



PUBLIC EMPLOYEMENT SERVICE OFFICE



EXTERNAL SERVICES

1. Screening, Matching and Referral

Service Description: Under RA 8759 other wise known as PESO Act of 1999, the Public Employment Service Office is mandated to carry out full and equal employment opportunities for all.

Office or Division:	PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Job Seekers / Application			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume/Bio-Data. Certificate of Employment (if any) / training certificate Transcript of record		Applicant availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the visitor's logbook	1. Provide PESO Employment Information System (PEIS) Form 1.1. Receive the fully accomplished PEIS Form, resume Interview applicant & conduct career counselling Job matching from the list of the job orders/vacancies from companies Prepare referral letter	None	5 Minutes	<i>Placement Staff</i>
2. Secure & accomplish PESO Employment Information System (PEIS) form			2 Minutes	<i>Placement Staff</i>
3. Submit PIES, Bio-data, resume			10 Minutes	<i>Placement Staff</i>
4. Job Matching			5 Minutes	<i>Placement Staff</i>
5. Receive referral letter			5 Minutes	<i>Placement Staff PESO Head</i>



2 . Assistance in the conduct of SRA/ JOB FAIR (local/overseas)

Service Description: One of the major roles of PESO is to guide & assist Employers concerning their recruitment activities and this is being done through the conduct of Job Fair and Special Recruitment Activity (SRA). Issuance of No Objection Certificate is a pre-requisite prior to the conduct of the said activity

Office or Division:	PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple Transaction			
Type of Transaction:	G2B– Government to Business Entity G2G– Government to Government			
Who may avail:	Employers/Agencies/Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Company Profile, request letter to conduct Job Fair/PRA/SRA, Business Permit, Job Order/Vacancies. a. Direct Employer/Company- DTI/ SEC Registration, phil-jobnet Registration, Mayors Permit, Job Vacancy. b. Private and Recruitment Placement Agency- letter of Intent, DTI/SEC Registration, Phil-jobnet Registration, Mayors Permit, Job Vacancy, Private and Recruitment Agency License (for PRPA), DO-18A Registration (for contract and sub-contractor)		Mayors Office DTI POEA SEC PHIL JOBNET		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request to conduct SRA/JOBFAIR thru phone/office visit	1. Accommodate visitor's/phone caller re: Request for the conduct of SRA/ JOBFAIR 1.1. Prepare requirement slip Inform the companies, about the requirements (request letter, company profile, business permit, Job	None	5 Minutes	<i>LMI staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit Request Letter and Company Profile / Checklist of documents	1. Authenticate submitted documents	None	10 minutes	<i>LMI Staff</i>
3. Receive job vacancies with qualifications	1. Posting of job vacancies with qualifications		10 minutes	<i>LMI Staff</i>
4. Receive No Objection Certificate (NOC)	1. Prepare No Objection Certificate (NOC)		3 Minutes	<i>LMI Staff</i>
	1.1. Approval of the No Objection Certificate (NOC)		1 Minute	<i>PESO HEAD/MAYOR</i>
	1. Supervise proper conduct of SRA/JOB FAIR		1 Minute	<i>LMI STAFF</i>
5. Applicants personal interview w/ agencies			8 Hours/day	<i>PESO Head/Staff</i>
6. Submit list of hired applicants	1. Verify/ input in database		10 Minutes	<i>LMI Staff</i>



3. Special Program for Employment of Students (SPES)

Service Description: The Special Program for Employment of Students (SPES) is a youth program which aims to provide temporary employment to poor but deserving students, out of school youth during summer and/or Christmas vacation to augment the families income for the youth to be able to pursue their education.

Office or Division:	PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple Transaction			
Type of Transaction:	G2C– Government to Citizens			
Who may avail:	15-25 Y/O High School and College Students and Out of School Youth (OSY)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement letter Copy of birth Certificate School Registration form with School ID Copy of Grades BIR Certification of tax exemption (parents) Certificate of Indigency		School BIR Barangay Captain		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply/request for SPES service	1. Interview of applicants	None	10 minutes	<i>SPES Coordinator</i>
2. Fill up and submit SPES application	1. Review / evaluate SPES application		5-10 minutes/ per student applicant	<i>SPES Coordinator</i>
3. Submit properly filled up & signed contracts of beneficiary	1. Evaluate contracts if properly filled up & give schedule for orientation		5 minutes / per contract upon receipt	<i>SPES Coordinator</i>
4. Attend briefing/ Orientation	1. Conduct orientation re: SPES Assignment & duties		4 hours	<i>PESO Head</i>



5. REFERRAL/ APPLICATION/ APPROVAL FOR DOLE EMERGENCY EMPLOYMENT /TUPAD PROGRAM

Service Description: A community based (municipality/barangay) packaged of assistance that provides emergency employment for displaced workers, underemployed and seasonal workers, for a minimum period of 10 days, but not exceed a maximum of 90 days depending on the nature of work to be performed .

Office or Division:	PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C– Government to Citizens G2G– Government to Government			
Who may avail:	Unemployed/ Disadvantages members of the Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Beneficiary Profile Residence certificate (CEDULA) 2 X 2 ID Picture (2copies)		PESO CITY TREASURERS OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign at Logbook	Preliminary Interview	None	5 minutes	<i>PESO Head Peso staff</i>
2. Fill up Beneficiary Profile forms and present documents	Review completeness of forms/ documents		10 minutes	<i>PESO Head</i>
3. Preparation of project proposal				
4. Endorsement of project to Sanggunian Panglunsod	Prepare TUPAD proposal		1 hour	<i>PESO Head</i>
5. Submit proposal to DOLE including list of applicants	Submit to Mayor's office the proposal for indorsement & approval by Sanggunian Panglunsod		1 hour	<i>Mayor's Office PESO Head</i>
6. Employment phase approval letter of DOLE	Mayors indorsement letter to DOLE		20 minutes	<i>MAYOR PESO Head</i>
	Conduct orientation to beneficiaries		2 hours	<i>PESO Head</i>



6. Referral of OFWs for OWWA Assistance Program

Service Description: It is the main institution to protect and promote the welfare of the OFWs and their dependents.

Office or Division:	PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	G2C– Government to Citizens G2G– Government to Government			
Who may avail:	OFW's and Family member			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
OWWA MEMBERSHIP PASSPORT/VISA OVERSEAS EMPLOYMENT CERTIFICATE		OWWA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at visitor's logbook	Review completeness of documents & interview for assistance needed Prepare referral letter	None	5 minutes	<i>PESO Staff</i>
2. Fill up form & present documents			15 minutes	<i>PESO Head</i>
3. Receive referral letter & proceed to OWWA			5 minutes	<i>PESO Head</i>



INTERNAL SERVICES

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Type of Transaction:	G2B– Government to Business Entity G2G– Government to Government			
Who may avail:	Employers/Agencies/Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Company Profile, request letter to conduct Job Fair/PRA/SRA, Business Permit, Job Order/Vacancies.</p> <p>a. Direct Employer/Company- DTI/ SEC Registration, phil-jobnet Registration, Mayors Permit, Job Vacancy.</p> <p>b. Private and Recruitment Placement Agency- letter of Intent, DTI/SEC Registration, Phil-jobnet Registration, Mayors Permit, Job Vacancy, Private and Recruitment Agency License (for PRPA), DO-18A Registration (for contract and sub-contractor)</p>		<p>Mayors Office</p> <p>DTI</p> <p>POEA</p> <p>SEC</p> <p>PHIL JOBNET</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request to conduct SRA/ JOBFAIR thru phone/office visit	<p>1. Accommodate visitor's/phone caller re: Request for the conduct of SRA/ JOBFAIR</p> <p>1.1. Prepare requirement slip Inform the companies, about the requirements (request letter, company profile, business permit, Job order/Vacancies</p>	None	5 Minutes	<i>LMI staff</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit Request Letter and Company Profile / Checklist of documents	1. Authenticate submitted documents	None	10 minutes	<i>LMI Staff</i>
3. Receive job vacancies with qualifications	1. Posting of job vacancies with qualifications		10 minutes	<i>LMI Staff</i>
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	1. Approval of the No Objection Certificate (NOC)		1 Minute	<i>PESO HEAD/ MAYOR</i>
			1 Minute	<i>LMI STAFF</i>
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	Prepare referral letter			