

Republic of the Philippines  
Department of Labor and Employment

\_\_\_\_\_  
(Office)

**SINGLE - ENTRY APPROACH (SENA)**

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

**IN THE MATTER OF THE REQUEST  
FOR CONCILIATION FILED BY:**

\_\_\_\_\_  
\_\_\_\_\_  
**Requesting Party**

**SEAD-**\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**Responding Party**

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**REFERRAL**

**FOR:**

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

The requesting party/parties submitted his/her/their grievance through request for assistance/preventive conciliation-mediation of this Office. There has/have been \_\_\_\_\_ conference/s conducted from \_\_\_\_\_ to \_\_\_\_\_. However, the requests for assistance/preventive conciliation-mediation proceedings did no prosper because of:

- A. Non-Appearance
  - ( ) The failure of the requesting party to appear
  - ( ) The failure of the responding party to appear
  - ( ) The failure of both parties to appear
- B. Non-submission to the conciliation-mediation process
  - ( ) The requesting party declined to submit conciliation-mediation process
  - ( ) The responding party declined to submit conciliation-mediation process
  - ( ) Both parties declined to submit to conciliation-mediation process
- C. Failure to reach a settlement
  - ( ) Parties failed to reach an agreement
- D. Others (please specify) \_\_\_\_\_

In connection with the above-entitled request, may we refer to your Office for appropriate action, the herein SENA request which was initially handled by SENA Desk Officer \_\_\_\_\_, on \_\_\_\_\_, pursuant to DOLE Department Order No. 107, Series of 2010.

\_\_\_\_\_  
**SENA Desk Officer**  
(Signature over Printed Name)

**Noted:**

\_\_\_\_\_  
**Head of Office or His/Her Authorized  
Representative**  
(Signature over Printed Name)