

## IMSD (DOCKET)

### Report for 2<sup>nd</sup> quarter 2018:

• Received and Processed Certificates of No Pending Case (Clearances)	1133
• Prepared Notices of Order	1251
• Prepared Notice of Finality	14
• Encoded Labor Relations Cases (Logbooks and database)	24
• Received Internal and External Communications	
✓ Communications Logbook	1230
✓ Cases Logbook	331
✓ LR/LS	727
✓ AEP Cancellation	1966
✓ AEP Communication	338
• Prepared Communications to other Offices	174
• Attended to Clients (personal and thru phone)	
• Update of cases in the database	
• Received Cases	
✓ Labor Standards	1940
✓ Labor Relations	24
✓ Indorsement to NLRC	0
✓ AEP Cases	52
• Bundled dismissed cases	511
• Labor Standards and Labor Relations Cases for mailing	5604
• Transmitted records to	
✓ TSSD LR/LS	727
✓ MALSU/Sheriff Unit	14
Director's Office	