



PUBLIC EMPLOYMENT SERVICE OFFICE
External Services



PUBLIC EMPLOYMENT SERVICE OFFICE

1. FACILITATE SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS

A program which aims to provide temporary employment to poor but deserving students and dependents of displaced or would be displaced worker's during summer to augment the family's income to help ensure that beneficiaries are able to pursue their education.

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Poor but deserving students , dependent of displaced workers.			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
Filled up Application Form		PESO DepEd DepEd Barangay		
Xerox of Grades				
Certificate of School Registration				
Certificate of Indigency				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client's Log Book in the PESO Office	Give the log book to the client	None	2 minutes	PESO Staff
2. Submit the required documents for verification and assessment.	2.1 Receive the required documents and check for completeness 2.2 Schedule for written examination and interview.		5 minutes	PESO Staff
3. Take written examination and be available for interview	<i>Conduct assessment of applicant</i>	None	2 hrs.	PESO Manager and PESO Staff
4. Wait for result application	Inform applicant's Application Status	None	3 minutes	PESO Manager or Peso Staff
TOTAL:			2hrs 10 mins	

2. Referral and Recommendations Letter

This is issued to Job Seekers to recommend or refer them to companies/agencies for job opportunities.

Office or Division:	Public Employment Service Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen



Who may avail:	All			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Resume/ Bio data with picture (Original Copy)		Personally made by the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit resume/ biodata	1.Receive resume/biodata	None	1 minute	PESO Staff
2.Fill out the PESO Skills Registry Form and submit it to the PESO Staff	2.Prepare the request document	None	2 minutes	PESO Staff
3. Wait to be interviewed by PESO Manager	3. Interview the applicant and advise them as to what position and company to apply for job matching	None	3 minutes	PESO Manager
4. Wait for the release of the referral or recommendation letter.	4.Prepare referral letter.		2 minutes	PESO Staff and PESO Manager
	4.1 Review and sign the document		1 minute	
	4.2 Release document		1 minute	
TOTAL:			10 mins	

3. REQUEST FOR COMPANY ACCREDITATION FOR JOB FAIR OR RECRUITMENT ACTIVITY

This is issued to business entities that would like to join the Job Fair Activities and would like to conduct recruitment activities.

Office or Division:	Public Employment Service Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Business Entities inside and outside Alaminos, Laguna
CHECKLIST OF REQUIRMENTS	
WHERE TO SECURE	
1. Business Permit 91 Photocopy)	BPLO of the City or Mun. where the business is located
2. SEC Registration (1 Photocopy)	Securities and Exchange Commission



3. Company Profile		From Company Profile		
4. Letter of Intent		From Company		
5. Job Vacancies		From Company		
For Local Recruitment Activities (LRA)		DOLE		
6. DOLE License (1 Photocopy)		DOLE Regional Ofc where the business is located		
7. Certificate of No Pending Case		DOLE Region IV A		
For Overseas Agencies:				
8. POEA License (1 Photocopy)		POEA Main Office		
9.Special Recruitment Authority		POEA Main Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Check and validate requirements	None	3 minutes	PESO Staff
2. Answer the queries of PESO Officer	2. Ask the client the nature of their business and manpower requirements.	NONE	4 minutes	PESO Manager
3. Wait for the issuance of request accreditation	3. Issue accreditation Certificate	None	2 minutes	PESO Staff and PESO Manager
	3.1 Schedule their recruitment Activity	None	1 minute	
TOTAL:			10 mins	