

IMSD (DOCKET)

Report for December 2017:

• Received and Processed Certificates of No Pending Case (Clearances)	265
• Prepared Notices of Order	173
• Prepared Notice of Finality	9
• Encoded Labor Relations Cases (Logbooks and database)	8
• Received Internal and External Communications	
✓ Communications Logbook	298
✓ Cases Logbook	86
✓ LR/LS	167
✓ AEP Cancellation	389
✓ AEP Communication	95
• Prepared Communications to other Offices	15
• Attended to Clients (personal and thru phone)	1038
• Update of cases in the database	164
• Received Cases	
✓ Labor Standards	135
✓ Labor Relations	8
✓ Indorsement to NLRC	21
✓ AEP Cases	9
• Bundled dismissed cases	123
• Labor Standards and Labor Relations Cases for mailing	164
• Transmitted records to	
✓ TSSD LR/LS	8
✓ MALSU/Sheriff Unit	6
Director's Office	0

IMSD (DOCKET)

Report for November 2017:

• Received and Processed Certificates of No Pending Case (Clearances)	238
• Prepared Notices of Order	359
• Prepared Notice of Finality	4
• Encoded Labor Relations Cases (Logbooks and database)	11
• Received Internal and External Communications	
✓ Communications Logbook	468
✓ Cases Logbook	79
✓ LR/LS	198
✓ AEP Cancellation	397
✓ AEP Communication	65
• Prepared Communications to other Offices	15
• Attended to Clients (personal and thru phone)	1035
• Update of cases in the database	524
• Received Cases	
✓ Labor Standards	480
✓ Labor Relations	12
✓ Indorsement to NLRC	32
✓ AEP Cases	10
• Bundled dismissed cases	215
• Labor Standards and Labor Relations Cases for mailing	524
• Transmitted records to	
✓ TSSD LR/LS	5
✓ MALSU/Sheriff Unit	2
Director's Office	0

IMSD (DOCKET)

Report for October 2017:

• Received and Processed Certificates of No Pending Case (Clearances)	268
• Prepared Notices of Order	316
• Prepared Notice of Finality	7
• Encoded Labor Relations Cases (Logbooks and database)	18
• Received Internal and External Communications	
✓ Communications Logbook	356
✓ Cases Logbook	129
✓ LR/LS	175
✓ AEP Cancellation	429
✓ AEP Communication	95
• Prepared Communications to other Offices	5
• Attended to Clients (personal and thru phone)	1356
• Update of cases in the database	426
• Received Cases	
✓ Labor Standards	375
✓ Labor Relations	15
✓ Indorsement to NLRC	36
✓ AEP Cases	7
• Bundled dismissed cases	230
• Labor Standards and Labor Relations Cases for mailing	426
• Transmitted records to	
✓ TSSD LR/LS	7
✓ MALSU/Sheriff Unit	3
Director's Office	0

IMSD (DOCKET)

Report for September 2017:

• Received and Processed Certificates of No Pending Case (Clearances)	215
• Prepared Notices of Order	163
• Prepared Notice of Finality	9
• Encoded Labor Relations Cases (Logbooks and database)	7
• Received Internal and External Communications	
✓ Communications Logbook	383
✓ Cases Logbook	97
✓ LR/LS	180
✓ AEP Cancellation	435
✓ AEP Communication	74
• Prepared Communications to other Offices	18
• Attended to Clients (personal and thru phone)	969
• Update of cases in the database	165
• Received Cases	
✓ Labor Standards	140
✓ Labor Relations	7
✓ Indorsement to NLRC	18
✓ AEP Cases	10
• Bundled dismissed cases	123
• Labor Standards and Labor Relations Cases for mailing	165
• Transmitted records to	
✓ TSSD LR/LS	6
✓ MALSU/Sheriff Unit	5
Director's Office	7

IMSD (DOCKET)

Report for August 2017:

• Received and Processed Certificates of No Pending Case (Clearances)	278
• Prepared Notices of Order	209
• Prepared Notice of Finality	5
• Encoded Labor Relations Cases (Logbooks and database)	16
• Received Internal and External Communications	
✓ Communications Logbook	450
✓ Cases Logbook	66
✓ LR/LS	156
✓ AEP Cancellation	439
✓ AEP Communication	95
• Prepared Communications to other Offices	15
• Attended to Clients (personal and thru phone)	985
• Update of cases in the database	465
• Received Cases	
✓ Labor Standards	380
✓ Labor Relations	16
✓ Indorsement to NLRC	69
✓ AEP Cases	8
• Bundled dismissed cases	222
• Labor Standards and Labor Relations Cases for mailing	465
• Transmitted records to	
✓ TSSD LR/LS	3
✓ MALSU/Sheriff Unit	0
Director's Office	0

IMSD (DOCKET)

Report for July 2017:

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Report for June 2017:

• Received and Processed Certificates of No Pending Case (Clearances)	245
• Prepared Notices of Order	201
• Prepared Notice of Finality	9
• Encoded Labor Relations Cases (Logbooks and database)	21
• Received Internal and External Communications	
✓ Communications Logbook	450
✓ Cases Logbook	87
✓ LR/LS	180
✓ AEP Cancellation	365
✓ AEP Communication	94
• Prepared Communications to other Offices	10
• Attended to Clients (personal and thru phone)	1375
• Update of cases in the database	194
• Received Cases	
✓ Labor Standards	119
✓ Labor Relations	21
✓ Indorsement to NLRC	49
✓ AEP Cases	5
• Bundled dismissed cases	115
• Labor Standards and Labor Relations Cases for mailing	140
• Transmitted records to	
✓ TSSD LR/LS	5
✓ MALSU/Sheriff Unit	2
Director's Office	2

IMSD (DOCKET)

Report for May 2017:

• Received and Processed Certificates of No Pending Case (Clearances)	307
• Prepared Notices of Order	115
• Prepared Notice of Finality	7
• Encoded Labor Relations Cases (Logbooks and database)	18
• Received Internal and External Communications	
✓ Communications Logbook	515
✓ Cases Logbook	75
✓ LR/LS	168
✓ AEP Cancellation	560
✓ AEP Communication	88
• Prepared Communications to other Offices	13
• Attended to Clients (personal and thru phone)	1463
• Update of cases in the database	730
• Received Cases	
✓ Labor Standards	675
✓ Labor Relations	18
✓ Indorsement to NLRC	30
✓ AEP Cases	7
• Bundled dismissed cases	75
• Labor Standards and Labor Relations Cases for mailing	693
• Transmitted records to	
✓ TSSD LR/LS	2
✓ MALSU/Sheriff Unit	0
Director's Office	3

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Report for April 2017:

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Report for March 2017:

• Received and Processed Certificates of No Pending Case (Clearances)	394
• Prepared Notices of Order	214
• Prepared Notice of Finality	1
• Encoded Labor Relations Cases (Logbooks and database)	6
• Received Internal and External Communications	
✓ Communications Logbook	468
✓ Cases Logbook	73
✓ LR/LS	182
✓ AEP Cancellation	505
✓ AEP Communication	136
• Prepared Communications to other Offices	11
• Attended to Clients (personal and thru phone)	1771
• Update of cases in the database	435
• Received Cases	
✓ Labor Standards	402
✓ Labor Relations	6
✓ Indorsement to NLRC	25
✓ AEP Cases	2
• Bundled dismissed cases	86
• Labor Standards and Labor Relations Cases for mailing	435
• Transmitted records to	
✓ TSSD LR/LS	0
✓ MALSU/Sheriff Unit	0
Director's Office	0

IMSD (DOCKET)

Report for February 2017:

• Received and Processed Certificates of No Pending Case (Clearances)	572
• Prepared Notices of Order	246
• Prepared Notice of Finality	0
• Encoded Labor Relations Cases (Logbooks and database)	13
• Received Internal and External Communications	
✓ Communications Logbook	445
✓ Cases Logbook	72
✓ LR/LS	130
✓ AEP Cancellation	368
✓ AEP Communication	111
• Prepared Communications to other Offices	4
• Attended to Clients (personal and thru phone)	1400
• Update of cases in the database	573
• Received Cases	
✓ Labor Standards	517
✓ Labor Relations	13
✓ Indorsement to NLRC	37
✓ AEP Cases	2
• Bundled dismissed cases	149
• Labor Standards and Labor Relations Cases for mailing	578
• Transmitted records to	
✓ TSSD LR/LS	5
✓ MALSU/Sheriff Unit	4
Director's Office	3

IMSD (DOCKET)

Report for January 2017:

• Received and Processed Certificates of No Pending Case (Clearances)	390
• Prepared Notices of Order	156
• Prepared Notice of Finality	1
• Encoded Labor Relations Cases (Logbooks and database)	16
• Received Internal and External Communications	
✓ Communications Logbook	382
✓ Cases Logbook	114
✓ LR/LS	133
✓ AEP Cancellation	329
✓ AEP Communication	105
• Prepared Communications to other Offices	21
• Attended to Clients (personal and thru phone)	1479
• Update of cases in the database	347
• Received Cases	
✓ Labor Standards	282
✓ Labor Relations	16
✓ Indorsement to NLRC	46
✓ AEP Cases	3
• Bundled dismissed cases	66
• Labor Standards and Labor Relations Cases for mailing	347
• Transmitted records to	
✓ TSSD LR/LS	0
✓ MALSU/Sheriff Unit	0
Director's Office	0