Republic of the Philippines

**DEPARTMENT OF LABOR AND EMPLOYMENT**

Regional Office No. \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ \_\_, 2023

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Dear Sir/Madam:

The Department of Labor and Employment is offering **technical and advisory services** to micro establishments to enhance their knowledge and appreciation of labor standards and other DOLE programs and services. Among the services that will be offered include: compliance with minimum wage, time and motion study, piece rate payment, overtime pay, holiday pay, occupational safety and health standards, and productivity among others. Our designated personnel will assist micro establishments in the preparation of an action plan should there be non-compliances. On top of this, the Regional Tripartite Wages and Productivity Board will offer a productivity toolbox to improve workplace and establishment’s productivity.

As a micro establishment, you or your duly authorized representative is invited to attend our technical and advisory services in any of the following modalities:

# a. On-site or face-to-face session

***Date***

This session will be conducted by the DOLE Regional Office No. \_\_\_ on \_\_\_\_\_\_\_\_\_ \_\_\_, 2023 at \_\_\_\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Venue***

***Time***

# b. Online session

This session uses a classroom through **www.tav.dole.gov.ph**. You may use your generated **Invitation Code: \_\_\_\_\_\_\_\_\_\_\_** or scan the attached QR Code using your mobile phones or tablets and you will be directed to the TAV portal containing the various modules of the technical and advisory services.

***From MIS***

# Hybrid session

The session is conducted through a webinar or a combination of on-site and online sessions. You may join the webinar scheduled by the DOLE Regional Office on \_\_\_\_\_\_\_ \_\_\_, 2023, at \_\_\_\_, thru GoogleMeet (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). For more webinar schedules, you may check the official website of the Regional Office.

***Time***

***Date***

***Regional Office***

***Online platform invitation***

For further inquiries, please feel free to contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at mobile number \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_@dole.gov.ph.

***Email address***

***Or Telephone No.***

Thank you for your continued support of DOLE programs and services.

Very truly yours,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Regional Director