

IMSD (DOCKET)

Report for July - September 2018:

• Received and Processed Certificates of No Pending Case (Clearances)	1156
• Prepared Notices of Order	0
• Prepared Notice of Finality	14
• Encoded Labor Relations Cases (Logbooks and database)	31
• Received Internal and External Communications	
✓ Communications Logbook	1562
✓ Cases Logbook	730
✓ LR/LS	832
✓ AEP Cancellation	2091
✓ AEP Communication	134
• Prepared Communications to other Offices	44
• Attended to Clients (personal and thru phone)	8798
• Update of cases in the database	2648
• Received Cases	
✓ Labor Standards	801
✓ Labor Relations	31
✓ Indorsement to NLRC	0
✓ AEP Cases	3
• Bundled dismissed cases	543
• Labor Standards and Labor Relations Cases for mailing	9617
• Transmitted records to	
✓ TSSD LR/LS	
✓ MALSU/Sheriff Unit	
Director's Office	0