OFFICE OF THE CITY PUBLIC EMPLOYMENT SERVICE OFFICER

External Services

1. Issuance of Job Referral

Under the PESO Act of 1999, the Public Employment Service is mandated to carry out full and equal employment opportunities for all Referral is a process of directing pre-screened jobseekers to employers with vacancies matching their qualification.

Office or Division:	City Public Employment Service Office
Classification:	Simple
Type of Transaction:	Government to Client / Government to Business
Who may avail:	General Public / All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Resume (1 original copy)	To be provided by client / applicant
2. Endorsement Letter from PESO Manager (for non – resident of Meycauayan)	PESO Office of certain municipalities/cities
3. NSRP for Applicant Form	PESO Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRCESSING TIME	PERSON RESPONSIBLE
1. Submit filled – out NSRP form and Resume / Bio – Data.	1.1 Received and Review submitted Resume / Bio – Data, match qualifications with vacant position and prepare Job Referral.	None	10 minutes	Labor and Employment Officer I Public Employment Service Office Manager Public Employment Service Office
2. Received job Referral.	2.1 Release Job Referral	None	1 minute	Labor and Employment Officer I Public Employment Service Office
	TOTAL	**None**	**11 minutes**	

2. Establishment Accreditation

Accreditation to conduct Local Recruitment Activity or Special Recruitment Activity (International / Abroad)

Office or Division:	City Public Employment Service Office
Classification:	Complex
Type of Transaction	Government to Client
Who may avail:	General Public / All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent Address to City Mayor Thru: PESO Manager	To be provided by client / applicant
2. Business Permit Latest Copy (photocopy)	City Business Permit and License Office
3. DOLE Certificate of Registration (1 photocopy for Local Recruitment Activity) POEA Certificate of Registration (1 photocopy for Special Recruitment Activity)	DOLE Field Office POEA
4. Philjobnet Registration (1 photocopy)	To be provided by client / applicant
5. BIR & SEC Certificate of Registration (1 photocopy each)	BIR & SEC Office
6. List of Job Vacancies (1 original copy)	To be provided by client / applicant

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled - out (Establishment) form and Requirements	1.1 Receive and Review submitted filled – out form and Requirements	None	8 minutes	Labor and Employment Officer I Job Order and PESO Manager Public Employment Service Office
2. Local / Overseas Agency shall notify PESO – Meycauayan of its intention / Coordination to conduct LRA /SRA by means of Letter of Intent ten (10) working days prior to conduct of SRA / LRA	2.1 PESO Manager endorse and provide Certificate of No Objection the letter for Mayor's Approval	None	2 days	PESO Manager Public Employment Service Office
3. Wait for the Certificate of	PESO Manager will Release Certificate	None	5 minutes	Public Employment Service Office Manager

No Objection	of No Objection, upon approval of the City Mayor			Public Employment Service Office
4. Upon Receipt of the Certificate of no objection, the agency will provide flyers of Job Vacancy to PESO office	PESO will coordinate to CICRO for proper information dissemination thru Social Media and Facebook page of City	None	1 day	PESO Manager Labor and Employment Officer I Public Employment Service Office
5. Local / Overseas placement agencies will conduct one (1) day Recruitment Activity	PESO Manager / Labor Employment Officer I will observe the one (1) day recruitment Activity.	None	1 day	PESO Manager Labor and Employment Officer I Public Employment Service Office
6. Local / Overseas placement agencies are required to submit a terminal report immediately after the conduct of SRA/LRA to know the total number of applicants who passed the initial interview and examination for possible recruitment	Labor Employment Officer I will received the Terminal report of agency	None	2 minutes	Labor and Employment Officer I Public Employment Service Office
	TOTAL	**None**	**4 days & 15 minutes**	