



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Intramuros, Manila

## MEMORANDUM

**FOR:** ALL HEADS OF REGIONAL OFFICES

**SUBJECT:** Official Encoder for the online submission of IT Preventive Maintenance Results for 2017

**DATE:** 08 September 2017

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In preparation for the online submission of IT Preventive Maintenance Checklist and Assessment Report for 2017, may we request your office to endorse the name of your official IT Focal Technical Partner authorized to submit through Google Drive.

Please accomplish the attached form and email to [ps@dole.gov.ph](mailto:ps@dole.gov.ph) on or before September 13, 2017.

For more details and inquiries, contact Ms. Grace L. Cargado at 527-3000 local 613 or email to [ps@dole.gov.ph](mailto:ps@dole.gov.ph).

Thank you and best regards.



**ADELINÉ T. DE CASTRO**  
Director, Planning Service

**Official IT Focal Technical Partner for the 2017 DOLE Preventive Maintenance**

Date: \_\_\_\_\_

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OFFICE: \_\_\_\_\_

NAME	POSITION	CONTACT NO	EMAIL ADDRESS (GMAIL ACCOUNT REQUIRED)

**APPROVED BY:**

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**Head of Office**