allotment, Obligations	Hard Copy/PDF	No	N/A	Internal	DOLE	DOLE RO8-IMSD (Budget)	2015	As necessary
DOLE	Department of Labor and Employment	Registry of Appropriation and Allotment	Registry of Appropriation and Allotment	Hard Copy/PDF	No	N/A	Internal	DOLE	DOLE RO8-IMSD (Budget)	2015	As necessary

DOLE	Department of Labor and Employment	Registry of Allotment, Obligations, Disbursement, Balances	Registry of Allotment, Obligations, Disbursement, Balances	Hard Copy/PDF	No	N/A	Internal	DOLE	DOLE RO8-IMSD (Budget)	2015	Monthly
DOLE	Department of Labor and Employment	General Appropriations Act	General Appropriations Act	Hard Copy/PDF	No	N/A	Internal	DBM	DOLE RO8-IMSD (Budget)	2015	Annually
DOLE	Department of Labor and Employment	DBM Circulars	Circulars/guidelines from DBM	Hard Copy/PDF	No	N/A	Internal	DBM	DOLE RO8-IMSD (Budget)	2015	As necessary
DOLE	Department of Labor and Employment	Obligations Requests	Duly signed and processed Obligation Request Status (ORS) FY 2015	Hard Copy/PDF	No	N/A	Internal	DOLE-CO	DOLE RO8-IMSD (Budget)	2015	As necessary
DOLE	Department of Labor and Employment	National Expenditure Program	National Expenditure Program	Hard Copy/PDF	No	N/A	Internal	DOLE-CO	DOLE RO8-IMSD (Budget)	2015	Annually
DOLE	Department of Labor and Employment	Duly accomplished Budget Proposal Forms	Duly accomplished Budget Proposal Forms	Hard Copy/PDF	No	N/A	Internal	Regional Office and Field Offices	DOLE RO8-IMSD (Budget)	2015	Annually
DOLE	Department of Labor and Employment	Advice Disbursement Limit	Advice Disbursement Limit	Hard Copy/PDF	No	N/A	Internal	DOLE-CO	DOLE RO8-IMSD (Budget)	2015	As necessary
DOLE	Department of Labor and Employment	Notice of Transfer of Allocation	Notice of Transfer of Allocation	Hard Copy/PDF	No	N/A	Internal	DOLE-CO	DOLE RO8-IMSD (Budget)	2015	As necessary
DOLE	Department of Labor and Employment	Notice of Cash Allocation	Notice of Cash Allocation	Hard Copy/PDF	No	N/A	Internal	DOLE-CO	DOLE RO8-IMSD (Budget)	2015	As necessary
DOLE	Department of Labor and Employment	Approved Budget Proposal	Approved Budget Proposal	Hard Copy/PDF	No	N/A	Internal	DOLE RO8	DOLE RO8-IMSD (Budget)	2015	As necessary
DOLE	Department of Labor and Employment	Annual Procurement Plans	Document reflecting the necessary information on the entire procurement activities for goods and services and infrastructure to be procured or undertaken by the office within the calendar year	Hard Copy/XLS	No	N/A	Internal	DOLE RO8-IMSD (Supply)	DOLE RO8-IMSD (Supply)	2011	Annually

