

1. Screening, Matching & Issuance of Referral Letter

The PESO provides employment assistance to job seekers through referral. Career guidance and counseling are also offered to assist the applicants in going about the recruitment process in different companies.

Office or Division:	Mayor's Office- Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Jobseekers			
CHECKLIST OF REQUIREMENTS		Where to secure		
Resume with 2"x2" picture (1 copy)		Personal		
Photocopy of Transcript of Record or Diploma (1 copy)		Personal		
Photocopy of Form 138 for High School Graduate		Personal		
Training Certificate, if any		Training Provider (if any)		
Employment Certificate, if any		Previous Employer (in any)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out referral letter and National Skills Registration Program form	1.1 Release National Skills Registration Program form to be filled out by jobseekers.	None	2 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
2. Submit the National Skills Registration Program form and other documents required for validation	2.1 Receive the NSRP (National Skills Registration Program) form and encode in the PEIS (PESO Employment Information System)	None	10 Minutes	<i>Delia R. Pernites CAO II/ PESO Manager</i>
	2.2 PESO offers interview tips and guides on writing resume and applications letter		5 Minutes	
2.3 Assist the clients in choosing the position /job that will match their educational qualification and skills				
3. Receives the Referral Letter	3. Issuance of Referral letter	None	2 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
		Total Payment: None	Total Processing Time: 19 minutes	

2. Special Program for Employment of Students (SPES)

To develop the intellectual capacities of children of poor families and harness their potentials for the country's well-being; specifically, the Program aims to help poor but deserving students, OSY, and dependents of displaced workers to pursue their education by providing income or augment their income through encouraging their employment.

Office or Division:	Mayor's Office- Public Employment Service Office (PESO)			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Students, Out-of-School Youth (OSY) and Dependents of Displaced or would be Displaced Workers and Private Establishment			
CHECKLIST OF REQUIREMENTS		Where to secure		
Filled out SPES application form (spes.dole11.net) (3 copies)		Personal		
Birth certificate/ NSO/PSA (1 copy Photocopy)		Personal		
School Report Card (Average passing grade of the last enrollment or a copy of the original class card/Form 138) (1copy)		School last attended		
Additional requirement for OSY, Certificate of Out-of-School-Youth issued by the authorized barangay official where the OSY resides		Barangay		
Barangay Clearance (1 original copy)		Barangay		
BIR Certification (1 original copy) <i>Requirements for BIR Certification:</i> Certificate of No Land Holding – Parents Certificate of No Business Permit – Parents Barangay Certificate of Low Income – Parents		BIR (Bureau of Internal Revenue) Municipal Assessor's Office Business Permit and Licensing Office Barangay		
For any of the parent/guardian employed: <i>Certified Photocopy of BIR Certification/ ITR with not exceeding the required income of NEDA</i>		Employer and Bureau of Internal Revenue		
2 x 2 ID picture (2 pieces)		Personal		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Screening of applicants 1. Fills out NSRP Form	1. Requires SPES Applicant to fill out the NSRP (National Skills Registration Program) form	None	2 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
2. Submits the NSRP form for validation	2.1 Pre-oriens the SPES applicant about the program, its purpose and the supporting documents required to avail the program 2.2 Sets schedule of	None	10 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>

	PESLA, EXAM and Interview			
3. Receives Notification on the Sched. Of Examination	3. Inform SPES applicant of the Schedule of SPES, Exam and Interview	None	5 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
4. Attends PESLA, EXAM and Interview	4. Facilitates the conduct of PESLA, EXAM and Interview		2 Days	<i>Delia R. Pernites CAO II/PESO Manage & DOLE Personnel</i>
5. Receives Notification of Examination Result	5. Informs Qualified SPES applicant 5.1 Sets schedule of SPES Orientation and Contract Signing	None	20 Days	<i>Delia R. Pernites CAO II/PESO Manage</i>
6. Attends SPES Orientation and Contract Signing	6. Facilitates the conduct of SPES orientation and contract signing	None	4 Hours	<i>Delia R. Pernites CAO II/PESO Manager</i>
7. Reports to Office of Assignment	7. Facilitate the conduct of work of assignment	None	30 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
B. POST-EMPLOYMENT				
1. Submits Daily Time Record	1.1 Monitoring of Attendance, performance & behavior 1.2 Facilitates the preparation of Payroll for the 60% salary share from LGU	None	5 Days	<i>Delia R. Pernites CAO II/PESO Manager & MACCO Personnel</i>
2. Release of salary	2. MTO facilitates the release of SPES salary	None	5 Minutes	<i>Rosalie T. Juanillo Administrative Officer III</i>
3. Signs Termination Report	3. Facilitates the conduct of Signing of Termination report	None	1 Minute	<i>Delia R. Pernites CAO II/PESO Manager</i>
4. Participates in Culmination Program	4. Facilitates the conduct of Culmination Program	None	5 Hours	<i>Delia R. Pernites CAO II/PESO Manager</i>
		Total payment fee: None	Total processing time: 27 days, 9 hours & 53 minutes	

3. Emergency Employment Program or Tulong Panghanap-Buhay sa ating Displaced/Disadvantaged Workers (Tupad)

TUPAD or Tulong Panghanapbuhay sa ating Disadvantaged/Displaced Workers is a community-based package of assistance that provides emergency employment for displaced workers, underemployed and seasonal workers, for a minimum period of 10 days, but not to exceed a maximum of 30 days, depending on the nature of work to be performed.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Displaced Workers, Target Beneficiaries			
CHECKLIST OF REQUIREMENTS		Where to secure		
1x1 or 2x2 latest photo		Personal		
Any Gov't issued ID (1 photocopy)		Personal		
Personal/ Group Accident Insurance (can be acquired at any remittance centers) (1 photocopy)		Palawan, Mihuiller, Cebuana Lhuiller, RD Pawnshop		
1 Fill out NSRP form (National Skills Registration Program)		PESO Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out National Skills Registration Program (NSRP) Form	1. Requires applicant to fill out the NSRP (National Skills Registration Program) form and the Individual Profile Form	None	2 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
2. Submit the NSRP form, Individual form and other required documents for validation	2.1 Receives the NSRP form, Individual form and other required documents for validation	None	30 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
	2.2 Schedule TUPAD Orientation and Contract Signing	None	3 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
3. Receives Notification of TUPAD Orientation	3. Informs applicant of the schedule of	None	2 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>

	TUPAD Orientation and Contract Signing			
4. Attends TUPAD Orientation	4. Facilitates the conduct of TUPAD Orientation and Contract Signing	None	3 Hours	<i>Delia R. Pernites CAO II/PESO Manager & DOLE Personnel</i>
5. Reports to area of assignments	5.1 Facilitates area of work assignment 5.2 Monitoring of attendance, performance & behavior	None	10 Days	Delia R. Pernites PEO Manager
6. Submits DTR and accomplishment report	6.1 Prepares DTR and accomplishment reports and other documents for submission to DOLE field office 6.2 Submits documents to DOLE (Department of Labor and Employment) office 6.3 DOLE schedules the date of release for the TUPAD salary	None	2 Days	<i>Delia R. Pernites CAO II/PESO Manager</i> DOLE Personnel
7. Receives Notification and Reference Number for payment of salary	Facilitate the releasing of reference number	None	2 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
		Total payment fee: None	Total processing time: 12 days 3 hours and 39 minutes	

4. Issuance of No Objection Certificate for Special Recruitment Activity (SRA)

One of the major roles of PESO is to guide & assist Employers concerning their recruitment activities and this is being done through the conduct of Job Fair & provincial/Special Recruitment Activity (PRA/SRA). Issuance of No Objection Certificate is pre-requisite prior to conduct of the said activities.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Agencies			
CHECKLIST OF REQUIREMENTS		Where to secure		
Original copies of Letter of Intent (2 copies)		Agency		
Photocopy of Business Permit (1 copy)		Agency		
Photocopy Authority to Operate Branch (1 copy)		POEA (Philippine Overseas Employment Administration)		
Updated/latest Job Order (1 copy)		POEA (Philippine Overseas Employment Administration)		
Photocopy of Certificate of Renewal of POEA Permit (1 copy)		POEA (Philippine Overseas Employment Administration)		
Original Copy of Affidavit of Undertaking (1 copy)		POEA (Philippine Overseas Employment Administration)		
Photocopy of PHILJOBNET Certificate (For Skilled) (1 copy)		DOLE (Department of labor and Employment)		
Original copy of Deployment Report (1 copy)		Agency		
Original copy of SRA Authority		POEA (Philippine Overseas Employment Administration)		
Photocopy of Special Permit/Special Permit (1 copy)		BPLS (Business Permits and Licensing Section)		
Photocopy of Valid Id (Agency Representatives) (1 copy)		Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Letter of Intent indicating preferred dates of schedule to conduct Special Recruitment Activity (SRA) & submit required documents	1.1 Receives Letter of Intent & documents. 1.2 Evaluates documents submitted by agency 1.3 Checks availability of schedule of SRA Activity	None	10 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
2. Receives No Objection Certificate (NOC)	2. Issue NoObjection Certificate (NOC) to agency representative (for	None	15 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>

	those with complete documents) and advise them to pay SRA Fee at MTO			
3. Pay SRA Fee	3. Received payment and Issue official receipt	P500.00 – SRA Permit P 60.00 – Tarpaulin Special Permit	5 Minutes	<i>Richie Joy B. Balabat Revenue Collection Clerk I Rose N. Dianco Revenue Collection Clerk I Cherry Duque Revenue Collection Clerk I</i>
4. Present Official Receipt to BPLO and Receives SRA Permit	4. Prepares and Issue SRA Permit	None	5 Minutes	<i>Maria Jesusa Mendoza License Inspector I</i>
5. Conducts Special Recruitment Activity (SRA)	5.1 Provide area for SRA 5.2 Provide NSRP form to agency	None	1 Minute	<i>Delia R. Pernites CAO II/PESO Manager</i>
6. Submits Terminal Report and NSRP Form	6. Get terminal Report from Agency 6.1 Collect filled out NSRP Form	None	2 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
		Total payment fee: P 560.00	Total processing time: 38 minutes	

5. Registration of Workers Association

Under PD 442 of the Labor Code of the Philippines, as amended, the DOLE is mandated to process the application for registration of workers' association organized for the mutual aid and protection of its member or for other legitimate purposes except collective bargaining in order for them to acquire legal personality.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Associations			
CHECKLIST OF REQUIREMENTS		Where to secure		
Application Form		PESO		
Name of the association officers and their addresses (1 original and 6 photocopies)		Association		
Minutes of Organizational Meeting (1 original and 6 photocopies)		Association		
List of members (1 original and 6 photocopies)		Association		
Financial Report if in existence for at least one (1) year (1 original and 6 photocopies)		Association		
If less than 1 year, and has not collected any amount, a certification to this effect		Association		
Minutes of Organizational Meeting (1 original and 6 photocopies)		Association		
Constitution and by-laws accompanied by the names and signature of ratifying members (1 original and 6 photocopies)		Association		
Minutes of adoption or ratification of the constitution and by-laws, date/s when ratification was made and list of ratifying members (1 original and 6 photocopies)		Association		
Minutes of adoption or ratification (1 original and 6 photocopies) NOTE: Not required if it's done simultaneously with the organizational meeting and the same is reflected in the minutes of the organizational meeting including the date/s when ratification was made and list of ratifying members.		Association		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to PESO and signs in the logbook	1.1 Hands in logbook and Issue Guideline/Checklist for registration to DOLE 1.2 Schedules date for consultation with organization officers & members	None	5 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>

2. Receives Consultation Services	2.1 Schedule date for consultation 2.2 Conducts Consultation with members of association	None	30 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
3. Submits documents for registration	2.1 Receive, evaluate documents for registration 2.2 Submits documents and pay registration fee at DOLE 2.3 Follow up Certificate of Registration at DOLE	None P70.00	20 Days	<i>Delia R. Pernites CAO II/PESO Manager DOLE Collector</i>
4. Receives Certificate	3. Releases Certificate of Registration to Organization	None	3 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
		Total payment fee: P 70.00	Total processing time: 20 days & 38 minutes	

6. OFW Help Desk

The communities of OFWs will be economically and socially developed through investment of migrant earning in productive and viable economic activities that would stimulate the local economy and provide jobs and alternative sources of income for OFWs, their families and the entire community.

This help desks are established at the local level to attend the problems and concerns of the OFWs and their families and to provide information on all aspect of overseas employment.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Complex			
Type of Transaction:	Government to Citizen, Government to Government, Government to Business			
Who may avail:	OFW, OFW Family			
CHECKLIST OF REQUIREMENTS		Where to secure		
Government Issued ID (1 photocopy)		Personal		
OFW Travel documents (if any) (1 photocopy)		OFW or agency (if any)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signs logbook and fills out assistance form	1.1 Issue request assistance form to applicants to be filled out 1.2 Conduct interview 1.3 Receives documents 1.4 Give initial report to OWWA (Overseas Workers Welfare Administration) , POEA (Philippines Overseas Employment Administration)	None	2 Hours	<i>Delia R. Pernites CAO II/PESO Manager OWWA AND POEA</i>
2. Submit required documents	2.1 Receive submitted documents 2.2 Evaluate documents 2.3 Scan and email the documents to OWWA (Overseas Workers Welfare Administration) 2.4 Advice client to follow-up the case after 3 days	None	3 Days	<i>Delia R. Pernites CAO II/PESO Manager</i>

3. Receives updates	3.1 Informs the client about the case base on the updates provided by OWWA and other related agencies	None	1 Hour	<i>Delia R. Pernites CAO II/PESO Manager</i>
		Total payment fee: None	Total processing time: 3 days & 3 hours	

7. Micro Loan for Livelihood Program

This program undertaken jointly by the Department of Labor and Employment Region XI and the Local Government Unit of Kapalong strengthened by both parties in the memorandum of Agreement, designed to help the Informal Sector Workers access to financial assistance and capability trainings to augment their existing business capitalization and harness entrepreneurial capabilities. It is aimed at reducing poverty and creating employment opportunities for the Informal Sector Workers for the attainment of economic empowerment for both male and female and the Lesbian, Gay by sexual Transgender (LGBT) for economic and entrepreneurial development.

Office or Division:	Mayor's Office- PESO			
Classification:	Complex			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Informal Sector Workers			
CHECKLIST OF REQUIREMENTS		Where to secure		
Barangay Clearance with Dry Seal (1 original copy)		Respective Barangay		
Latest Cedula (3 photocopies)		Respective Barangay or MTO		
Philhealth ID/MDR (3 pcs photocopy)		Applicant		
Certificate of Low-Income Statement (1 original copy)		MSWD Office		
1x 1 ID picture (1 pc.)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Signs logbook and fill out application form	1.1 Provide application form to applicant 1.2 Interview and orientation for new and renewal applicants	None	3 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
2. Submits filled out application form together with requirements	2.1 Receives application form and evaluate documents submitted by applicants 2.2 Assessment with TWG and LCE approval 2.3 Preparation of OBR and voucher for processing of Check	None	3 Days	<i>Delia R. Pernites CAO II/PESO Manager</i>
3. Claim Loan Proceeds	4.1 Releases checks	None	3 Minutes	<i>Delia R. Pernites CAO II/PESO Manager</i>
		Total payment: None	Total processing Time: 3 days & 6 minutes	