

**PUBLIC EMPLOYMENT SERVICE
OFFICE**

1. APPLICATION FOR PESO APPLICANT

Application forms are critically important to simplifies application forms and could be hindering the ability to get task done or collect the information needed.

Office / Division:	PESO			
Classification:	Simple			
Types of Transaction:	G2G – Government to Government			
Who may Avail:	Jobseekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		PESO Daraga		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approaches the Public Assistance information desk officer for inquiry.	1. Assist and refer the client to the assigned Focal Person	None	5 minutes	Katherine Aycardo PESO Staff
2. Proceeds to the assigned Personnel and present the resume / bio-data.	2. Receives the resume, encodes the information @ PESO PEIS Database and checks the accuracy of the Information encoded.	None	10 minutes	Erika Izumi Bombuhay PESO Staff
TOTAL		None	15 minutes	
End of transaction				

2. APPLICATION FOR SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS

(SPES)

The Special Program for Employment of Students (SPES) aims to assist poor, but deserving students and out-of-school youth to pursue their education by providing them income through employment.

Office / Division:	PESO
Classification:	Simple
Types of Transaction:	G2G – Government to Government
Who may Avail:	15-25 y/o High School and College Students& out of School Youth(OSY)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		PESO Daraga		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approaches the Public Assistance information desk officer for inquiry.	1. Assist and refer the client to the assigned Focal Person	None	5 minutes	Rosemarie Mascariñas PESO Staff
2. Approaches the Public Assistance Information desk officer and presents the Endorsement letter from the Mayor's office	2. Assists and interviews the client. Provides the application and list of requirements and informs the client on the set deadline of submission of requirements.	None	10 minutes	Prescious Marfil Jorie Mabini PESO Staff
3. Proceeds to the assigned Personnel and submit the requirements	3. Receives the documents, checks the completeness of the requirements and advises the client with regards to the schedule of interview with DOLE Representatives.	None	10 minutes	Melissa Odeña PESO Staff
TOTAL		None	25 minutes	
End of transaction				

3. APPLICATION FOR REFERRAL LETTERS

A referral cover letter is a job application document that mentions a mutual contact you share with the hiring manager.

Office / Division:	PESO
Classification:	Simple
Types of Transaction:	G2G – Government to Government
Who may Avail:	Jobseekers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

1. Citizen's Charter		PESO Daraga		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approaches the Public Assistance Information Desk Officer for Inquiry	1. Assist and refer the client to the assigned focal person	None	5 minutes	Jorie Mabini PESO Staff
2. Proceeds to the assigned personnel and present the resume	2. Receives the resume, Reviews the qualification of the applicant	None	3 minutes	Melissa Odeña PESO Staff
	3. Forwards the referral letter the PESO Officer for signature and releases the referral letter.	None	2 minutes	Rosemarie Mascariñas PESO Staff
TOTAL		None	10 minutes	
End of transaction				

4. APPLICATION FOR NO OBJECTION CERTIFICATE

The No Objection Certificate for employees is written by the employer on behalf of the company. The NOC to state that the employer bears no objection to the conduct of the said activity.

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Classification:	Simple			
Types of Transaction:	G2G – Government to Government			
Who may Avail:	Jobseekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		PESO Daraga		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Approaches the Public Assistance Information Desk Officer for Inquiry	1. Assist and refer the client to the assigned focal person	None	2 minutes	Reggie Raguero PESO Staff
2. Proceeds to the assigned personnel and submit the resume	2. Receives the documents, Checks the completeness of the documents, validates	None	5 minutes	Prescious Marfil Abelardo Bahoy, Jr. PESO Staff
3. Proceeds to the PESO Officer for Approval	the documents and endorses the client to the PESO Officer.	None	3 minutes	
4. Presents the approval of the PESO Officer	3. Settlers the schedule and venue of the recruitment activity and approves the application. 4. Prepares the NOC, forward the NOC to the PESO Officer for signature and Releases the NOC.	None	2 minutes	Rey Josef R. Lawenko PESO Manager Melissa Odeña PESO Staff
TOTAL		None	12 minutes	
End of transaction				

5. APPLICATION FOR POSTING OF JOB VACANCIES

Job posting is publishing a job offer within a specific recruitment in order to close a vacancy.

Office / Division:	PESO			
Classification:	Simple			
Types of Transaction:	G2G – Government to Government			
Who may Avail:	Jobseekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Citizen's Charter		PESO Daraga		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Approaches the Public Assistance Information Desk Officer for Inquiry	1. Assist and refer the client to the assigned focal person	None	2 minutes	Johnnel Rolda PESO Staff
2. Proceeds to the assigned personnel and submit the requirements	2. Receives and check the completeness of the documents, validate the documents submitted and endorses the client to the PESO officer	None	5 minutes	Katherine Aycardo Ronald Magallano PESO Staff
		None	5 minutes	
3. Proceeds to the PESO Officer for Approval	3. Settlers the schedule and venue of the recruitment activity and approves the application	None	5 minutes	Rey Josef R. Lawenko PESO Manager
4. Presents the approval of the PESO Officer	4. Files the documents and Post the Job Vacancies			Erika Izumi Bombuhay PESO Staff
TOTAL		None	17 minutes	
End of transaction				