



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Region 9

Cortez Building, Evangelista Street,
Santa Catalina, Zamboanga City



MINUTES OF THE MEETING

2nd QMS cum Management Committee Meeting
Lantaka Hotel, Zamboanga City
27-28 February 2018

PRESENT:

OFELIA B. DOMINGO, CESO III – Regional Director
ALBERT E. GUTIB – Assistant Regional Director; QMR
WESLEY D. TAN – Chief LEO, Head, TSSD
IMELDA F. GATINAO – Chief LEO, Head, ZSFO
IAN A. LAHI – Chief LEO, Head, ZCFO
LOURDES B. AMORES – Chief LEO, Head, ZDNFO
CAMILO A. ENCILA, JR. – Supervising LEO, OIC, ZDSFO
MARIA ELENA T. ALABATA – Supervising LEO, OIC, ICFO
MA. RENELIA GENEVIEVE L. HAMOY – Accountant III, OIC, IMSD
MA. ELOINA S. IDRIS – Senior LEO, Employment Focal, TSSD
PILAR T. SALAZAR – Senior LEO, Livelihood Focal, TSSD
JAZMIN C. PANELO, Senior LEO, Labor Relations Focal, TSSD
MIRAFLORE J. CASANES – Senior LEO, Labor Standards Focal, TSSD
KRISTOFFER ALDOR D. GOBATON – Budget Officer, IMSD
IVY S. ARELLANO – Supply Officer, IMSD
DOVIE V. WEE – Human Resource Management Officer, IMSD
PATRICK JOSEPH L. DELA CRUZ – Planning Officer, TRU
NATHALIE D. ALBINO – Statistician II, TRU
KAREN CLAIRE Q. GRAFIA – Administrative Assistant III; LIO-Designate, TRU
EDILBERTO M. ANGELES, JR. – Administrative Aide VI, TRU
ARCEO J. JAYLO, JR. – Administrative Aide VI, TRU
JOEL M. IJIRANI – Board Secretary VI, RTWPB
ROWENA Z. GECARAYA – Supervising LEO, RTWPB
SHERWIN R. MENDIZABEL – LEO III, NRCO

ABSENT:

VERNA KATE B. SANTOS, Mediator-Arbiter – on study grant
ELSA B. TAN – Chief AO – on study grant

PRELIMINARIES:

The meeting was convened and called to order on February 27 at 1:06PM by Regional Director Ofelia B. Domingo at Lantaka Hotel, Zamboanga City.

After the Prayer led by Ms. Albino, she proceeded with a roll call acknowledging everyone present for the meeting, and suggested that there was quorum. RD Domingo, considering that all members were represented, declared a quorum. RD Domingo presented the proposed order of business. Additional agenda items that were included were the status of funds, supplier evaluation, status of outsourced personnel, and Union matters. Ms. Amores moved for the approval of Order of Business and duly seconded by Ms. Alabata. RD Domingo, then, proceeded to the Meeting Proper.

DEPARTMENT OF LABOR AND EMPLOYMENT
RELEASED
4/16/18 BY *[Signature]*
Date Initial
9:51 TRACER NO 136-408
ZAMBOANGA CITY



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51 **READING & APPROVAL OF THE MINUTES OF PREVIOUS MEETING**

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53 RD Domingo, then, asked the body to do a ten-minute silent reading of the minutes of previous
54 meeting.

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56 Ms. Alabata moved for the adoption of the minutes and was duly seconded by Mr. Lahi.
57 Hearing no objections, RD Domingo approved the minutes of meeting dated 15-16 January
58 2018.

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60 **MATTERS ARISING FROM PREVIOUS MEETINGS**

- 61
- 62 1. On conduct of DO174 Consultation, the original schedule was supposed to be by
 - 63 February but postponed due to conflicting schedules.
 - 64 2. On OSPC, the schedule of Stakeholders' Meeting was supposed to be in February but
 - 65 postponed due to conflicting schedules. The Office Order designating Ms. Helen
 - 66 Sahipa as OSPC Focal Person was already drafted and for RD's Approval.
 - 67 3. On QMS Updates, Procedures were reviewed last January 17-19 and February 5-8.
 - 68 4. On Official Receipts held by the Field Offices, the remaining ORs were already returned
 - 69 to the IMSD.
 - 70 5. On PTMI, a letter dated February 27 was sent to BLE requesting for access to view
 - 71 consolidated PTMI results.
 - 72 6. On separate meeting of RD with Hearing Officers of ZCFO, this is yet to be scheduled.
 - 73 7. On disposition of cases handled by the Task Force, 28 out of 69 cases were already
 - 74 disposed.
 - 75 8. On JobStart target of 100, PESO-Pagadian pledged for 100 JobStarters for next wave
 - 76 of implementation.
 - 77 9. On remaining P1.5M DILP funds, P1.1M was obligated.
 - 78 10. On JobStart, funds amounting to P4.4M were processed and obligated.
 - 79 11. On Online SPES:
 - 80 • The system was rolled-out between January 30 and February 9.
 - 81 • Requested features, e.g. the compatibility with E-NGAS & E-Budget; generation of
 - 82 approval letter and GPAI, were already communicated to the developer.
 - 83 • TSSD to provide FOs with copies of LCE commitments during the LCE Forum.
 - 84 12. On renewal of data plans of LLCO tablets, Mr. Jaylo is coordinating with Smart on the
 - 85 details and requirements for the renewal of said plans.
 - 86 13. On liquidation of grants, a task force was created to look into the unliquidated grants.
 - 87 14. On unliquidated grants of WMSU, the grants were already liquidated and dropped
 - 88 from the books.
 - 89 15. On records disposal, Ms. Paricia Sappal is conducting on-going inventory of records.
 - 90 16. On conduct of disaster preparedness seminar, proposal inviting OCD is being
 - 91 prepared.
 - 92 17. On ARTA signages, the signages are being procured.
 - 93 18. On solar energy system, the equipment is included in the 2019 budget proposal.
 - 94 19. On Capacity-Building on Labor Market Monitoring for PESO Managers, Mr. Guillermo is
 - 95 being contacted as to the details.
 - 96 20. On IEC materials, the design is being prepared.
 - 97 21. On COE allocation, the fund was already increased to P50,000.
 - 98 22. On DILP project in ZIA, the ZCFO is on-going preparation.

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