PUBLIC EMPLOYMENT SERVICE OFFICE
External Services

1. SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)

This program is intended to help poor but deserving students and out of school youth from age's 15-30 ages' years old to pursue through employment during summer or Christmas vacations, while those enrolled in tertiary, vocational or technical education, maybe employed at any time of the year. The employment period shall be twenty (20) to fifty-two (52) working days.

Office or Division	**Public Employment Service Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**Students and out-of-school youth from ages 15-30 years old**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• 5 pcs of Passport size picture	• Client/Photo Studio
• Birth Certificate (2 Photocopy)	• LCR
• Certified True Copy of Report of grades (2, Photocopy)	• School
• Latest Income Tax Return (ITR) both parents, the combined annual net income of both parents must not exceed the poverty threshold; or certification issued by BIR that LIVING parents are exempted from payment of tax. (BIR Certificate of Tax Exemption); (2 Photocopy)	• Concerned Agency/BIR
• If necessary -Affidavit of Support or Guardianship -Solo parent ID (2 Photocopy) -Certification of Solo Parent from Barangay. -School Id (1 Photocopy)	• Notary Public • Client/DSWD Office • Concerned Barangay Hall
For out of school youth • Certification as OSY (1Original and 1, Photocopy)	• School • Concerned Barangay Hall/ Social Welfare and Development Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Registered in SPES ONLINE REGISTRATION and upload the necessary documents /requirements	1. Check and evaluate the correctness of documents	None	5 minutes	PESO STAFF Public Employment Service Office

2. Visit the SPES Page if included in the qualified beneficiaries	2. Post in the SPES Page the qualified students	None	30minutes	PESO STAFF Public Employment Service Office
3. Attend Orientation and Accomplished the following forms: a. Application Form b. Employment Contract c. Oath of Undertaking d. Checklist	3. Administer the signing of SPES forms and check the correctness of documents 3.1 Sign the contract for authentication	None None	15 minutes 1 minute	PESO STAFF and DOLE Representative PESO Manager Public Employment Service Office
4. Wait for the schedule of orientation for work assignment	4. Spearhead the Orientation and assignment of the SPES students	None	2 hours	PESO STAFF
5. Work for 10 days and submit the accomplishment report with pictures and Daily Time Record	5. Assess the submitted reports and Daily Time Records.	None	2mins /per report	PESO STAFF
6. Visit the SPES Page for the schedule of 60% salary from LGU	6. Process the 60% salary	None	2hours	PESO STAFF
TOTAL		**NONE**	**4 HOURS AND 43 MINUTES**	

2. ISSUANCE OF MAYOR'S CERTIFICATION

Issuance of Mayor's Certification and Skills registration serves as the primary tool of PESO in conducting skills inventory of employed residents of Dinalupihan

Office or Division	**Public Employment Service Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**All Employees/Jobseekers**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Present the original copy of Cedula • Barangay Clearance • Request Letter	• Barangay/MTO • Barangay • Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceed to Peso Office	1. Ask the requirements – Brgy. Clearance and Cedula (18 years old and above)	None	1 minute	PESO STAFF
2.Filled up NSRP Form	2. Encoding of Information to PEIS Online database	None	3 minutes	PESO STAFF
3. Proceed to Treasury Office for payment of Mayors Certification	3. Issue Mayor's Certification signed by the LCE	P100.00	2 minutes	PESO STAFF
	TOTAL			

3. FACILITATION OF EMPLOYMENT

One of the core functions of the Public Employment Service Office (PESO) is to provide employment assistance to jobseekers through counseling and referral

Office or Division	**Public Employment Service Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**All Jobseeker**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Resume (1Original) • Credential (1Photocopy) • Diploma (1 Photocopy)	• Client • School/Former Agency • School

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents/ credentials at the Public Employment Service Office	1. Present checklist of requirements and evaluate the authenticity of requirements	None	5 minutes	PESO STAFF
1. Fill up and submit NSRP Form 1	1. Provide application form (NSRP Form) and Log Book for attendance.	None	2 minutes	PESO STAFF
2. Awaiting SMS and referral	2.1 Evaluate the authenticity of requirements	None	2 minutes	PESO STAFF
	2.2 Input the data of the applicant in the database (PEIS)	None	3 minutes	PESO STAFF
	2.3 Do job matching based on skills, competence and qualifications of applicant via job available	None	5 minutes	PESO STAFF
	2.4Notify the applicant thru text to come to PESO office for exam or interview to be conducted by the hiring agency (local or overseas)	None	1 minute	Public Employment Service Office
	TOTAL:	**NONE**	**18 MINUTES**	

	2.4Notify the applicant thru text to come to PESO office for exam or interview to be conducted by the hiring agency (local or overseas)	None	1 minute	Public Employment Service Office
	TOTAL:	**NONE**	**18 MINUTES**	

4.SPECIAL RECRUTMENT ACTIVITY AND LOCAL RECRUITMENT ACTIVITY

Provide assistance to Overseas Placement Agencies, Local establishments, sub-contractor agencies, or companies in conducting special recruitment/local recruitment activity

Office or Division	**Public Employment Service Office**
Classification:	**Simple**
Type of Transaction:	**G2B - Government to Business**
Who may avail:	**All Company**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Local Recruitment Activity: -Business Permit -Company Profile -Job Vacancy (1 Photocopy) -Company Profile -Company TIN# -Letter of Intent (1 Original) Special Recruitment Activity: -Business Permit -Company Profile -Job Vacancy -Company Profile (1 Photocopy) -Letter of Intent -POEA License -Approved job Order from POEA -PERMIT from POEA to conduct recruitment (1 original)	Business Permit and Licensing Office, BIR SEC, POEA, Business Permit and Licensing Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1.Email the letter of intent and Job Vacancies/requirements at the Public Employment Service Office	1. Evaluate the authenticity of requirements	None	10 minutes	PESO STAFF
	1.1 Notify the company on the approval of the Recruitment Activity	None	3 minutes	PESO STAFF Public Employment Service Office
	1.2 Post the Job Vacancies to the Page of PESO Dinalupihan and Bayan ng Dinalupihan for encourage applicants.	None	5 minutes	PESO STAFF
	1.3 Perform job matching on employee profile database based on education, skills and working experience	None	10 minutes	PESO STAFF
	1.4 Invite potential qualified jobseeker thru text, messenger to come for exam or interview to be conducted by hiring agency (Local or Overseas	None	2 Minutes	PESO STAFF

2.Conduct Recruitment Activity	2. Assist the Employer and Applicants	None	5 hours	PESO STAFF Public Employment Service Office
TOTAL		**NONE**	**5 HOURS AND 30 MINUTES**	

5. JOB FAIR

Jobs Fair is an employment facilitation strategy aimed to fast-track the meeting of jobseekers and employers/overseas recruitment agencies in one venue at a specific date to reduce cost, time and effort particularly on the part of the applicants. This is open to all unemployed, skilled and unskilled workers, fresh college graduates, graduates of training institutions, displaced workers and employees seeking advancement. During the Jobs Fair, applicants select vacancies suited to their qualifications and employers could interview and hire on the spot qualified workers to provide assistance to Overseas Placement Agencies, Local establishments, sub-contractor agencies, or companies.

Office or Division	**Public Employment Service Office**
Classification:	**Simple**
Type of Transaction:	**G2B – Government to Business**
Who may avail:	**All Company**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Local Company -Business Permit -Company Profile -Job Vacancy (1Photocopy) -Company Profile -Company TIN# -Letter of Intent (1 Original)	Business Permit and Licensing Office, BIR Client
Overseas (1 Photocopy) -Business Permit -Company Profile -Job Vacancy -Company Profile (1Photocopy) -Company TIN# -Letter of Intent -POEA License -PERMIT from POEA to conduct recruitment (1Original)	SEC, POEA, Business Permit and Licensing Office Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email letter of intent and requirements	1 Evaluate the completeness and authencity of requirements	None	10 minutes	PESO STAFF
	1.1 Notify the company on the approval of the Recruitment Activity	None	3 minutes	PESO STAFF
	1.2 Perform job matching on employee profile database based on education, skills and working experience	None	10 minutes 2 minutes	PESO STAFF PESO STAFF

	1.3 Invite potential qualified jobseeker thru text, messenger to come for exam or interview to be conducted by hiring agency (Local or Overseas			Public Employment Service Office
2. Conduct Recruitment Activity	2. Assist the Employer and Applicants in Job Fair	None	8 hours	PESO STAFF Public Employment Service Office
TOTAL		**NONE**	**8 HOURS AND 27 MINUTES**	

6. JOB POSTING

This is a process wherein it encourages employers to submit to the PESO on a regular basis a list of job vacancies in their respective establishments in order to facilitate the exchange of labor market information services to job seekers and employers by providing employment services to job seeker, both for local and overseas employment, and recruitment assistance to employers

Office or Division	**Public Employment Service Office**
Classification:	**Simple**
Type of Transaction:	**G2B - Government to Business**
Who may avail:	**All Company**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Local Company -Business Permit -Company Profile -Job Vacancy -Company Profile -Company TIN# (1Photocopy)	Business Permit and Licensing Office, BIR
-Letter of Intent (1Original)	Client
Overseas Company	SEC, POEA, Business Permit and Licensing Office

-Business Permit -Company Profile -Job Vacancy -Company Profile -Company TIN# -Letter of Intent -POEA License -Approved job Order from POEA (1, Photocopy) -PERMIT from POEA to conduct recruitment	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email the letter of intent and requirements and their Job Vacancies	1. Acknowledge the receipt of the request. 1.1 Evaluate the completeness and correctness authenticity of the submitted requirements 1.2 Encode and lay out the vacancy details	None None None	1 minute 10 minutes 5 minutes	PESO STAFF PESO Officer PESO STAFF PESO STAFF
2. Wait for the request to be processe	2.Post the Job Vacancies on the PESO Facebook Page and Bayan ng Dinalupihan Page	None	5 minutes	PESO STAFF Public Employment Service Office
	TOTAL	**NONE**	**23 MINUTES**	

7. TULONG PANGHANAP BUHAY SA ATING DISADVANTAGE/DISPLACE WORKER

Emergency Employment Program or Tulong panghanap buhay sa ating Disadvantaged/Displaced Worker (TUPAD) is a community-based (municipality/barangay) package 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 30 days, depending on the nature of work to be performed.

Office or Division	**Public Employment Service Office**
Classification:	**Complex**
Type of Transaction:	**G2C – Government to Citizen G2G - Government to Government**
Who may avail:	**Resident of Dinalupihan**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• 2pcs 1x1 picture • One (1) Original copy of Cedula • One (1) Duly accomplished Tupad Form A	• Client/Photo Studio • Respective Barangay/Treasury Office • PESO Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Filled up TUPAD Profiling Slip / at Public Employment Service Office	1. Distribution of TUPAD Profiling Slip	None	1 minute	PESO STAFF Public Employment Service Office
2.Submit TUPAD Profiling Slip / PESO Office with xerox of valid ID	2. Evaluate, Profiling and interview of the beneficiaries 2.1 Encode and Register to GSIS 2.2 Submit the list of beneficiaries to the Department of Labor and Employment (DOLE)	None None None	10 minutes 2 minutes /person 30 minutes	PESO Head and Peso Staff PESO STAFF PESO STAFF

3.Prepare for the scheduled orientation and contract signing	3. Conduct orientation and Signing of Contract 3.1 Distribution of Uniform and tools	None None	4 hours 5 minutes/ person	Public Employment Service Office DOLE Staff /PESO Staff DOLE/PESO Staff
4.Secure work assignment and ID	4. Prepare work assignment for various TUPAD workers and Coordinate with the Barangay.	None	1 day	PESO Head Public Employment Service Office
5.Report to designated workplace and abide by the rules and regulation of LGU/ Barangays were assigned	5. Monitor activity and attendance of beneficiary	None	Minimum of 20 days – maximum of 52 days	PESO Head and Peso Staff/DOLE
6.Perform work assignment during the entire duration of the contract	6. Continue monitoring the activity of beneficiary	None	3 minutes/ person	Beneficiaries/ Barangay
7. Submit photo for the documentation to be posted on the page of Tulong Panghanap Buhay sa ating Disadvantage/Displaced Worker.	7. Post the photo documentation on the FB Page of Tupad.	None	10 minutes/ barangay	PESO STAFF
8.Submit Daily Time Record (DTR) and Accomplishment Report and their attendance.	8. Acknowledgment of submitted DTR and Accomplishment Report and attendance for Payroll	None	3 days	PESO Head and Staff

8.Wait for the announcement of check release from DOLE	8.1 Inform the Tupad members when is the Distribution of salary. 8.2 Collate and submit the DTR and Accomplishment Report to the Department of Labor and Employment	None None	1 minute/person 1 hour	PESO STAFF PESO Head, PESO staff and DOLE Staff
9.Present 1 valid ID	9. Distribution of Salary	None	3 minutes/person	DOLE
	TOTAL	**NONE**	**4 DAYS, 6 HOURS AND 5 MINUTES**	

8. CAREER GUIDANCE/LEGS LABOR EDUCATION FOR GRADUATING STUDENTS/PRE-EMPLOYMENT ORIENTATION

Career Guidance advocacy was implemented to help our students to have proper career planning and preference based on their skills and interest. While labor education, it is a program helped graduating students to become familiar with PESO and DOLE services regarding on employment facilitation, workers protection and social security coverage in order for these soon-to-be-employees will come prepared for the world of work.

Office or Division	**Public Employment Service Office**			
Classification:	**Simple**			
Type of Transaction:	**G2G - Government to Government G2B- Government to Business**			
Who may avail:	**Schools**			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request Letter (1, Original)		Requesting School/Client		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the request letter to the Mayor's Office	1. Acknowledge the receipt of the letter request	None	1minutes	PESO STAFF
	1.1 Evaluate the request and schedule.	None	5 minutes	PESO STAFF
2. Wait for the Approval of the Mayor	2. Inform the client on the status of the request	None	3 minutes	Public Employment Service Office
	2.1 Conduct of Career Guidance/PEOS SEMINAR	None	4hours	PESO Head/ Staff PESO STAFF PESO Head/ Staff
TOTAL		**NONE**	**4 HOURS AND 13 MINUTES**	

9. REFERRAL LETTER

The term referral letter is used to describe a document sent to an employer that outlines the observed skills and work experience of a candidate. Referral letters are written recommendation from the office endorsing the jobseeker for possible employment.

Office or Division	**Public Employment Service Office**
Classification:	**Simple**
Type of Transaction:	**G2C - Government to Citizen**
Who may avail:	**All Jobseeker Residents of Dinalupihan**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request slip (1 Original) Jobseeker credentials (1 Photocopy) Resume Transcript of Records Diploma Certificate of trainings	PESO Client School School Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office at the Public Employment Service Office	1. Give the Log Book to the Client	None	1 minute	PESO STAFF Public Employment Service Office
2. Fill out the Request Slip and submit to the PESO staff	2. Provide the Request Slip to fill out	None	1 minute	PESO STAFF
	2.1 Review the completeness of Information and evaluate the applicants' credentials.	None	2 minutes	PESO STAFF Public Employment Service Office
	2.2 Prepare the referral letter and print	None	4 minutes	PESO STAFF
3. Receive the referral letter	3. Release of the referral letter	None	1 minutes	PESO STAFF
	TOTAL	**NONE**	**10 MINUTES**	

10. SKILLS TRAINING

Undertake employability enhancement trainings for jobseekers, OSY and other marginalized sectors as well as those would like to change career or enhance their employability. This function is presently supervised by TESDA and conducted by other training.

Office or Division	**Public Employment Service Office**
Classification:	**Complex**
Type of Transaction:	**G2C – Government to Citizen, G2G - Government to Government**
Who may avail:	**Dinalupihan Residents**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- 2 pcs 1x1 photo - Birth Certificate (1, Photocopy) - Diploma (1, Photocopy) - Barangay Clearance (1, Original)	- Photo Studio - Local Civil Registry/client - Client - Barangay

CLIENT STEPS	GENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to the PESO Staff at the Public	1. Acknowledge and check if the requirements are complete	None	3 minutes	PESO STAFF
	1.1 Collate all interested applicants	None	Depends on the applicant's submission	PESO STAFF
	1.2 Prepare the final list of applicants that will undergo skills training	None	5 minutes	PESO STAFF
	1.3 Submit the final list of applicants that will undergo skills training to the Technical Education and Skills Development Authority (TESDA)	None	30 minutes	PESO STAFF Public Employment Service Office

2. Wait for the schedule of orientation and Skills Training	2.1 Shortlisting of participants 2.2 Inform the applicants on the qualification and schedule of orientation	None None	3 minutes 2 minutes/per applicant	PESO staff/TESDA PESO staff/TESDA
TOTAL:		**NONE**	**43 MINUTES**	