



Public Employment Services Office
External Services



1. PROVISION OF LABOR MARKET INFORMATION

Provide clients with adequate information on employment and the labor market situation

Office or Division:	Public Employment Services Office			
Classification:	Simple			
Type of transaction:	G2C – Government to Citizen			
Who may avail:	Employers, Job seekers, Researchers, Planners, Migratory workers, OSYs, students, etc			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Pertinent Documents (<i>ex: Business Permit, valid ID</i>) for employer ○ Credentials (<i>ex.: School Records Resume, CTC or ID</i>) for jobseekers ○ Valid ID for researchers, planners, migratory workers 		From the client		
		From the client		
		From the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register personal and contact information in the log book at the front desk	○ Assist the client in filling-up the log book	None	1 minute	LEO III
	○ Verify documents/ IDs presented	None	1 minute	
	○ Provide on-line access of employers and job vacancies posted and other labor market information needed	None	5 minutes	
		None		
TOTAL		None	7 minutes	



2. ISSUANCE OF REFERRAL LETTER

To provide employment assistance to job seekers through recommendation/ referral letter addressed to prospective employer/s bearing job seeker's qualification, skill and position/s they intend to apply with attached complete set of requirements.

Office or Division:	Public Employment Services Office			
Classification:	Simple			
Type of transaction:	G2C – Government to Citizen			
Who may avail:	Job seekers (Local/ Overseas)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> ○ Resume with 2x2 ID picture ○ Credentials ○ Community Tax Certificate 			From the applicant From the applicant From the Barangay Treasurer/Municipal Treasury Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register personal and contact information in the log book at the front desk	○ Assist the client in filling-up the log book	None	1 minute	LEO III
	○ Verify requirements according to the standard checklist	None	1 minute	
	○ Provide on-line/off-line access of employers and job vacancies posted	None	5 minutes	
	○ Prepare Referral Letter	None	5 minutes	
TOTAL		None	12 minutes	



3. SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES) INCLUDING THE OUT OF SCHOOL YOUTH

The Special Program for Employment of Students provides employment to deserving students and including the out-of-school youths coming from poor families during summer and/or Christmas vacations as provided for under Republic Act No. 7323 and its implementing rules, to enable them to pursue their education.

Office or Division:	Public Employment Services Office			
Classification:	Simple			
Type of transaction:	G2C – Government to Citizen			
Who may avail:	Bonafide residents of Alamada, at least 15-30 years old who are currently enrolled students with no failing grades, OSY intending to enroll for the following SY and/or dependents of displaced or would be displaced workers.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> o Certificate of Indigency o Copy of Birth Certificate or Valid ID o Latest Grade or Certificate of enrollment and OSY Certification for OSYs o 2x2 ID Picture with name and signature in white background o Credentials o Community Tax Certificate 		<ul style="list-style-type: none"> From the applicant From the applicant From the school (latest grades) and From the Barangay (OSY Certification) From the applicant 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register personal and contact information in the log book at the front desk	<ul style="list-style-type: none"> o Assist the client in filling-up the log book 	None	1 minute	LEO III
2. Register and apply online through http://spes.dole12.org.ph	<ul style="list-style-type: none"> o Verify or check personal information/ entries online 	None	10 minute	
3. Submit SPES documentary requirements to respective BESC or directly at PESO	<ul style="list-style-type: none"> o Accept, verify authenticity and completeness of documents submitted 	None	5 minutes	
4. A notification will be sent via applicants contact information on the approval of application	<ul style="list-style-type: none"> o Validate application for verification and approval of DOLE-FO Focal 	None	5 minutes	
	<ul style="list-style-type: none"> o Prepare and submit GSIS Insurance matrix 	None	1 day	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> ○ Prepare and process Contract of Employment ○ Prepare and submit 60% Payroll ○ Release of 60% Salary ○ Upload copy of received 60% Salary to process the 40% salary from DOLE ○ Prepare and process 40% Salary and release on KPTN via online SPES 	<p style="text-align: center;">None</p> <p style="text-align: center;">None</p> <p style="text-align: center;">None</p> <p style="text-align: center;">None</p> <p style="text-align: center;">None</p>	<p style="text-align: center;">1 day</p> <p style="text-align: center;">1 hour</p> <p style="text-align: center;">1 hour</p> <p style="text-align: center;">30 minutes</p> <p style="text-align: center;">1 week</p>	
	TOTAL	None	7 days & 51 minutes	



4. PROVISION OF RE-INTEGRATION ASSISTANCE SERVICES TO RETURNING OFWs

In coordination with Overseas Workers Welfare Administration (OWWA) and National Reintegration Center for OFWs, PESO shall assist in the provision of reintegration service/s needed by returning OFWs.

Office or Division:	Public Employment Services Office			
Classification:	Simple			
Type of transaction:	G2C – Government to Citizen			
Who may avail:	Returning migrant workers or OFWs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ OFW credentials (passport/ valid contracts and IDs) 		From the client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register personal and contact information in the log book at the front desk;	<ul style="list-style-type: none"> ○ Assist the client in filling-up the log book 	None	1 minute	LEO III
2. Filling-out of SRS Form;	<ul style="list-style-type: none"> ○ Assist in the filling-out of the SRS Form 	None	8 minutes	LEO III
3. Accept documentary requirements for the specific assistance/service that the OFW intends to avail	<ul style="list-style-type: none"> ○ Prepare Referral Letter to OWWA/ PEOA for specific concern of an OFW 	None	5 minutes	LEO III
	<ul style="list-style-type: none"> ○ Verify documents as to completeness and authenticity 	None	5 minutes	
	<ul style="list-style-type: none"> ○ Scan and submit documents to OWWA/ POEA via email 	None	3 minutes	
TOTAL		None	22 minutes	



5. TULONG PANGHANAP-BUHAY PARA SA MGA DISPLACED OR DISADVANTAGED WORKERS (TUPAD)

A program component of the DOLE Integrated Livelihood and Emergency Employment Program (DILEEP) as Emergency Employment Program provided to the displaced or would be displaced workers in coping with the closure or slowing down of operations or companies as a result of economic disruptions and/or occurrence of natural disasters, calamities or armed conflict that affect their economic base and to augment the meager income of the underemployed or seasonal workers.

Office or Division:	Public Employment Services Office			
Classification:	Simple			
Type of transaction:	G2C – Government to Citizen			
Who may avail:	Displaced or would be displaced workers/underemployed			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Valid ID ○ Community Tax Certificate 		From the client From the Barangay Treasurer/Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register personal and contact information in the log book at the front desk;	<ul style="list-style-type: none"> ○ Assist the client in filling-up the log book 	None	1 minute	LEO III
2. Filling-out of SRS Form;	<ul style="list-style-type: none"> ○ Assist in the filling-out of the SRS Form 	None	8 minute	LEO III
3. Profiling of displaced workers	<ul style="list-style-type: none"> ○ Verification of valid IDs presented and personal interview 	None	10 minutes	LEO III
4. Affix signature at the Contract of Service	<ul style="list-style-type: none"> ○ Assist the beneficiary in affixing signature and have them check other pertinent details 	None	5 minutes	LEO III
TOTAL		None	24 minutes	



6. EMPLOYMENT FACILITATION SERVICES

Various venues where the applicants or job seekers and employers can meet directly for local or overseas employment.

Office or Division:	Public Employment Services Office			
Classification:	Simple			
Type of transaction:	G2C – Government to Citizen			
Who may avail:	Job seekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ○ Updated Resume with photo ○ Other credentials ○ Pertinent Documents of Employer/s and its valid job order (overseas) or job vacancies (local) 		From the applicant From the applicant From the DOLE & POEA presented by the Employer/s		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Job Seekers A.1 Register personal and contact information in the log book at the front desk; A.2 Filling-out of SRS Form/Registration to PEIS;	<ul style="list-style-type: none"> ○ Assist the client in filling-up the log book ○ Assist in the filling-out of the SRS Form ○ Verification of valid ID presented and all other documents presented 	None None None	1 minute 8 minute 10 minutes	LEO III
B. Participating Employer/s B.1 Submission of Letter of Intent B.2 Attachment of Business Permit and License, valid ID, Certificate of Registration/Renewal (POEA) and Valid Job Orders B.3 Payment of required fees at the Municipal Treasurer's Office <i>(Return the documents to PESO with attached OR)</i>	<ul style="list-style-type: none"> ○ Preparation of No. Objection Certificate PESO indorse NOC to the LCE's for Approval ○ Setting of schedule for LRA/SRA/Job Fair upon approval of the agency head 	1 day: P300.00 Additional Fee of 300.00 to succeeding days None	5 minutes 5 minutes	
C. PESO C.1 Secure Job Fair Clearance at DOLE				
	TOTAL	None	29 minutes	

