

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

Date: _____

Dear _____:

The Department of Labor and Employment ensures that all establishments are compliant with labor laws.

Based on the SEnA Referral/Complaint for violation of labor standards filed against your establishment, our Labor Laws Compliance Officer, _____, will conduct a Compliance Visit to validate the complaint. He shall also conduct an Orientation of DOLE Programs and Services.

The Compliance Visit will cover the examination of employment records, interview of some employees and inspection of work premises. While the orientation of DOLE Programs and Services will cover any of the following programs:

1. Kapatiran;
2. Labor and Employment Education Service;
3. Basic Occupational Safety and Health;
4. Family Welfare Program;
5. Labor-Management Cooperation;
6. Productivity Improvement Programs; and
7. Other Programs suited to your establishment.

If your establishment is found compliant, the Department will issue a Certificate of Compliance on General Labor Standards and Occupational Safety and Health Standards which will exempt you from assessment for the next two (2) years.

We hope for your utmost cooperation.

Head of Office