



# **Public Employment and Service Office**



## Special Recruitment Activity (SRA)

This activity ensures the prompt, timely and efficient delivery of employment services facilitated by the local government and other partner agencies like DOLE, TESDA, POAE and OWWA that helps eradicate job mismatch and provide hiring process convenience to both employer and job applicants.

<b>Office or Division:</b>	PESO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	All citizens of this city aging 18 to 65 Years old			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. 1 pc. Photocopy Birth Certificate (PSA copy)			Philippine Statistics Authority (PSA)	
2. 2 pcs. 2x2 I.D. picture				
3. Application letter/Resume/ Curriculum Vitae			To be prepared by applicant	
4. Photocopy of Vaccination Card and represent original copy			City Health Office/LGU I.T. Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <b>Job applicant:</b> Visits the Peso San Carlos City Facebook for information's	Gives applicants information on how to avail PESO Employment Program	None	3 minutes	Admin Aide III
2. Submits application letter/resume or curriculum vitae to PESO	Job matching	None	3 minutes	Admin Aide III
3. Undergoes interview by the agency representative	Facilitates virtual interview by the agency representative with the job applicants. Collects terminal report for hired applicants from agencies.	None	10 minutes	Admin Aide III
	<b>Total</b>		<b>16 minutes</b>	
<b>End of transaction</b>				



## Student's Educational Assistance Thru Short- Term Employment (SEASE)

City's grant short- term employment to qualified beneficiaries for a duration of 20 days maximum and 10 days minimum. The program's target beneficiaries are the secondary students, college and vocational students, tertiary and the out of school youths (OSY).

<b>Office or Division:</b>	PESO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	All citizens of this city aging 18 to 35 Years old			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 1 pc. Photocopy Birth Certificate (PSA copy)		Philippine Statistics Authority (PSA)		
2. 2 pcs. 2x2 I.D. picture				
3. Accident Insurance Policy (Photocopy)		To be prepared by applicant		
4. Barangay Recommendation		Barangay hall to where the applicant is registered		
5. Barangay Residency		Barangay hall to where the applicant is registered		
6. 1 Photocopy of Valid I.D. (Back-to-back)				
7 Enrollment form/ School Certification (Card)/Form 134		School		
8. Residence Certificate (CEDULA)		Barangay hall to where registered/CTO		
9. Photocopy of Vaccination Card and represent original copy		City Health Office/LGU I.T. Office		
10. SEASE Form		PESO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <b>Job Applicant:</b> Visits the PESO San Carlos City Facebook page for information.	Give applicants information on how to avail PESO Employment Program	None	2 minutes	Admin Aide III
<b>2.Orientation</b>	Orients and assigns work schedule and office designation (by batch)	None	30 minutes per batch	Admin Aide III
3. <b>Payroll processing:</b> <b>Submits a.)</b> DTR (with Resident Certificate number reflected at the back), <b>b.)</b> Accident insurance policy (photocopy), and	Prepares payroll for applicants' salaries	None	10 minutes	Admin Aide III



c.) Accomplishment report the day after end of work schedule				
	<b>Total</b>		<b>42 minutes</b>	
<b>End of transaction</b>				



## Special Program of the Employment of Students (SPES)

A program in partnership with DOLE that aims to provide temporary employment to poor but deserving students, out of school youths, and dependent of displaced workers during summer and/or Christmas vacation time of the year to augment the family's income and to help ensure that beneficiaries are able to pursue their education.

<b>Office or Division:</b>	PESO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	Students or Out of School Youths of this city aging 15 to 35 years old			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Photocopy of Birth Certificate (PSA/LCR)/Proof of date of birth		Philippine Statistics Authority (PSA)		
2. 4 pcs. 2x2 I.D picture				
3. Accident Insurance Policy (Photocopy)		To be prepared by applicant		
4. Certificate of Residency/ Barangay Certification		Barangay Hall to where the applicant is registered		
5. Residence Indigency		Barangay Hall to where the applicant is registered		
6. Residence Certificate (CEDULA)		Barangay Hall to where registered/CTO		
7. 2 copies Application Form (SPES Form 2)		PESO		
8. Employment Contract (SPES Form 4)		PESO		
9. Oath of Undertaking (SPES Form 2-A)		PESO		
10. 1 Photocopy of Valid I.D./ School I.D (Back-to-back)				
11. Report Card/Form 137/138/Proof of Passing Grade		School		
12. SPES Form/ Annex A		PESO		
13. Income Tax return of parents		BIR		
14. BIR Tax Exemption Certificate 16		BIR		
15. Certificate of Low Income		BIR		
16. Photocopy of Vaccination Card and present original copy		City Health Office/ LGU I.T Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. Job Applicant:</b> Visits PESO San Carlos City Facebook page for information	Gives applicants information on how to avail PESO employment program	None	2 minutes	Admin Aide III



2. Orientation Proper	Orients and assigns work schedule and office designation (by batch)	None	30 minutes per batch	Admin Aide III
<b>3. Payroll processing:</b> Submits <b>a.)</b> DTR (with Resident Certificate number reflected at the back) and <b>b.)</b> Accident insurance policy (photocopy) <b>c.)</b> Accomplishment report the day after end of work schedule	Prepares payroll for applicants' salaries	None	10 minutes	Admin Aide III
	<b>Total</b>	<b>None</b>	<b>42 minutes</b>	
<b>End of transaction</b>				





## Displaced Worker (LOCAL)

It is a temporary and short employment program extended to workers whose service to business establishment is cut off unexpectedly.

<b>Office or Division:</b>	PESO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	All citizens of this city aging 18 to 65 Years old			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Any Government issued I.D.		SSS/LTO/Post Office/BIR, and others		
2. Barangay Recommendation		Barangay Hall to where the applicant is registered		
3. Certificate of previous employment		Last employer		
4. Filled-out MOA/Contract of Service Form with 2x2 I.D.		PESO		
5. Photocopy of Vaccination Card and present original copy		City Health Office/ LGU I.T. Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. Applicant:</b> Visits PESO to ask for work schedule	Interviews applicants and provide list of requirements	None	4 minutes	Admin Aide III
<b>2. Submits requirements</b>	Gives work schedule and office assignment	None	2 minutes	Admin Aide III
<b>3. Payroll processing:</b> Submits <b>a.)</b> DTR (with Resident Certificate number reflected at the back) and <b>b.)</b> Accomplishment report the day after end of work schedule	Prepares payroll for applicants' salaries	None	10 minutes	Admin Aide III
	<b>Total</b>	<b>None</b>	<b>16 minutes</b>	
<b>End of transaction</b>				



## Skills Training Program

<b>Office or Division:</b>	PESO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	All citizens of this city aging 18 to 60 Years old			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 1 pc. Photocopy Birth Certificate (PSA/ NSO copy)		Philippine Statistics Authority (PSA)		
2. 1 pc. 2x2 I.D. picture-white background				
3. Barangay Recommendation		Barangay Hall to where the applicant is registered		
4. Filled-out MOA/Contract of Service Form with 2x2 I.D.		School		
5. Photocopy of Vaccination Card and present original copy		City Health Office/ LGU I.T. Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <b>Applicant:</b> Visits PESO for information	Gives applicants information on how to avail PESO Training Programs	None	2 minutes	Labor and Employment Assistant
2. Submits accomplished <b>TESDA Application</b> and <b>PESO Employment Information System (PEIS)</b> Forms	Checks submitted accomplished forms and encodes data to PEIS	None	2 minutes	Labor and Employment Assistant
3. Attends <b>Training Induction Program/ Orientation</b> at PESO Training Center	Facilitates TIP/applicants orientation with the invited speakers from TESDA and Training Provider	None	20 minutes	Labor and Employment Assistant
	<b>Total</b>		<b>24 minutes</b>	
<b>End of transaction</b>				





## Livelihood Program

It is a program by the local government in partnership with dole for a purpose to provide the city's unemployed, displaced workers, returning/distressed OFW's with livelihood grants to make them self-supporting while waiting for an opportunity to get employed.

<b>Office or Division:</b>	PESO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	Organized and registered associations of the locality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Association's duly certified list of Membership		Association		
2. Association's Project Proposal		Association		
3. Association's Mayor's Permit		BPLO- City Mayor's Office		
4. Association's SEC Registration		SEC		
5. Photocopy of Vaccination Card and present original copy		City Health Office/LGU I.T. Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. Applicant:</b> Visits PESO Training Center Office for information	Gives applicants information on how to avail PESO Livelihood Programs	None	3 minutes	Labor and Employment Assistant
2. Submits accomplished PESO Employment Information System (PEIS) Form and other required documents to avail Livelihood Program Grant	Checks submitted accomplished forms and refers applicants and assists DOLE/OWWA with facilitation of Livelihood Program	None	15 minutes	Labor and Employment Assistant
3. Attends <b>Training Induction Program/ Orientation</b> at PESO Training Center	Assists DOLE/OWWA in the distribution of Livelihood Program Grant	None	10 minutes	Labor and Employment Assistant
	<b>Total</b>	NONE	<b>28 minutes</b>	
<b>End of transaction</b>				



## Career Guidance and Employment Coaching

This program is presented to all High Schools in the city to send awareness and give guidance to all graduating students that helps them decide on what career path, what vocational/skills trainings to take after graduating from senior high school.

<b>Office or Division:</b>	Public employment Service Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	All graduating students from all High Schools in the City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Send Communication letter Requesting for Career orientation		To be prepared by PESO/School		
2. Attendance Sheet of the participating students		To be prepared by PESO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.The School request for Career Guidance orientation from PESO	Arrange Orientation schedule	None	20 minutes	Admin Aide III
2.Gather the Grade 12 Senior high schools for the orientation	Present Career Guidance and employment coaching topics to Graduating students	None	3 Hours	Admin Aide III PESO Manager
	<b>TOTAL:</b>	<b>None</b>	<b>3 hours and 20 minutes</b>	
<b>End of transaction</b>				



## Use of PHILJOBNET System for Employers and Applicants

This program enables business establishments to post their job vacancies to the system and acquire employees with skills that suit job description of the posted vacancies. The system is of great help to jobseekers of the available jobs that fit with their skills and professions. The system helps shorten the employment process and reduce the risk of job mismatch.

<b>Office or Division:</b>	Public employment Service Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	All 18 to 65 years old Jobseekers and business establishments this city			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Sign up to the system (PhiljobNet)		On line		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. a. Job Applicants and employers sign- up to PhilJobNet. B. Employers sign- up and apply accreditation to PhilJobNet	a. assist applicant in signing up to the system. B. Assist employers in signing up and application for accreditation from the system.	None	a. 2 minutes b.30 minutes	Admin Aide III
2. a. Job Applicants sign in to the system to search for job vacancies. B. Employers post job vacancies	Job match and assist jobseekers to find the right job that fit their skills.	None	a. 5 minutes b. 5 minutes	
<b>TOTAL:</b>		<b>None</b>	<b>42 minutes</b>	
<b>End of transaction</b>				



## Single Entry Approach (SEnA)

An administrative approach for a speedy, impartial, inexpensive and accessible settlement procedure of all labor and employment issues through a 30-day mandatory conciliation-mediation.

<b>Office or Division:</b>	PESO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	All Citizens this city aging 18 to 65 years sold			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Filled- out SEnA Form			PESO	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1 Fill- up SEnA form	Assist client to fill up the form and interview the client to get enough information to solve the client's problem	None	10 minutes	Senior Manpower Development Officer
2. Client submit the accomplished form	a. Request the Client to come for an interview. B. Call up the employer /company to inform the clients problem	None	10 minutes	Senior Manpower Development Officer
3. Client and employer meet at PESO office for initial discussion and settlement	Read the accomplished form filled out by the client and ask the employer to explain the situation	None	2 hours	Senior Manpower Development Officer
4. Both parties appear to PESO for final settlement	Mediate and facilitate final settlement process	None	2 hours	Senior Manpower Development Officer
5. If settled, prepare a quit claim release for final settlement	Prepare quit claim release		20 minutes	Senior Manpower Development Officer
6. If not settled, elevate to DOLE	Assist client to elevate complain to DOLE		20 minutes	Senior Manpower Development Officer
<b>TOTAL:</b>		<b>None</b>	<b>3-5 working days and 9 minutes</b>	
<b>End of transaction</b>				



## Returning & Distressed OFW

It Is a Temporary & Short-Term Employment Program by The Local Government Extended To Our Returning/Distressed OFWs.

<b>Office or Division:</b>	PESO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	All returning and distressed OFW's			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Barangay recommendation			Barangay to where the applicant is registered	
2. Photocopy of passport			applicant	
3. Photocopy of passport stamped with latest departure				
4. Photocopy of passport stamped with latest arrival				
5. Filled- out MOA Form/Contract of Service			PESO	
6. Photocopy of vaccination card and present original			City Health/ LGU I.T Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Applicant: Visit PESO to file complain	Interview OFW family	None	4 minutes	Admin Assist II
2. Fill up Case intake form	Assist the family to fill up the case intake form and make sure completely filled up	None	2 minutes	Admin Assist II
3. Make Salaysay	Assist OFW family to make a statement what happen to OFW abroad	None	1 minute	Admin Assist II
4. Forward to Agency/OWWA/DMW	Coordinate & report the status of OFW to Agency/OWWA/DMW	None	2 minutes	Admin Assist II
5. Follow up case to OWWA or DMW	Contact Agency/OWWA/DMW to follow the case	None	3-5 working days	Admin Assist II
	<b>TOTAL:</b>	<b>None</b>	<b>3-5 working days and 9 minutes</b>	
<b>End of transaction</b>				





## Persons with Disabilities" (PWDs)

It is a program by the local government that enhances the provision of employment assistance of one (1) to two (2) weeks work schedule to our PWD clients.

<b>Office or Division:</b>	PESO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may Avail:</b>	All citizens of this city aging 18 to 65 Years old			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. PWD I.D.			PDAO	
2. Filled- out MOA/Contract of Service Form WITH 2x2 I.D.			PESO	
3. Photocopy of Vaccination Card and present original copy			City Health's Office/ LGU I.T. Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1 Applicant: Visit PESO to ask for work schedule	Interviews applicant	None	4 minutes	Admin aide III
2. Submits requirement	Gives work schedule	None	2 minutes	Admin aide III
3. Payroll processing: Submits a.) DTR (with Residence Certificate number reflected at the back) and b.) Accomplished report the day after end of work schedule	Prepare payroll for applicants' salaries	None	10 minutes	Admin aide III
<b>TOTAL:</b>		<b>None</b>	<b>16 minutes</b>	
<b>End of transaction</b>				