



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 Regional Office No. X
 Monte Carlo Bldg., RER Subdivision, Phase 1,
 National Highway, Kauswagan, Cagayan de Oro City
FOR INFORMATION INVENTORY SHEET

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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	Department of Labor and Employment	201 Files	Files of Personnel Data Sheet containing personal information of DOLE employees	No	hardcopy		Limited	DOLE	IMSD		
2	DOLE	Department of Labor and Employment	Payroll	Computation of the Salaries and Allowances due to all permanent employees with corresponding deductions	No	hardcopy		Limited	DOLE	IMSD		Monthly
3	DOLE	Department of Labor and Employment	Complaint Letter Against personnel	Complaint letter against personnel for administrative hearing	No	hardcopy		Limited	DOLE	IMSD		As the need arises
4	DOLE	Department of Labor and Employment	LABOR STANDARDS CASES: -Workers Affidavit -Compromise agreement -Compliance submitted	Labor Standards Cases resulting from Joint Assessment or Complaint Visit	No	hardcopy		Limited	DOLE	TSSD		
5	DOLE	Department of Labor and Employment	MEDIATION-ARBITRATION CASES	Petition for Certification Election duly signed by workers	No	hardcopy		Limited	DOLE	MALSU		Depends on request
6	DOLE	Department of Labor and Employment	CONTRACTS	Building/Rent	No			Limited	DOLE	IMSD		Annually
7	DOLE	Department of Labor and Employment	Alien Employment Permit (AEP)	Application with attached documents	No			Limited	DOLE	TSSD		Per application received

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8	DOLE	Department of Labor and Employment	Union Registration	Application with attached documents	No			Limited	DOLE	TSSD/ PFOs		Per application received
9	DOLE	Department of Labor and Employment	ISO Manuals	Policy Manual - Procedures Manual - Working Instructions Manual - Form Index Manual	No	PDF AND HARD COPY		Internal	DOLE	IMSD		Semester
10	DOLE	Department of Labor and Employment	ORDER/Decision/ Resolution					Internal	DOLE			
11	DOLE	Department of Labor and Employment	Office Order/ Memoranda			PDF AND HARD COPY		Internal	DOLE	IMSD		
12	DOLE	Department of Labor and Employment	Authority to Travel			PDF AND HARD COPY		Internal	DOLE	IMSD		
13	DOLE	Department of Labor and Employment	Inspection Authority			PDF AND HARD COPY		Internal	DOLE	IMSD		
14	DOLE	Department of Labor and Employment	Compliance/Closure Order					Internal	DOLE	TSSD		
15	DOLE	Department of Labor and Employment	Working Child Permit					Internal	DOLE	TSSD/PFO		
16	DOLE	Department of Labor and Employment	No Pending Case Certificate			PDF FILE		Internal	DOLE	TSSD/PFO		
17	DOLE	Department of Labor and Employment	Application for Leave		NO	HARD COPY		Internal	DOLE	IMSD		
18	DOLE	Department of Labor and Employment	Purchase Order			PDF AND HARD COPY		Internal	DOLE	IMSD		

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19	DOLE	Department of Labor and Employment	Canvass Form			PDF AND HARD COPY		Internal	DOLE	IMSD		
20	DOLE	Department of Labor and Employment	Permit to Operate (Electrical/Mechanical Equipment)			PDF AND HARD COPY		Internal	DOLE	TSSD		
21	DOLE	Department of Labor and Employment	OSH Practitioner Certificate			PDF AND HARD COPY		Internal	DOLE	TSSD		
22	DOLE	Department of Labor and Employment	Writ of Execution					Internal	DOLE	MALSU		
23	DOLE	Department of Labor and Employment	Construction Safety and Health Program Certificate					Internal	DOLE	TSSD		
24	DOLE	Department of Labor and Employment	Work and Financial Plan	Physical Targets of the Regional Office of the year	No			Internal	DOLE	IMSD/PFO		Semester
25	DOLE	Department of Labor and Employment	Office Performance Commitment Review	Programs and Projects Targets for the year	NO			Internal	DOLE	ORD/IMSD		Semester
26	DOLE	Department of Labor and Employment	DO 18 Certificate					Internal	DOLE	TSSD/PFO		
27	DOLE	Department of Labor and Employment	Registration of Workers Association					Internal	DOLE	TSSD/PFO		
28	DOLE	Department of Labor and Employment	Collective Bargaining Agreement					Internal	DOLE	TSSD/PFO		
29	DOLE	Department of Labor and Employment	Application for Maternity Benefits (SAP)					Internal	DOLE	TSSD/BUKIDNON PFO		
30	DOLE	Department of Labor and Employment	Application for Death Benefits (SAP)					Internal	DOLE	TSSD/BUKIDNON PFO		

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31	DOLE	Department of Labor and Employment	Mandate, Functions and Officials	Agency's mission, vision, goals, programs and projects and listing of officials	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=24&resource=818f9c45cfa30eef277ef38bcbe9910	Public	DOLE	IMSD		Monthly
32	DOLE	Department of Labor and Employment	Contact Information	DATA FROM 2012-2018	YES	PDF	http://ro10.dole.gov.ph/default.php?retsamlakygee=22&resource=12eccbd9b32918131341f38907cbbb5	Public	DOLE	IMSD		Monthly
33	DOLE	Department of Labor and Employment	BED 1: FINANCIAL PLAN	DATA FROM 2012-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
34	DOLE	Department of Labor and Employment	BED 2: PHYSICAL PLAN	DATA FROM 2013-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
35	DOLE	Department of Labor and Employment	BED 3: Monthly Cash Program/Monthly Disbursement	DATA FROM 2010-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Monthly
36	DOLE	Department of Labor and Employment	BED 4: Estimated Monthly Income	DATA FROM 2011-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Monthly
37	DOLE	Department of Labor and Employment	List of Not Yet Due and Demandable Obligations	DATA FROM 2011-2017	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Annually
38	DOLE	Department of Labor and Employment	BAR 1: Quarterly Physical Report of Operations	DATA FROM 2012-2016	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
39	DOLE	Department of Labor and Employment	BAR 2: Quarterly Financial Report of Operations	DATA FROM 2010-2014	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
40	DOLE	Department of Labor and Employment	BAR 3: Quarterly Report of Actual Income	DATA FROM 2009-2016	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
41	DOLE	Department of Labor and Employment	BAR 4: Statement of Allotments, Obligations, and Balances	DATA FROM 2011-2015	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
42	DOLE	Department of Labor and Employment	BAR 5: Monthly Reports of Disbursement	DATA FROM 2010-2015	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Monthly

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43	DOLE	Department of Labor and Employment	ANNEX A: Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances	DATA FROM 2013-2014	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
44	DOLE	Department of Labor and Employment	ANNEX A.1: List of Agency Budget Matrix / Special Allotment Release Orders and Sub-Allotment Release Orders	DATA FROM 2013-2014	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
45	DOLE	Department of Labor and Employment	ANNEX B: Detailed Statement of Current Year's Obligations, Disbursements, and Unpaid Obligations	DATA FROM 2013-2014	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
46	DOLE	Department of Labor and Employment	ANNEX C: Summary of Prior Year's Obligations, Disbursements, and Unpaid Prior Year's Obligation	DATA FROM 2013-2014	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
47	DOLE	Department of Labor and Employment	ANNEX D: Summary of Reports of Disbursements	DATA FROM 2013-2014	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
48	DOLE	Department of Labor and Employment	BAR No. 1 - Quarterly Physical Report of Operation	DATA FROM 2013-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
49	DOLE	Department of Labor and Employment	FAR No. 1 - Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances	DATA FROM 2013-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly

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50	DOLE	Department of Labor and Employment	FAR No. 1A - Summary of Appropriations, Allotments, Obligations, Disbursements, and Balances by Object of Expenditures	DATA FROM 2013-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
51	DOLE	Department of Labor and Employment	FAR No. 1B - List of ABM/SAROS/Sub-Allotment Release Orders	DATA FROM 2013-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
52	DOLE	Department of Labor and Employment	FAR No. 3 - Due and Demandable Year-Ending	DATA FROM 2014-2017	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
53	DOLE	Department of Labor and Employment	FAR No. 4 - Monthly Report of Disbursement	DATA FROM 2014-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
54	DOLE	Department of Labor and Employment	FAR No. 5 - Consolidated Quarterly Report of Revenue and other Receipts	DATA FROM 2014-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
55	DOLE	Department of Labor and Employment	Approved Budgets (GAA, as submitted to and sourced from DBM)	DATA FROM 2012-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Annually
56	DOLE	Department of Labor and Employment	Corresponding Targets	DATA FROM 2012-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	TSSD/IMSD		Annually
57	DOLE	Department of Labor and Employment	DOLE Regional Office No. X Performance Report (Executive Summary)	DATA FROM 2012-2017	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	ORD/TSSD		Annually
58	DOLE	Department of Labor and Employment	COMMITMENTS/ RELEASE OF FINANCIAL GRANTS	DATA FROM 2013-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	TSSD/IMSD		Quarterly
59	DOLE	Department of Labor and Employment	DILP PROJECTS	DATA FROM 2013-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	TSSD/PFO		Quarterly

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60	DOLE	Department of Labor and Employment	SPES Beneficiaries	DATA FROM 2014-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	TSSD/PFO		Quarterly
61	DOLE	Department of Labor and Employment	Community- Based Enterprises	DATA FROM 2012-2016	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	TSSD/PFO		Quarterly
62	DOLE	Department of Labor and Employment	Annual Procurement Plan	DATA FROM 2012-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Annually
63	DOLE	Department of Labor and Employment	Name of Contractors/Suppliers/Consultants	DATA FROM 2013-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
64	DOLE	Department of Labor and Employment	Notices of Award, Notices to Proceed, and Contracts	DATA FROM 2013-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
65	DOLE	Department of Labor and Employment	Awarded Contract for FY	DATA FROM 2012	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
66	DOLE	Department of Labor and Employment	INTEGRITY DEVELOPMENT ACTION PLAN	DATA FROM 2016-2017	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Quarterly
67	DOLE	Department of Labor and Employment	STATUS OF AGEING LS CASES	DATA FROM 2014-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	TSSD		Quarterly
68	DOLE	Department of Labor and Employment	COA's ANNUAL REPORT	DATA FROM 2012-2017	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Annually
69	DOLE	Department of Labor and Employment	SALN	DATA FROM 2014-2017	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	IMSD		Annually
70	DOLE	Department of Labor and Employment	SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS	DATA FROM 2015-2018	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	TSSD/IMSD		Annually
71	DOLE	Department of Labor and Employment	REGISTERED CONTRACTORS/ SUB- CONTRACTORS UNDER D.O.18-A	DATA FROM 2013-2017	YES	GOOGLE SHEETS	http://ro10.dole.gov.ph/default.php?retsamlakygee=178&resource=02c73fe4efabc7a908c3768c18d8ffe3	Public	DOLE	TSSD/PFO		Annually
72	DOLE	Department of Labor and Employment	CERTIFICATE OF COMPLIANCE (COC)	DATA FROM 2016-2017	YES	GOOGLE SHEETS	http://ro10.dole.gov.ph/default.php?retsamlakygee=599&resource=705610ed3e5ec724f5cb0d76a5fd3aa1	Public	DOLE	TSSD		Quarterly

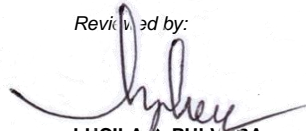
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73	DOLE	Department of Labor and Employment	CONSTRUCTION SAFETY AND HEALTH PROGRAM (CSHP)	DATA FROM 2015-2017	YES	GOOGLE SHEETS	http://ro10.dole.gov.ph/default.php?retsamlakygee=550&resource=53c8d15a175221d2127083e66a8cc937	Public	DOLE	TSSD		Quarterly
74	DOLE	Department of Labor and Employment	UNION Registration	REGISTRATION	YES	GOOGLE SHEETS		Public	DOLE	TSSD/PFO		Quarterly
75	DOLE	Department of Labor and Employment	REGISTRATION OF WORKERS ASSOCIATION	DATA COLLECTED BY PROVINCES	YES	PDF FILE		Public	DOLE	TSSD/PFO		Quarterly
76	DOLE	Department of Labor and Employment	SCHEDULE OF JOB FAIRS	DATA FROM 2016 CALENDAR	YES	PDF FILE		Public	DOLE	TSSD/PFO		Monthly
77	DOLE	Department of Labor and Employment	2015 TRIPARTITE CERTIFICATE OF COMPLIANCE	DATA FROM 2015	YES	PDF FILE		Public	DOLE	TSSD/PFO		Quarterly
78	DOLE	Department of Labor and Employment	CBA Registration	DATA FROM 2016	YES	PDF FILE		Public	DOLE	TSSD/PFO		Quarterly
79	DOLE	Department of Labor and Employment	LIST OF ACCREDITED OSH PRACTITIONER	DATA FROM 2013-2016	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=23&resource=617a4046ef07a0d9851942247a994cf9	Public	DOLE	TSSD		Quarterly
80	DOLE	Department of Labor and Employment	LABOR MARKET INFORMATION (LMI)	DATA FROM 2016	YES	PDF FILE		Public	DOLE	TSSD/PFO		Annually
81	DOLE	Department of Labor and Employment	Alien Employment Program (AEP)	DATA FROM 2015-2016	YES	GOOGLE SHEETS	http://ro10.dole.gov.ph/default.php?retsamlakygee=23&resource=617a4046ef07a0d9851942247a994cf9	Public	DOLE	TSSD/PFO		Quarterly
82	DOLE	Department of Labor and Employment	Tripartite Certificate of Compliance with Labor Standards (TCCLS)		YES	PDF FILE		Public	DOLE	TSSD		Quarterly
83	DOLE	Department of Labor and Employment	LIST OF LABOR LAWS AND COMPLIANCE OFFICERS (LLCO)		YES	PDF FILE		Public	DOLE	TSSD/IMSD		Quarterly
84	DOLE	Department of Labor and Employment	SPES	DATA FORM TESTIMONIAL AND PROVINCES	YES	JPEG, PDF FILE		Public	DOLE	TSSD/PFO		Quarterly

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85	DOLE	Department of Labor and Employment	CITIZENS CHARTER (Republic Act. No. 9485)		YES	PDF FILE		Public	DOLE	IMSD/PFO		Annually
86	DOLE	Department of Labor and Employment	KASAMBAHAY LAW (RA 10361)		YES	PDF FILE		Public	DOLE	TSSD/PFO		Annually
87	DOLE	Department of Labor and Employment	Statement of Assets and Liabilities (SALN) of 3rd level officials	DATA OF SALN	YES	PDF FILE		Public	DOLE	IMSD		Annually
88	DOLE	Department of Labor and Employment	EMPLOYMENT GUIDE FOR STUDENTS AND JOBSEEKERS	DATA FROM JOBSEEKER	YES	PDF FILE		Public	DOLE	TSSD/PFO		Annually
89	DOLE	Department of Labor and Employment	GOVERNMENT INTERNSHIP PROGRAM (GIP)	DATA FROM DISTRICT	YES	PDF FILE	http://ro10.dole.gov.ph/default.php?retsamlakygee=215&resource=d9681d05860552e9c3113da381f916fc	Public	DOLE	TSSD/PFO		Quarterly
90	DOLE	Department of Labor and Employment	PUBLIC FINANCIAL MANAGEMENT		YES			Public	DOLE	IMSD		Quarterly
91	DOLE	Department of Labor and Employment	LIST OF INSPECTION - REGION 10	DATA FROM PROVINCES	YES	PDF FILE		Public	DOLE	TSSD		Quarterly

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