




Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**National Capital Region**

DOLE-NCR Building, 967 Maligaya Street, Malate, Manila



MEMORANDUM			
<b>TO:</b>	<b>DIRECTOR WARREN M. MICLAT</b> Financial and Management Service		
	DIRECTOR ADELINE T. DE CASTRO Planning Service		
<b>FROM:</b>	 <b>HENRY JOHN S. JALBUENA</b> Regional Director	<b>DATE:</b>	<b>15 January 2018</b>
<b>SUBJECT:</b>	<b>4<sup>th</sup> QUARTER / ANNUAL PHYSICAL REPORT OF OPERATIONS FOR 2017</b>		

May we respectfully submit our 4<sup>th</sup> Quarter/ Annual Physical Report of Operations (QPRO – BAR No. 1) copy attached, for your consideration/consolidation and eventual submission to DBM and COA (e-copy emailed on January 15, 2018).

Please be advised further that the said report is posted at DOLE-NCR website.

We hope you will find our submission in order.

Thank you.

Encl. a/s

Cc: **MS. VIRGINIA R. BAPTISTA**  
State Auditor IV  
Audit Team Leader  
DOLE-NCR

