

IMSD (DOCKET)

Report for February 2018:

• Received and Processed Certificates of No Pending Case (Clearances)	451
• Prepared Notices of Order	614
• Prepared Notice of Finality	15
• Encoded Labor Relations Cases (Logbooks and database)	16
• Received Internal and External Communications	
✓ Communications Logbook	393
✓ Cases Logbook	87
✓ LR/LS	151
✓ AEP Cancellation	402
✓ AEP Communication	65
• Prepared Communications to other Offices	72
• Attended to Clients (personal and thru phone)	1053
• Update of cases in the database	
• Received Cases	
✓ Labor Standards	1050
✓ Labor Relations	16
✓ Indorsement to NLRC	2
✓ AEP Cases	45
• Bundled dismissed cases	184
• Labor Standards and Labor Relations Cases for mailing	1129
• Transmitted records to	
✓ TSSD LR/LS	8
✓ MALSU/Sheriff Unit	6
Director's Office	0

IMSD (DOCKET)

Report for January 2018:

• Received and Processed Certificates of No Pending Case (Clearances)	384
• Prepared Notices of Order	102
• Prepared Notice of Finality	0
• Encoded Labor Relations Cases (Logbooks and database)	12
• Received Internal and External Communications	
✓ Communications Logbook	415
✓ Cases Logbook	91
✓ LR/LS	91
✓ AEP Cancellation	435
✓ AEP Communication	63
• Prepared Communications to other Offices	77
• Attended to Clients (personal and thru phone)	957
• Update of cases in the database	
• Received Cases	
✓ Labor Standards	492
✓ Labor Relations	12
✓ Indorsement to NLRC	10
✓ AEP Cases	6
• Bundled dismissed cases	149
• Labor Standards and Labor Relations Cases for mailing	1180
• Transmitted records to	
✓ TSSD LR/LS	5
✓ MALSU/Sheriff Unit	2
Director's Office	0