

Republic of the Philippines
Department of Labor and Employment

(Name of Office)

SINGLE - ENTRY APPROACH (SENA)

(Per Department Order No. 107, Series of 2010)

**IN THE MATTER OF THE REQUEST
FOR ASSISTANCE OF:**

_____ *Requesting Party*

SEAD- _____

_____ *Responding Party*

NOTICE OF CONFERENCE

MR./MS.

GREETINGS:

In connection with the above-entitled request, you are invited to a conciliation conference before _____, on _____ at _____, this _____ Office,

_____.

Your presence and cooperation is necessary for purposes of resolving the issues within thirty (30) days from filing of the request per Department Order No. 107, Series of 2010.

_____, Philippines, _____, 2010.

SENA Desk Officer

(Signature over Printed Name)

Noted:

**Head of Office or his/her Authorized
Representative**

(Signature over Printed Name)