



**OFFICE:** Region V  
**Date:** March 12, 2019

**FOI INFORMATION INVENTORY SHEET**  
 As of 1st Quarter 2019

Agency Abbreviation	Agency Name	Title	Description	Online Publication	File Format	Location/ 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: - <b>public</b> : info can be disclosed for public consumption regardless of identity - <b>exception</b> : info is under the Exceptions List - <b>internal</b> : info only for agency consumption - <b>with fee</b> : info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - <b>limited</b> : 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
<b>DOLE V</b>	Department of Labor and Employment Regional Office No. V	Office Order	Acts or Order of Head of Office(Director or authorized signatory) on matters relating to the internal organization or management of the issuing office	send thru email	pdf		Internal	DOLE V	DOLE V Records Section		Yearly or as the need arises
<b>DOLE V</b>	Department of Labor and Employment Regional Office No. V	OO. NO. 19-01, Re-Assignment of Personnel		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	January 9, 2019	Yearly or as the need arises
<b>DOLE V</b>	Department of Labor and Employment Regional Office No. V	OO. NO. 19-02, Revised Internal Labor Inspection Guidelines		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/15/2019	Yearly or as the need arises
<b>DOLE V</b>	Department of Labor and Employment Regional Office No. V	OO. NO. 19-03, Assignment of labor Inspectors at the Provincial Field Office		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/15/2019	Yearly or as the need arises
<b>DOLE V</b>	Department of Labor and Employment Regional Office No. V	OO. NO. 19-04, Ms. Alma V. Corbe designated as OIC of IMSD		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/11/2019	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-04, Mr. Danilo B. Balilo designated as OIC of CAT PFO		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/16/2019	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-05, Integrating Disaster Risk Reduction and Management as well as Climate Change adaptation to the programs, activities		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/21/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-06, Designated Sheriffs		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/21/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-07, Ms. Alma V. Corbe designated as OIC of IMSD		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/18/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-08, Atty. Joan N. Nidua designated as DOLE RO5's Resident Ombudsman		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/22/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-09, Ms. Anne Versario C. Nadal designated as Executive Officer of MPAFO		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/26/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-10, Mr. Chito D. Atibagos designated as Executive Officer of MPAFO		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/31/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-11, Ms. Angelica Joy Napolis designated as OIC of IMSD		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/31/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-12, Designated Personnel in-charged for the lot and building acquisition of DOLE PFOs		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/19/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-13, Ms. Angelica Joy Napolis designated as Executive Officer of DOLE RO5		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/11/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-14, Atty. Joan N. Nidua designated as the immediate supervisor of the Sheriff Designates		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/22/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-15, Designated SEADOs, and GLS Hearing Officers		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-16, Reconstitution of DOLE Gender and Development (GAD) Focal Point system		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/12/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-17, Ms. Johanna Vi Gasga designated as permanent regional representative to various regional organizations		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-18, Mr. Jomell pasano designaed/assigned as Inspector at Masbate PFO		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/15/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-19, Ms. Ma. Cecilia Mangampo designated as Focal Person on Drug Free Workplace Program and Persons who uses Drugs		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/19/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-20, Ms. Anne Versario C. Nadal designated as Executive Office of PFO Masbate		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/20/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	OO. NO. 19-21, Designated IT Assistants		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/25+/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Office Memorandum Order	Instruction or Communication of the Head of Office (Director or authorized signatory)	send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section		Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-001, Designation as Officer-in-Charge (OIC) of TSSD			pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/03/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-002, Attendance to the Labor Inspectors' Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/04/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-003, Year End Planning and Assessment			pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/07/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-004, Sschedule of Manning the Bicol One-Stop Service Center for OFWs for jan 3-15,, 2019			pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/07/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-005, Submission of Annual Livelihood Project Status Report		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/07/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-006, Year End Planning and Assessment (s)		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/08/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-007, Emergency Employment Assistance and/or Livelihood Assistance for Workers Affected by Tropical Depression "USMAN"			pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/08/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-008, Attendance to the meeting on the creation of standard procedure on the loss of government property		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/08/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-009, RACC Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/15/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-010, Engr. Roberto Aranas designated OIC of TSSD			DOc		Internal	DOLE V IMSD	DOLE V Records Section	01/15/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-011, Ms. Gracita Parado designated OIC of TSSD		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/15/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-012, Attendance to Capacity Development Training on Distaster Preparedness and Economic Recovery cum YEPA for DILEEP Focal persons		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/16/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-013, HRMPSB Meeting			Doc		Internal	DOLE V IMSD	DOLE V Records Section	01/16/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-014, HRMPSB Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/16/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-015, PVT Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/16/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-016, PMT Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/16/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-017, Implementation of Government Internship Program (GIP) for 1st Quarter of 2019		send thru email	Doc		Internal	DOLE V IMSD	DOLE V Records Section	01/16/19	Yearly or as the need arises





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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-018, Pilot Impelmenation of Reporting Forms for frontline Services Aligned with theProvisions of RA 11032		send thru email	Doc		Internal	DOLE V IMSD	DOLE V Records Section	01/18/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-019, HRMSB Meeting		send thru email	Doc		Internal	DOLE V IMSD	DOLE V Records Section	01/18/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-020, Implementation of of Government Internship Program (GIP) in Catanduanes		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/18/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-021, Ms. Mary Jane Secretario designated as OIC of APFO		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/18/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-022, Mr. Raymond Escalante designated as OIC of APFO		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/18/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-023, List of Participants re: Capacity Development Training on Disaster Preparedness and Economic Recovery		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/18/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-024, Scheduled of Manning the BICOL OSSCO for jan 21-31, 2019		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/18/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-025, Designated OICs of TSSD		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/21/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-026, Attendance to training on Project Development and Management for Prospective Accredited Co-Partners or Proponent of DOLE in the Implementation of DILEEP Cum 1st DILEEP Quarterly Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/21/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-027, Engr. Roberto Aranas designated as OIC of TSSD		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/22/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-028, Participation in the Conduct of 2018 Public Employment Service Office (PESO YEPA)		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/23/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-029, Jobstart Summit 2018		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/23/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-030, QMS Document Change		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/15/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-031, Submission of Directory		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/23/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-032, Inventory and Disposition of Records		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/23/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-033 , Required Documents for Suppliers for Procurement Activities		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/23/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-034 , Attendance ot training on Project Development and Management		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-035 , Attendance to the first ist DILEEP quarterly meeeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-036 , Ms. Gladys Non designated as OIC of Employment Unit		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-037 , Mr. Eduardo Caño designated as OIC of TSSD		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-038 , HRMP SB Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-039 , PDC Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/28/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-040 , Resource Speaker to the Basic SEADO Training		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-041 , Participants to the BASIC SEADO Training		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-042 , MANCOM Meetingv		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/30/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-043 , Attendance to the Labor Inspection Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/30/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-044 , Ms. Gracita Parado designated as OIC of TSSD		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/31/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-045 ,Instructions on the Implementation of Child Labor Prevention and Eleimination Program for 2019		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/31/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-046,Finalization and Submission og Work and Financial Plan & Narrative Accomplishment Report		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/31/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-047,Ms. Vanessa Miguel designated as OIC of Employment Unit		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/31/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-048,Ms. Raymond Escalante designated as OIC of APFO		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	01/30/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-049,HRMPSB Meeting			pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/01/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-050, Ms. Gracita Parado designated as OIC of TSSD		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/04/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-051, Basic SEADO Training		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/06/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-052, Basic SEADO Training		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/07/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-053, Implementation and Monitoring of GIP for 2019		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/08/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-054, Basic SEADO Training		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/11/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-055, BFFWC General Membership Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/12/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-056, Final demand letter issued to Ms. Vanessa Miguel			pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/12/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-058, Validation of Employees Individual Performance Commitment and Review (POCR for CY 2018)		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/12/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-059, Validation of Employees Individual Performance Commitment and Review (POCR for CY 2018)		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/12/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-060, Issued to Ms G. Parado reValidation of Employees Individual Performance Commitment and Review (POCR for CY 2018)		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/12/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-061, Issued to Ms E. Acuna reValidation of Employees Individual Performance Commitment and Review (POCR for CY 2018)		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/12/19	Yearly or as the need arises





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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-063, HRMSPB Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/14/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-064, Issued to Ms. L. Garcia reValidation of Employees Individual Performance Commitment and Review (POCR for CY 2018		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/14/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-065, Implementattion and Monitoring of GIP for 2019		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/15/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-066, Attendance to the COA Exit Conference		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/19/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-067, Review of Livelihood Items subject for Bidding		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/20/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-068, Submission of Provincial Nominees for the Search for DOLE Assisted Livelihood Projects		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/20/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-069, Adjustment of Salary of GIP Beneficiaries		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/22/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-070, Attendance to Consultation Meeting with BWSC		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/26/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-071, Compliance to recommendations to PGCN's Livelihood Projects		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/26/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-072, Security Measures		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/26/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-073, Engr. Roberto Aranas designated as OIC of TSSD		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/26/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-074, Mr. Raymond Escalanted is designated as OIC of Albay PFO		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/26/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-075, QMS Document Change Notice			pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/27/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-076, Monthly Monitoring of Labor Standards Cases		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-077, Ms. Gladys Non designated as OIC of Employment Unit		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/28/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-078, Internal Quality Auditoris Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	02/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-079 ,Assistance in the conduct of the albay Construction Industry Tripartite Council (Acon-ITC) Officers Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/04/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-080 ,Conduct of Execution Conference by the Sheriff designates and approval of Compromise Agreeemtn by the Med-Arb		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/06/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-081 ,Memo to Disseminate the BAC Resolution No. 02-2019 to all employees		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/07/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-082 HRMPSB Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/06/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-083, 2019 DOLE RO5 Women's Month Celebration and Women Treat to DOLE RO5 Employees		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/07/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-084, Submission of Evaluated Inspection Reports		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/07/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-085, HRMPSB Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/07/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-086, Compliance to COA Requirement on Cash Disbursement Record			pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/11/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-087, MANCOM Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/11/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-088, QMS Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/11/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-089, Clarificatory Guidelines in the Implementation of Office Order 19-02 entitled Revised Internal Labor Inspection Guidelines			pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/11/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-090, PES Training Regulation (TR) Zonal Validation		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/12/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-091, Meeting with NLRC RAB V on Creating NLRC Satellite Office at PFO Camarines Norte		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/12/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-092, Meeting Cum Organization of the Industry Tripartite Council (ITC) for the Constuction Industry in the Bicol Region		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/12/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-093, Attendance to Special Meeting for DILP Focal Persons		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/12/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-094, Attednace to to the Labor Inspector's Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/13/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-095, Request for Stop Deduction of Loan Amortization		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/13/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-096, QMS Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/15/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-097, Assistance to Dependents of Casualties in Military and Police Operations to be assisted under the Comprehensive Social Benefit Program (CSBP)		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/18/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-098, Mr. R. Escalante Officer-In-Charge of APFO		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/19/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-099, Memo issued to Mr. Danilo Baalilo re: Witholding of Salary due to non-submission of DTR		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/20/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-100, Update on the DOLE' Records Disposition Schedule (RDS)		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/19/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-102, uUpdated ROIES		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/20/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-103, Documentary Requirements per Beneficiary of TUPAD Program		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/21/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-104, payment of Wages of TUPAD Beneficiaries under Direct Administration		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/21/19	Yearly or as the need arises





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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-105, Submission of List of Regularized Workers as Submitted Compliance Documents		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/21/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-106, Attendance to QMS Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/21/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-107, Memo issued to Vanessa Miguel, Final Notice to Turn-over Records, Reports and other Livelihood Documents		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/22/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-108, Conduct of 2019 Monitoring and Evaluation		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/22/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-109, QMS Management Review Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/22/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-110, Revisit Sustainable Livelihood Framework (SLF) Demo Projects		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/22/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-111, Agreements during the GIP Meeting		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/22/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-112, Attendance to Basic Orientation on Preparedness and Occupational Safety and Health for MSMEs in the Informal Sector		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/22/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-113, Request for consideration lower the inspection target		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/22/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-114, Orientation on the New Sheriff's Manual		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/22/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-115, Memo issued to Ms. Shahalani Barbare: Finalization of the Quantity of the items required for various livelihood projects of Catanduanes Province		send thru email	pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/22/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-116, Designated OICs of TSSD					Internal	DOLE V IMSD	DOLE V Records Section	03/27/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-117, Ms. Gracita Parado designated as OIC of TSSD					Internal	DOLE V IMSD	DOLE V Records Section	03/27/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-118, Assistance in the conduct of 2019 1st General Assembly of the Distribution ITC of Albay on April 5, 2019 at the Orinetal Hotel Legazpi City	send thru email		pdf		Internal	DOLE V IMSD	DOLE V Records Section	03/27/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-119, CMD Special Meeting	send thru email	pdf			Internal	DOLE V IMSD	DOLE V Records Section	03/27/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-120, Updated ROIES	send thru email	pdf			Internal	DOLE V IMSD	DOLE V Records Section	03/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-121,2019 OPCR	send thru email	pdf			Internal	DOLE V IMSD	DOLE V Records Section	03/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-122, BFFWC 1st Quarterly Meeting	send thru email	pdf			Internal	DOLE V IMSD	DOLE V Records Section	03/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-123, Mr. raymond Escalante designated as OIC of Albay PFO					Internal	DOLE V IMSD	DOLE V Records Section	03/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-124, New QMS process Manual	send thru email	pdf			Internal	DOLE V IMSD	DOLE V Records Section	03/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-125, Mary jane Secretario designated as OIC of Albay PFO					Internal	DOLE V IMSD	DOLE V Records Section	03/28/19	Yearly or as the need arises



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DOLE V	Department of Labor and Employment Regional Office No. V	Memo-2019-126, Orientation on the new Sheriff's Manual on Execution of Judgements for the RO and PFO and Hearings Meeting	send thru email	pdf			Internal	DOLE V IMSD	DOLE V Records Section	03/28/19	Yearly or as the need arises
DOLE V	Department of Labor and Employment Regional Office No. V	Labor Advisory	Information or Communication of the Secretary on matters on labor of general interest which affect the public in its relation to the Department	yes	pdf		Public	DOLE	DOLE	Depending on issuance of the Secretary	Depending on issuance of the Secretary
DOLE V	Department of Labor and Employment Regional Office No. V	Administrative Order	Acts or Orders of the Secretary on matters of administrative detail affecting internal management of the Department particularly with reference to personnel	No	pdf		Internal	DOLE	DOLE	Depending on issuance of the Secretary	Depending on issuance of the Secretary
DOLE V	Department of Labor and Employment Regional Office No. V	Department Advisory	Information or communication of the Secretary on matters on labor of general interest which affect all personnel within the Department	Yes	pdf		Internal	DOLE	DOLE	Depending on issuance of the Secretary	Depending on issuance of the Secretary



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DOLE V	Department of Labor and Employment Regional Office No. V	Memorandum Order	Instruction or directive of the Secretary or authorized signatory of the Department addressed to a particular entity or group allied entities within the Department and deal on matters which direct such entity/ties to perform certain acts	No	pdf		Internal	DOLE	DOLE	Depending on issuance of the Secretary	Depending on issuance of the Secretary
DOLE V	Department of Labor and Employment Regional Office No. V	Construction Safety and Health Program	Set of detailed rules to cover the processes and practices that shall be utilized in a specific construction project site in conformity with Occupational Safety and Health Standards (OSHS) including the personnel responsible and the penalties for violations thereof	no	doc		Public	TSSD	TSSD	Depending on applications approved	Depending on applications approved



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DOLE V	Department of Labor and Employment Regional Office No. V	Labor Only Contracting Cases	Labor standards cases involving disputes on trilateral or bilateral employment relationships	no	doc		Public	TSSD	TSSD	Depending on compliance orders issued	Depending on docketed cases involving contracting arrangement
DOLE V	Department of Labor and Employment Regional Office No. V	Department Order No. 18-A (D.O. 174) Cases	Labor standards cases involving disputes on trilateral employment relationships	no	doc		Public	TSSD	TSSD	Depending on compliance orders issued	Depending on docketed cases involving contracting arrangement
DOLE V	Department of Labor and Employment Regional Office No. V	Entry of Judgment	Issued after resolution or decision of Secretary of Labor and Employment has attained finality	no	doc		Internal	DOLE	DOLE-LS	Depending on compliance orders issued	Depending on resolved or decided appealed cases
DOLE V	Department of Labor and Employment Regional Office No. V	Certificate of No Pending Case	Certification issued to establishment that it has no pending cases before the DOLE	no	doc		Public	RECORDS	RECORDS	Depnding on applications filed	Depnding on applications filed
DOLE V	Department of Labor and Employment Regional Office No. V	Settled & Closed Cases	Cases wherein deficiencies were complied or amicably settled and order of closure hae been issued	no			Public	MALSU	MALSU	Depending on issued order of closures	Depending on issued order of closures



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DOLE V	Department of Labor and Employment Regional Office No. V	Appealed Cases	Cases decided by the regional office brought to the Office of the Secretary of Labor and Employment by the aggrieved party to seek reversal or favorable decision there from	no	doc		Public	MALSU	MALSU	Depending on appealed cases	Depending on appealed cases
DOLE V	Department of Labor and Employment Regional Office No. V	List of Alien Employment Permits (AEP) issued	Registry of aliens with issued AEP	yes			Public	TSSD			
DOLE V	Department of Labor and Employment Regional Office No. V	Registered Contractors and Sub-Contractors	Registry of contractors issued with registration certificates valid for two (2) years under DO 174-17	no			Public	TSSD	TSSD	Depending on applications received	Depending on applications received
DOLE V	Department of Labor and Employment Regional Office No. V	Registered Union	Registry of independent or chartered unions	no	doc		Public	TSSD	TSSD	Depending on applications received	Depending on applications received
DOLE V	Department of Labor and Employment Regional Office No. V	Registered Rural Workers Associations (RWA)	Registry of workers association issued with certificate of registration	no	doc		Public	TSSD	TSSD	Depending on applications received	Depending on applications received
DOLE V	Department of Labor and Employment Regional Office No. V	Budget Execution Documents	Physical plan on budget appropriations for the year	yes	pdf		Public	DOLE V	DOLE V		yearly





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DOLE V	Department of Labor and Employment Regional Office No. V	Physical/Budget Accountability Reports (PARs/BARs)	Actual output on the budget appropriations for the year	yes	pdf		Public	DOLE V	DOLE V		quarterly
DOLE V	Department of Labor and Employment Regional Office No. V	Financial Accountability Reports (FARs)	DOLE V Financial Accountability Reports (FARs)	yes	pdf		Public	DOLE V	DOLE V		yearly
DOLE V	Department of Labor and Employment Regional Office No. V	Approved Budget and MFO Targets	The Region's approved budget appropriation for the year and Major Final Output Targets for the year	yes	pdf		Public	DOLE V	DOLE V		yearly
DOLE V	Department of Labor and Employment Regional Office No. V	Major Programs and Projects according to the five Key Result Areas (KRAs)	The Department's Major Programs and Projects according to the five Key Result Areas (KRAs)	yes	pdf		Public	DOLE Central Office	DOLE Central Office		
DOLE V	Department of Labor and Employment Regional Office No. V	Program/Project Beneficiaries	Scope of beneficiaries of DOLE Programs/Projects	yes	pdf		Public	DOLE Central Office	DOLE Central Office		
DOLE V	Department of Labor and Employment Regional Office No. V	Status of Implementation of Programs/Projects	Status of Implementation of Programs/Projects of the region	yes	pdf		Public	DOLE V	DOLE V		Monthly/Quarterly



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<b>DOLE XI</b>	Department of Labor and Employment Regional Office No. V	Annual Procurement Plan, contracts awarded and the name of contractors/suppliers/consultants	The Region's Annual Procurement Plan, contracts awarded and the name of contractors/suppliers/consultants	yes	pdf		Public	DOLE V	DOLE V - IMSD		yearly
<b>DOLE V</b>	Department of Labor and Employment Regional Office No. V	System of Ranking Delivery Units and Individuals	Yearly System of Ranking Delivery Units and Individuals	yes	pdf		Public	DOLE Central Office	DOLE Central Office		yearly
<b>DOLE V</b>	Department of Labor and Employment Regional Office No. V	Quality Management System Certified by International Certifying Body	The Department's Quality Management System Certified by International Certifying Body	yes	pdf		Public	DOLE V	DOLE V		
<b>DOLE V</b>	Department of Labor and Employment Regional Office No. V	Freedom of Information Manual (FOI)	Freedom of Information Manual (FOI)	yes	pdf		Public	DOLE Central Office	DOLE Central Office		
<b>DOLE V</b>	Department of Labor and Employment Regional Office No. V	DOLE RO-V Additional Transparency Compliance	Composed of: Status of Cases, Net Worth of Officials, COA's annual Audit, and Regional Annual Report	yes	pdf		Public	DOLE V	DOLE V		yearly



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<b>DOLE V</b>	Department of Labor and Employment Regional Office No. V	News Releases and Good News Releases	Contains stories and accomplishment of the Regional Office in news and feature form	yes	pdf		Public	DOLE V	DOLE V - IMSD		monthly

**Prepared by:**

**Noted by:**

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