



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 REGION VI

Document Number: FM 5.2.6-07	Revision No. 0	Effectivity Date: July 29, 2013
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Annex C – Sample copy of Index Card to indicate information on the status of Evaluation

(Can still be used as data-base back-up for tracking/tracing status of application)

_____ Surname	_____ Middle Name	_____ First Name	_____ Date Received	_____ Application Control No.
Company:		Contact Number:		
Status of Evaluation	Date	Remarks	Responsible Staff/Evaluator	
1. Application received by RO				
2. Application forwarded to ASPPI				
3. Initial evaluation submitted by ASPPI				
4. Application assigned to RO evaluator for validation/review				
5. RO evaluator submitted report				
6. Sent Notification letter to respective Intermediary Panel Members for Interview				
6. Sent Notification letter to applicant				
7. Schedule of interview				
8. Date and Result of interview with final evaluation submitted				
9. Approval of Application				
10. Sent Notice of Approval/ Order of Payment to applicant				
11. Date applicant paid OSH Dues				
12. Issuance of Certificate				
13. Profile form sent to BWC for ID printing				
14. ID card issued on				