



PUBLIC EMPLOYMENT SERVICES OFFICE

EXTERNAL SERVICES



1. LOCAL EMPLOYMENT ASSISTANCE

A wide variety of employment created and provided by a local employer, business, charity, company, government, nonprofit organization, public sector organization, private sector organization, service provider or voluntary sector organization in a local area for a local population.

Office or Division:	Office of the Public Employment Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume or Bio data with picture				
Photocopy of Certificate of Employment (if any)		Previous employer/company		
Photocopy of National Certificate (NC) from TESTA (if any)		TESDA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check for Job Vacancies Proceed to Iriga City Hall and check the PESO Job Advertisements outside PESO office. Take note of the vacancy and the name of the company/agency.		None		<i>Applicant</i>
2. Submit Application Register and submit resume or bio data specifying the company and position applied for.	2. Logbook registration of the applicants	None	1 minute	<i>Administrative Aide I Administrative Aide (PESO Office)</i>
3. Provide & evaluate SRS Form accomplished by applicant	3. Evaluate completeness of NSRP info by the applicant	None	2 minutes	<i>Administrative Aide I (PESO Office)</i>
		None	10 minutes	



<p>4. Assess/Interview, conduct career guidance and employment orientation to applicant and job matching and issuance of job referral to qualified applicant. Non-qualified applicants were either referred to TESDA for skills assessment, further training or informed accordingly of the job matching deficiency</p>	<p>4. Interview and conduct career & employment coaching to the applicant</p>			<p>OIC-PESO Manager (PESO Office)</p>
TOTAL		None	12 Minutes	



2. OVERSEAS EMPLOYMENT ASSISTANCE

Office or Division:	Office of the Public Employment Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume or Bio data with picture		All Applicants		
Photocopy of Certificate of Employment (if any)				
Photocopy of National Certificate (NC) from TESTA (if any)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register and submit Resume/Bio data at PESO Office	1. Give the logbook to the applicant	None	2 minutes	<i>Administrative Aide I Administrative Aide (PESO Office)</i>
2. Provide NSRP Form to be accomplished by applicant	2. Give NSRP form to the applicant	None	2 minutes	<i>Administrative Aide I (PESO Office)</i>
3. Assess/interview, conduct career guidance and Pre-Employment Orientation to applicant	3. Interview, conduct career guidance and pre-employment orientation to the applicant	None	10 minutes	<i>OIC-PESO Manager (PESO Office)</i>
4. Assist applicant in online browsing for job vacancies of licensed recruitment agencies through POEA website	4. Assist applicant in online browsing for job vacancies	None	10 minutes	<i>OIC-PESO Manager (PESO Office)</i>
TOTAL		None	24 Minutes	



3. REQUEST FOR SPECIAL RECRUITMENT ACTIVITY

Local and Overseas Recruitment Agencies who wants to conduct Local Recruitment or Special Recruitment Activity (SRA) in the city must have an Authority from the City Mayor's Office through the PESO.

Office or Division:	Office of the Public Employment Services			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request addressed to CMO through PESO indicating the date or dates of SRA with enclosed job orders approved by POEA, Company Profile, valid agency license and Business Permit				
2. No Objection Certification (NOC) from the CMO through PESO		Office of the City Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
EMAILED REQUEST FOR SRA				
1. Printing/Encoding	Print the letter	None	1 minute	<i>Administrative Aide I Admin. Aide (PESO Office)</i>
2. Evaluation/Verification of attached documents/date availability	Verify document & the Availability date for SRA	None	3 minutes	<i>OIC-PESO Manager</i>
3. Preparation of Objection or No Objection Certificate (NOC)	Encode the (NOC)	None	5 minutes	<i>Administrative Aide I Administrative Aide (PESO Office)</i>
4. Electronic forwarding of Objection or No Objection Certificate (NOC)	E-mail the (NOC)	None	1 minute	<i>OIC-PESO Manager</i>
HAND CARRIED REQUEST FOR SRA				
1. Receiving/Recording of Request	1. Received the letter request for	None	1 minute	<i>Administrative Aide I (PESO Office)</i>



	SRA of the requesting agency			
	1.1 Evaluation/Verification of attached documents/date availability 1.2 Verify documents & the availability date of SRA	None	3 minutes	<i>OIC-PESO Manager</i> (PESO Office)
	1.3 Encode & E-mail the NOC to the request agency	None	1 minute	<i>Administrative Aide I</i> (PESO Office)
	1.4 Review the NOC letter & sign	None	1 minute	<i>Administrative Aide I</i> (PESO Office)
2. Return to PESO Office to claim the No Objection Certificate (NOC)	2. Issue the No Objection Certificate to the client	None	1 minute	<i>Administrative Aide I</i> (PESO Office)
TOTAL		None	24 Minutes	