



OFFICE OF THE PESO MANAGER



1. Submission of Curriculum Vitae for Employment Referral

To facilitate the employment process for jobseekers and employers, applicants should submit curriculum vitae to present qualifications and experiences in order to convince the person who referred for an appropriate applicant for the position.

Office of Division:		Office of the PESO Manager		
Classification:		Simple Transaction		
Type of Transaction:		Government to Client (G2C)		
Who may avail:		Jobseeker		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Curriculum Vitae			Jobseeker	
NSRP Form 1			PESO Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	Check clearness of information	None	2 minutes	PESO Staff
2. Secure NSRP Form 1	Release NSRP form 1	None	2 minutes	PESO Staff
3. Fill in the needed information on NSRP form 1		None	5 minutes	PESO Staff
4. Submitted filled up NSRP form 1 and Curriculum Vitae	Receives Curriculum Vitae, filled up NSRP form 1 and evaluates completeness and correctness of information.	None	2 minutes	PESO Staff
TOTAL			11 minutes	



2. Submission of Curriculum Vitae seeking for Employment

This is the process in seeking employment opportunities, job matching and placement assistance. The curriculum vitae must convince the employer to take some sort of action, like extending invitation or giving consideration for the job. It ought to attract employers' interest in finding out more about the applicants.

Office of Division:		Office of the PESO Manager		
Classification:		Simple Transaction		
Type of Transaction:		Government to Client (G2C)		
Who may avail:		Jobseeker		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Curriculum Vitae			Jobseeker	
NSRP Form 1			PESO Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	Check clearness of information	None	2 minutes	PESO Staff
2. Secure NSRP Form 1	Release NSRP form 1	None	2 minutes	PESO Staff
3. Fill in the needed information on NSRP form 1		None	5 minutes	PESO Staff
4. Submitted filled up NSRP form 1 and Curriculum Vitae	Receives Curriculum Vitae, filled up NSRP form 1 and evaluates completeness and correctness of information Provide a list of employers with updated list of vacancies with qualifications	None	3 minutes 5 minutes	PESO Staff
5. Shop on available positions and list down employers where qualified and interested to apply to	Provide contact numbers, email address and contact person of selected employer by the jobseeker	None	15- 20 minutes	PESO Staff
	TOTAL		32 minutes	



3. Application for the Conduct of Local Recruitment Activity (LRA) / Special Recruitment Activity (SRA).

This is the process wherein Local/Overseas Agencies request to conduct Local and Overseas Recruitment Activities, serving various purposes to benefit both jobseekers and employers.

Office of Division:		Office of the PESO Manager		
Classification:		Simple Transaction		
Type of Transaction:		Government to Business(G2B)		
Who may avail:		Local Employers		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Letter of Intent			Employer	
List and no. of vacancies with Job Description			Employer	
List of Qualification per position			Employer	
Complete Company Profile			Employer	
SEC/ DTI Registration			SEC/DTI	
Business / Mayors Permit			Municipality where the employer is located	
BIR Registration Certificate			BIR	
NSRP Form 2			PESO Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the Logbook	Check clearness of information	None	2 minutes	PESO Staff
2.Secure NSRP Form 1	Release NSRP form 1	None	2 minutes	PESO Staff
3. Fill in the needed information on NSRP form 1		None	5 minutes	PESO Staff
4.Submit Letter of intent, filled up NSRP form 2 with required documents	Receives Letter, filled up NSRP form 2 and evaluates completeness of documents submitted Prepare No Objection Certificate (NOC) Signs the NOC by the Mayor.	None	10 minutes	PESO Staff



5.Shop on available positions and list down employers where qualified and interested to apply to	Provide contact numbers, email address and contact person of selected employer by the jobseeker	None	10- 20 minutes	PESO Staff
	TOTAL		30 minutes	

4. Request for posting of Vacancies for Local Employers

Use as Information dissemination for available job opportunities and to attract possible and qualified applicants.

Office of Division:		Office of the PESO Manager		
Classification:		Simple Transaction		
Type of Transaction:		Government to Business(G2B)		
Who may avail:		Local Employers		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Letter of Intent		Employer		
List and no. of vacancies with Job Description		Employer		
List of Qualification per position		Employer		
Complete Company Profile		Employer		
SEC/ DTI Registration		SEC/DTI		
Business / Mayors Permit		Municipality where the employer is located		
BIR Registration Certificate		BIR		
Print out copy of the companies vacancies with qualification per position, Advertisement like Tarpaulin and posters.		Employer		
NSRP Form 2		PESO Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the Logbook	Check clearness of information	None	2 minutes	PESO Staff
2.Secure NSRP Form 1	Release NSRP form 1	None	2 minutes	PESO Staff
3. Fill in the needed information on NSRP form 1		None	5 minutes	PESO Staff



4. Submit Letter of intent, filled up NSRP form 2 with required documents	Receives Letter, filled up NSRP form 2 and evaluates completeness of documents submitted Post Advertisement to Bulletin Board and Facebook page	None	5 minutes	PESO Staff
	TOTAL		24 minutes	

5. Application for the Conduct of Job Fair

Job Fair Activity is an event being organized to promote employment opportunities and to connect jobseekers and employers.

Office of Division:	Office of the PESO Manager			
Classification:	Simple Transaction			
Type of Transaction:	Government to Business(G2B)			
Who may avail:	Local Employers			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
Letter of Intent		Employer		
List and no. of Job Order Balances		Employer		
List of Job Orders Offered		Employer		
Complete Company Profile		Employer		
POEA License		POEA		
SEC/DTI Registration		SEC/DTI		
Business / Mayors Permit		Municipality where the employer is located		
BIR Registration Certificate		BIR		
NSRP form 2		PESO Office		
Special Recruitment Authority with Job Order Balances		POEA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	Check clearness of information	None	2 minutes	PESO Staff
2. Secure NSRP Form 1	Release NSRP form 1	None	2 minutes	PESO Staff
3. Fill in the needed information on NSRP form 1		None	5 minutes	PESO Staff



4. Submit Letter of intent, filled up NSRP form 2 with required documents	Receives Letter, filled up NSRP form 2 and evaluates completeness of documents submitted	None	5 minutes	PESO Staff
	Prepare Letter of Invitation		5 minutes	PESO Staff
5. Conduct Job Fair		None	1 day (8hrs)	
6. Submit summary of Job Interview result form	Receives and evaluates documents submitted	None	15 minutes	PESO Staff
	TOTAL		1 day and 32 minutes	

6. Acceptance of Application for Skills Enhancement Training TESDA or Related Agencies

Enhancement Training on Technical Skills to empower individual through education and skills development.

Office of Division:		Office of the PESO Manager		
Classification:		Simple Transaction		
Type of Transaction:		Government to Client(G2C)		
Who may avail:		Jobseeker/ Applicant		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
NSRP form 1			PESO Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	Check clearness of information	None	2 minutes	PESO Staff
2. Secure NSRP Form 1	Release NSRP form 1	None	2 minutes	PESO Staff
3. Fill in the needed information on NSRP form 1		None	5 minutes	PESO Staff



4.Submit filled up NSRP form 1	Receives filled up NSRP form 1 and check on completeness and correctness of information	None	3 minutes	PESO Staff
	Ask what training is preferred	None	5 minutes	PESO Staff
5.Sign in the logbook designated for specific trainings		None	1 day (8hrs)	
TOTAL			20 minutes	

7. Conduct of Invitation for Career Development Support Program for Grade 10/12 Students of Public High Schools, Colleges and Universities

To provide valuable support and resources to help students make informed decisions about their future careers and prepares them for the challenges and opportunities in the professional world.

Office of Division:		Office of the PESO Manager		
Classification:		Simple Transaction		
Type of Transaction:		Government to Government (G2G)		
Who may avail:		Public High Schools, Colleges and Universities		
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Letter of Invitation			Concerned School, College or University	
Program of Activities			Concerned School, College or University	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the Logbook	Check clearness of information	None	2 minutes	PESO Staff
2.Submit Letter of Invitation and Program of Activities	Receives/prepare the Letter of Invitation and Program of Activities	None	10 minutes	PESO Staff
	Evaluate the date and time indicated in the Program	None	10 minutes	PESO Staff
TOTAL			22 minutes	



8. Acceptance of Application for DONG Scholarship Program.

Profiling and validation of applicant with all the requirements for the DONG Scholarship Program.

Office of Division:		Office of the PESO Manager		
Classification:		Simple Transaction		
Type of Transaction:		Government to Client(G2C)		
Who may avail:		Applicants/Scholars		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
NSRP form 1		PESO Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the Logbook	Check clearness of information	None	2 minutes	PESO Staff
2.Secure NSRP form 1	Release NSRP Form 1	None	2 minutes	PESO Staff
3. Submit the requirements for validation and wait for the receiving copy.		None	15 minutes	PESO Staff
	TOTAL		19 minutes	