



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



**ADMINISTRATIVE ORDER NO. 342**  
Series of 2022

*Mary*  
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In the interest of the service and relative to the administration and enforcement of labor laws pursuant to Article 128 of the Labor Code of the Philippines, as renumbered, all Regional Offices are hereby advised of the following:

**I. Suspension of Enforcement Activities**

All Regional Offices (ROs) shall suspend all inspection activities in their regions effective **01 December 2022**, except for the following activities:

1. Complaint Inspections;
2. Occupational Safety and Health Standards (OSHS) Investigations;
3. Technical Safety Inspections (e.g., inspection of boilers, pressure vessels, mechanical and electrical wiring installation); and
4. Any other inspection activities as directed by the Secretary of Labor and Employment.

All activities relative to the above-stated shall be conducted in accordance with Department Order No. 183, Series of 2017 and in strict observance of the minimum public health standards.

A separate issuance in the resumption of inspection in 2023 shall be issued together with the General Authority of the labor inspectors.

**II. Conduct of Capability-Building for Labor Inspectors**

While the inspection activities are suspended, the Regional Offices may conduct regional training activities such as Level 1A: Basic Course for Labor Inspectors. Continuous training activities will ensure that the labor inspectorate is updated with the latest issuances and are highly skilled and equipped to perform their duties in enforcing labor laws and occupational safety and health standards.

**III. Uploading of Inspection Results and Updating of Compliances**

During the period of suspension of inspection activities, all Regional Directors shall ensure that all results of inspection activities are uploaded in the Labor Inspection – Management Information System (LI-MIS) before the end of 31 December 2022. Should there be glitches in the system and the actual accomplishments were not reflected, you may coordinate with the BWC MIS focal person assigned to your region to make necessary action to update and resolve discrepancies.

**IV. Inventory of Mobile Gadgets and Internet Subscription**

To ensure that mobile gadgets and data plan subscriptions procured by the Regional Offices are compatible with the minimum specification provided for the

continuity and efficient utilization of the LI-MIS, all respective Regional MIS focal persons are hereby directed to conduct an inventory of all mobile gadgets and data plan subscriptions used for inspection activities.

#### **V. Recommendations for Issuance of General Authority**

In preparation for the resumption of inspection activities in 2023, all Regional Directors are likewise directed to submit the list of Labor Inspectors recommended for inclusion in the 2023 General Authority (GA).

Consistent with the minimum qualification standards, the labor inspector recommended for GA shall possess the following:

1. Must be holding at least permanent Labor and Employment Officer III plantilla position;
2. Must have attended and passed the 10-day Basic Training course for Labor Inspectors;
3. Must have "very satisfactory" performance rating for the last two (2) preceding periods; and
4. Must have no pending administrative/criminal case.

Personnel who have passed the Basic Training Course and have been previously issued with GA but were not included in the 2022 list may also be recommended for 2023. For reference, attached is a list of designated labor inspectors and other complement personnel who were given the GA in CY 2022.

Updated list of personnel designated as technical safety inspectors, hearing officers and sheriffs shall likewise be submitted.

The BWC shall be notified/furnished with all applications for transfers, detail, or separation from the service of labor inspectors. This is to ensure the clear distribution of inspection targets and appropriate system permission/access.

#### **VI. Submission Period**

The attached inventory of mobile gadgets and internet subscriptions form shall be accomplished and submitted no later than 19 December 2022.

The recommendation shall be submitted on or before 12 December 2022. The list shall be evaluated for the preparation of the General Authority for CY 2023.

All required submissions shall be forwarded to the Bureau of Working Conditions through email at [bwc@dole.gov.ph](mailto:bwc@dole.gov.ph), copy furnished [llicsmisteam@gmail.com](mailto:llicsmisteam@gmail.com). You may coordinate with the MIS focal personnel assigned to your region for further queries.

For strict compliance.

  
**BIENVENIDO E. LAGUESMA**  
Secretary

**Internet Connection Details**

Regional Office	Office Name (Reflect Name of Regional Office, Field/Provincial Office)	Internet Provider	Bandwidth	No. of Users	Internet Subscription (Amount in PhP per month)	Contract Duration	Contract Validity	Source of Fund
NCR	NCR - Regional Office	PLDT	50MBPS	100	PhP 30,000.00	1 year	9/30/2021	MOOE-RO Fund
NCR	NCR - Regional Office	Converge	50MBPS	100	PhP 10,000.00	1 year	9/30/2021	DOLE ISSP Fund (PS)

Prepared by:

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Name and Designation

Approved by:

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Regional Director

