



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Regional Office No. VII

December 17, 2020

**HON. RENATO L. EBARLE**

*Undersecretary*

Employment, Migrant Workers Welfare  
and Administrative Services Cluster  
Department of Labor and Employment  
Intramuros, Manila

Attention: **MR. WARREN M. MICLAT**

*Director IV*

Financial and Management Service

Dear **Undersecretary Ebarle**:

Greetings!

We are sending herewith the DOLE VII Quality Management System (QMS) 4th Quarter 2020 Report.

We hope you find everything in order.

Thank you.

Very truly yours,

**SALOME O. SIATON**  
Regional Director


Republic of the Philippines  
**Department of Labor and Employment**  
Regional Office No. VII

**QUALITY MANAGEMENT SYSTEM (QMS)**  
**4<sup>th</sup> Quarter of 2020 Report**

DATE	ACTIVITY	CONDUCTED BY	VENUE
Oct 22	ISO QMS Meeting DO 174, Conduct of Routine Inspection	DOLE RO VII	Virtual via Zoom Meetings
Oct 23	ISO QMS Meeting Conduct of Routine Inspection, Conduct of Complaint Inspection and Disposition of Cases (GLS and SO)	DOLE RO VII	Virtual via Zoom Meetings
Oct 26	ISO QMS Meeting Conduct of Routine Inspection, Conduct of Complaint Inspection and Disposition of Cases (GLS and SO)	DOLE RO VII	Virtual via Zoom Meetings
Oct 29	ISO QMS Meeting Disposition of Cases-GLS and SO, Execution of Cases	DOLE RO VII	Virtual via Zoom Meetings
Oct 30	ISO QMS Meeting Review of process flows: Procurement of goods and services, Livelihood and Employment Assistance	DOLE RO VII	Virtual via Zoom Meetings
Nov 3	ISO QMS Meeting Review of process flows: Check disbursement, Occupational Safety and Health Investigation, Construction Safety and Health Program	DOLE RO VII	Virtual via Zoom Meetings

Nov 5	ISO QMS Meeting Review of process flows: Registration of Workers Association, SPES implementation	DOLE RO VII	Virtual via Zoom Meetings
Nov 21	ISO QMS Meeting Review of 2019 Risk and Issues Registry and Evaluation of the Effectiveness of Action Plans	DOLE RO VII	Virtual via Zoom Meetings
Nov 26	IQA Team Meeting	DOLE RO VII	Virtual via Zoom Meetings
Nov 27	ISO QMS Meeting OSHI, Technical Safety Inspection, Alien Employment Permit	DOLE RO VII	Virtual via Zoom Meetings
Dec 3-4	Re-assessment/Surveillance Audit	Certification International Phils., Inc.	Virtual via Zoom Meetings

Prepared by:

  
**MELDIE G. TABANAO**  
 QMS Secretary

Noted by:

  
**LILIA A. ESTILLORE**  
 Regional Quality Management Representative