



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		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Resume – 1 originally signed copy			Provided by Client / Applicant	
2. Endorsement Letter from PESO Manager (for non – resident of Meycauayan) – 2 originally signed copy			PESO Office of concerned Municipalities / Cities	
3. National Skills Registry Program (NSRP) for Applicant Form – 1 copy			Meycauayan City Public Employment Service Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled – out NSRP form and complete requirements	1.1 Review documents and match qualifications with vacant position.	None	10 minutes	Elenita D. Ty Labor and Employment Officer I John Carlo L. San Jose Data Encoder PESO
	1.2 Prepare Job Referral and forward to PESO Manager for signature	None	5 minutes	Josefina C. Geslani Ph.D. Public Employment Service Office (PESO) Manager Elenita D. Ty Labor and Employment Officer I John Carlo L. San Jose Data Encoder PESO
2. Receive job Referral.	2.1 Record and release Job Referral	None	5 minutes	Elenita D. Ty Labor and Employment Officer I John Carlo L. San Jose Data Encoder PESO
Total:		None	20 minutes	



2. Request for Establishment Accreditation

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

Office or Division:		City Public Employment Service Office		
Classification:		Simple		
Type of Transaction		Government to Client		
Who may avail:		Establishment		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. NSRP Form No.2 (For Establishment) – 1 copy			Meycauayan City Public Employment Service Office	
2. Letter of Intent address to the City Mayor thru PESO Manager – 2 originally signed			To be provided by the Client	
3. Company ID – 1 Photocopy			To be provided by the Client	
4. Lates Business Permit – 1 photocopy			City Business Permit and Licensing Office	
5. DOLE Certificate of Registration – 1 photocopy (For Local Recruitment Activity) POEA Certificate of Registration -1 photocopy (For Special Recruitment Activity)			Department of Labor and Employment Field Office Philippine Overseas Employment Administration	
6. Philjobnet Registration – 1 screenshot or photocopy			Website name & link	
7. BIR Certificate of Registration – 1 photocopy			BIR	
8. SEC Certificate of Registration – 1 photocopy			Security and Exchange Commission (SEC) Office	
9. List of Company Job Vacancies			To be provided by the client	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled out NSRP Form No. 2 and complete requirements	1.1 Review documents and verify authenticity of registration through online	None	10 minutes	Elenita D. Ty Labor and Employment Officer I John Carlo L. San Jose Data Encoder PESO
	1.2 Encode establishment data to (PEIS) Public Employment Information System and	None	15 minutes	Elenita D. Ty Labor and Employment Officer I John Carlo L. San Jose Data Encoder PESO



	process the request			
2. Receive approved request (NSRP Form No. 2)	2.1 Record and return the approved NSRP Form No. 2	None	5 minutes	Elenita D. Ty Labor and Employment Officer I John Carlo L. San Jose Data Encoder PESO
	Total	None	30 minutes	

3. Special Program for the Employment of Students and Out-of-School Youth (SPES)

Initiated by the Department of Labor and Employment, the Special Program for the Employment of Students and Out-of-School Youth (SPES) provides assistance to poor but deserving students in pursuing their education by encouraging employment during vacation.

Office or Division:	City Public Employment Service Office		
Classification:	Simple		
Type of Transaction	Government to Citizens (G2C)		
Who may avail:	Meycauayan City Residents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Bio – Data / Resume of the Student – 1 Original copy		To be provided by the Applicant	
2. SPES Pre-qualification Form – 1 copy		Meycauayan City Public Employment Service Office	
3. NSRP for Applicant Form – 1 copy		Meycauayan City Public Employment Service Office	
4. Birth Certificate of the Student – 1 photocopy and 1 Original Copy for Verification		Philippine Static Authority	
5. Latest Form 138 if High School / Senior High School Student – 1 photocopy and 1 Certified true copy		School Last Attended	
6. Latest Report of Grades if College Student – 1 photocopy and 1 Certified true copy		School Last Attended	
7. Certificate of Indigency of parents – 1 original copy and 1 Photocopy		Barangay Hall / Barangay Captain	
8. Income Tax Return of the previous year, for Wage earner parents – 2 photocopies /		Employer or BIR / Employer	



Employment Certificate – 1 Original Copy and 1 Photocopy				
9. Barangay Indigency of Low Income, for non-wage earner parents – 1 original copy and 1 Photocopy		Barangay Hall or CSWD		
10. Out-of-School-Youth Certification, for Out of School Youth individual – 1 original copy and 1 photocopy		Barangay Hall or CSWD		
11. Valid government issued ID of parents – 2 photocopies with 3 specimen signatures <ul style="list-style-type: none"> a. SSS UMID ID b. GSIS UMID ID c. Philippine Passport d. Driver's License e. PRC ID f. Postal ID g. Senior Citizen ID h. COMELEC Voter's ID / Certification i. TIN ID j. Philhealth ID k. 4Ps ID l. PWD ID 		SSS, GSIS, Post Office, DFA, LTO, PRC, OSCA, COMELEC, BIR & PhilHealth, PWD, 4P's		
12. Schedule Registration Card or Certificate Enrollment, after rendering the SPES program – 2 photocopies		School Last Attended		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out forms and complete requirements	1.1 Review documents, interview and assess for job matching	None	45 Minutes	Elenita D. Ty Labor and Employment Officer I Jhon Matthew DC. Valencia Data Encoder PESO
	1.2 Prepare and sign referral letter	None	10 Minutes	Josefina C. Geslani Ph.D. PESO Manager Elenita D. Ty Labor and Employment Officer I PESO
2. Receive the referral letter	2.1 Record and release referral letter	None	5 minutes	Elenita D. Ty Labor and Employment Officer I Jhon Matthew DC. Valencia Data Encoder PESO
Total		None	60 minutes	



4. Application for Tulong Panghanapbuhay para sa Ating Disadvantaged Workers

Under the Tulong Panghanapbuhay sa Ating Disadvantaged / Displaced Workers (TUPAD) Barangay Ko, Bahay Ko, of the Department of Labor and Employment, PESO Facilities the temporary employment for disadvantaged and displaced workers as well as the underemployed and self-employment workers.

Office or Division:		City Public Employment Service Office		
Classification:		Highly Technical		
Type of Transaction		Government to Citizens (G2C)		
Who may avail:		Meycauayan City Residents		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. TUPAD Form – 1 copy			Meycauayan City Public Employment Service Office	
2. NSRP for Applicant Form – 1 copy			Meycauayan City Public Employment Service Office	
3. Valid government issued ID of applicants – 1 photocopy with 3 specimen signatures <ul style="list-style-type: none"> a. SSS UMID ID b. GSIS UMID ID c. Philippine Passport d. Driver's License e. PRC ID f. E-card OWWA g. Postal ID h. Senior Citizen ID i. COMELEC Voter's ID / Certification j. TIN ID k. Phil health ID 			SSS, GSIS, Post Office, DFA, LTO, PRC, OWWA, OSCA, COMELEC, BIR & PhilHealth	
4. For senior applicant: Certificate fit to work			Government or Private Physician	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out forms and complete requirements	1.1 Review documents, interview / assess the applicant and inform to wait for status of application through text/call	NONE	30 minutes	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO
	1.2 Encode information to database	None	1 day	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO



	1.3 Prepare OSEC – FMS Form No, 4 form and endorse with complete documents to DOLE	NONE	3 days	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO
	1.4 Prepare and confirm schedule of interview and contract signing for the approved applicants upon receipt of documents from DOLE	None	3 days	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO
	1.5 Inform the applicant on the action of their application through call / text and schedule of interview for approved applicants	None	1 day	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO
2. Attend to the interview and contract signing	2.1 Prepare schedule of period of TUPAD Work schedule and inform the applicant through call / text	NONE	1 day	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO
	2.2 Inform the beneficiaries on the start date of work through text / call	NONE	1 day	Jhon Matthew DC. Valencia Andrielle SP. Rodriguez Data Encoder PESO
Total		None	10 Days & 30 minutes	



5. Application for Government Internship Program (GIP)

The Government Internship Program or GIP provides opportunities to young workers and demonstrate their talents and skills in the field of public service.

Office or Division:		City Public Employment Service Office		
Classification:		Simple		
Type of Transaction		Government to Citizens (G2C)		
Who may avail:		Meycauayan City Residents		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Bio – Data / Resume – 2 Copies			To be provided by the applicant	
2. GIP Application Form – 2 Copies			Meycauayan City Public Employment Service Office	
3. NSRP for Applicant Form – 1 Copy			Meycauayan City Public Employment Service Office	
4. Transcript of Record (TOR) – 2 Photocopies			School Last Attended	
5. Valid government issued ID of Applicant – 1 photocopy with 3 specimen signatures <ul style="list-style-type: none"> a. SSS UMID ID b. GSIS UMID ID c. Philippine Passport d. Driver's License e. PRC ID f. Postal ID g. COMELEC Voter's ID / Certification h. TIN ID i. Phil health ID 			SSS, GSIS, Post Office, DFA, LTO, PRC, OWWA, COMELEC, BIR & PhilHealth	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out forms and complete requirements using the GIP, NSRP Form	1.1 Review documents, interview and assess for job matching	NONE	45 Minutes	Josefina C. Geslani Ph.D. PESO Manager Jhon Matthew DC. Valencia Data Encoder PESO
	1.2 Prepared and signed referral letter	NONE	10 Minutes	
2. Receive referral Letter	2.1 Record and release referral letter	NONE	5 Minutes	Jhon Matthew DC. Valencia Data Encoder PESO
Total		None	60 minutes	



6. DOLE Integrated Livelihood Program (DILP)

This program helps to provide technical and livelihood assistance for the promotion of entrepreneurship and community capacity – building for vulnerable and marginalized workers

Office or Division:	City Public Employment Service Office			
Classification:	Complex			
Type of Transaction	Government to Citizens (G2C)			
Who may avail:	Meycauayan City Residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. DILP Form – 1 copy			Meycauayan City Public Employment Service Office	
2. Barangay Indigency – 1 Original Copy			Barangay Hall / Barangay Captain	
3. NSRP for Applicant Form – 1 Copy			Meycauayan City Public Employment Service Office	
4. Valid government issued ID of Applicant – 1 photocopy with 3 specimen signatures <ul style="list-style-type: none"> a. SSS UMID ID b. GSIS UMID ID c. Philippine Passport d. Driver's License e. PRC ID f. E-card OWWA g. Postal ID h. Senior Citizen ID i. COMELEC Voter's ID / Certification j. TIN ID k. Phil health ID 			SSS, GSIS, Post Office, DFA, LTO, PRC, OWWA, OSCA, COMELEC, BIR & PhilHealth	
5. 2 x 2 picture 2pcs			To be provided by the client	
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out forms and complete requirements using the DILP, NSRP Form, Logbook Form	1.1 Review documents, interview / assess the applicant and inform to wait for status of application through text	NONE	60 Minutes	Josefina C. Geslani Ph.D. PESO Manager Jhon Matthew DC. Valencia Data Encoder PESO
	1.2 Encode information to database	NONE	30 Minutes	Jhon Matthew DC. Valencia Data Encoder PESO



	1.3 Prepare List of Applicant qualified with complete documents and endorse to DOLE	NONE	4 Days	Jhon Matthew DC. Valencia Data Encoder PESO
2. Attend to Orientation and Awarding	2.1 Collect 1 Photocopy of Valid ID for validation	NONE	1 Day	Josefina C. Geslani Ph.D. PESO Manager Jhon Matthew DC. Valencia Data Encoder PESO
Total		None	5 days, 1 hour 30 minutes	

7. Migrant / Overseas Filipino Program

The Migrant / Overseas Filipino Program will provide assistance and services to overseas Filipino workers (OFWs) and their families from different programs of local and national government.

Office or Division:		City Public Employment Service Office		
Classification:		Simple		
Type of Transaction		Government to Citizens (G2C)		
Who may avail:		Meycauayan City Residents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Philippine Passport – 1 Photocopy		Department of Foreign Affair		
2. Migrant / Overseas Filipino Workers Forms		Meycauayan City Public Employment Service Office		
3. NSRP for Applicant Form – 1 Copy		Meycauayan City Public Employment Service Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s will register using the Migrant / Overseas Filipino Workers Form and Requirements	1. Review documents, interview / assess the applicant and inform	NONE	10 Minutes	Josefina C. Geslani Ph.D. PESO Manager Simon Peter S. Gana Data Encoder PESO
	2. Interviewed the client	NONE	30 Minutes	Simon Peter S. Gana Data Encoder PESO
Total		None	40 minutes	