

13. Public Employment Service Office

13.1. SCREENING, MATCHING & ISSUANCE OF REFERRAL LETTER FOR LOCAL EMPLOYMENT

ABOUT THE SERVICE:

Public Employment Service Office 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.

CLIENT GROUPS:

Job seekers

REQUIREMENT:

Resume and other credentials

SERVICE SCHEDULE:

Monday to Friday

8:00 AM to NOON and 1:00 PM and 5:00 PM

TOTAL PROCESSING TIME:

24 minutes (queuing and job searching and matching not included)

TOTAL FEES/CCHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions of the PESO Manager	Transaction Time	Responsible Person
1. Proceed to the Public Employment Service Office. Register in the visitor's logbook. Secure and accomplish National Power Registry System (NMRS) Form	Conduct preliminary interview based on the submitted documents and Issues NMRS Form.	5 minutes	DOMINIC D. DICHOSO Admin. Asst. II (HRM Assistant)
2. Submit the fully accomplished NMRS.	Receives the accomplished NMRS form.	1 minute	
3. Do the self-searching with job vacancies and self-matching.	Gives detailed information on job vacancies and conducts matching through interview. If the chosen job vacancies match with the job seeker's	15 minutes	HENRY C. GUEMO PESO Manager

	choice, referral letter will be prepared.		
4. Receives the referral letter.	Issues the referral letter.	3 minutes	HENRY C. GUENO PESO Manager

13.2. PROVISION OF LIVELIHOOD ASSISTANCE TO INDIVIDUAL REFERRAL AND WALK-IN CLIENTS

ABOUT THE SERVICE:

A capability building program for vulnerable and marginalized workers to improve their socio-economic well-being through the provision of starter kit. Recipient is awarded with tool kit as a means to start a business and later on become an entrepreneur. Before the tool kit is given, the recipient is required to undergo training on simple bookkeeping, values formation and financial literacy.

CLIENT GROUPS:

Marginalized, vulnerable and displaced workers including repatriated Overseas Filipino Workers (OFW)

REQUIREMENT:

Certificate of Employment/Skills Training (NCII) or certificate showing that he/she performs the job for at least 2 years
One (1) 1x1 latest picture

SERVICE SCHEDULE:

Monday to Friday
8:00 AM to NOON and 1:00 PM and 5:00 PM

TOTAL PROCESSING TIME:

24 minutes (queuing and job searching and matching not included)

TOTAL FEES/CCHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions of the PESO Manager	Transaction Time	Responsible Person
1. Proceed to the Public Employment Service Office. Register in the visitor's logbook. Secure and accomplish National Power Registry System (NMRS) Form	Conduct preliminary interview based on the submitted documents and Issues NMRS Form.	5 minutes	HENRY C. GUENO PESO Manager

2. Submit the fully accomplished NMRS.	Receives the accomplished NMRS form.	1 minute	
3. Do the self-searching with job vacancies and self-matching.	<p>Gives detailed information on job vacancies and conducts matching through interview.</p> <p>If the chosen job vacancies match with the job seeker's choice, referral letter will be prepared.</p>	15 minutes	
4. Receives the referral letter.	Issues the referral letter.	3 minutes	HENRY C. GUENO PESO Manager