



## **Public Employment and Services Office**



## 1. Public Employment Services

Public employment facilitation services such as job search assistance is one of the services implemented by PESO in partnership with the Department of Labor and Employment (DOLE). The PESO locates where the jobs are, receive and screen applicants, and refer the qualified to employers coaching activities as part of the core functions.

<b>Office or Division:</b>	Public Employment and Services Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Jobseekers, Students, Out of School Youth, Returning OFW, Displaced OFW and PWDs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Form, Application Letter, School Credentials if any (2 copies)			PESO office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to PESO Logbook	1. Conducts initial interview of client	None	2Minutes	Jovelyn B. Bacho Administrative Officer II
	1.1 Reviews client's document for job matching	None	5Minutes	Jovelyn B. Bacho Administrative Officer II
	1.2 Provide list/ information on Job Vacancies both local and	None	3Minutes	Jovelyn B. Bacho Administrative Officer II
	1.3 Advises/ refer applicants to employment agencies with job vacancies	None	3Minutes	Jovelyn B. Bacho Administrative Officer II
<b>TOTAL:</b>		<b>None</b>	<b>13Minutes</b>	



## 2.Labor Market Information Services

Labor Market Information provides timely relevant and accurate signals on the current labor market such as in-demand jobs and skills shortages by developing client-specific LMI, Education and Communication materials.

<b>Office or Division:</b>	Public Employment and Services Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Jobseekers, Students, Out of School Youth, Returning OFW, Displaced OFW, PWDs, Employers Group			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Form/ Letter, Accomplished National Skills Registry Program Registration Form1 and credentials if any.(2 copies)			PESO office/ or DOLE office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to PESO Logbook 1.1	1.Conducts initial interview of client	None	2Minutes	Jovelyn B. Bacho Administrative Officer II
	Reviews client's National Skills Registry Program (NSRP)	None	10 Minutes	Jovelyn B. Bacho Administrative Officer II
2. Verify data entered in the database	2.Registers client's data to PESO Employment Information System	None	20Minutes	Jovelyn B. Bacho Administrative Officer II
	2.1Assess client qualifications for possible job matching and to avail PESO/partner agencies with employment services	None	5Minutes	Jovelyn B. Bacho Administrative Officer II
	2.2Endorses client to partner agencies/empl oyment agencies with job vacancies	None	3 Minutes	Jovelyn B. Bacho Administrative Officer II
<b>TOTAL:</b>		<b>None</b>	<b>38Minutes</b>	



### 3.Issuance of Certificate of No Objection for (Overseas/ Local) Recruitment Agency's to Conduct Special Recruitment Agency/ Jobfair in the Province of Lanao Del Norte

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

<b>Office or Division:</b>	Public Employment and Services Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2B- Government to Business Entity			
<b>Who may avail:</b>	Recruitment Agency, Vocational School, Tertiary Schools			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Intent/ request to conduct SRA, Agency's Licensed from POEA, Business Permit, List of Job Orders, SEC Registration(2 copies)		POEA/ DOLE		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Request to conduct SRA/ job fair thru phone/office visit or email	1.Accommodates visitor/ phone caller/ acknowledge email re: request for SRA Prepare requirement slip and inform the company/agency about the requirements	None	5Minutes	Jovelyn B. Bacho Administrative Officer II
2. Submits letter of request and company profile	2.Receives letter of request	None	2Minutes	Jovelyn B. Bacho Administrative Officer II
	2.1Verifies/ authenticates agency status/ licensed from POEA website	None	10 Minutes	Jovelyn B. Bacho Administrative Officer II
3. Submits/ email documentary requirements	3.Reviews submitted documents	None	20 Minutes	Jovelyn B. Bacho Administrative Officer II



to PESO office				
	3.1 Issues Certificate of NO objection	None	10 Minutes	Jovelyn B. Bacho Administrative Officer II
	3.2 Sets Schedule of SRA/Job fair	None	10 Minutes	Jovelyn B. Bacho Administrative Officer II
<b>TOTAL:</b>		<b>None</b>	<b>57 Minutes</b>	



#### 4.Special Program for Employment of Students (Spes)

The Special Program for Employment of Students (SPES) aims to assist poor, but deserving, students and out-of-school youth to pursue their education by providing them income through employment. They are employed for a minimum of 20 to a maximum of 52 working Days. The Provincial Government of Lanao del Norte pay the 60 percent of their salary while the DOLE pays the 40 percent share based on the applicable minimum wage in the province.

<b>Office or Division:</b>	Public Employment and Services Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Students and out of school youth			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Accomplished SPES form Application, Births Certificate, Latest copy report Card, certificate of indigent from the barangay (2 copies)			PESO office, barangay, school, PSA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to PESO Log book	1. Conducts initial interview of the client	None	10 Minutes	Jovelyn B. Bacho Administrative Officer II
	1.1 If eligible requires the client to comply SPES form 2	None	2 Minutes	Jovelyn B. Bacho Administrative Officer II
2. Submits documentary requirements to PESO office	2. Review submitted documents	None	30 Minutes	Jovelyn B. Bacho Administrative Officer II
	2.1 Endorse applicants to the coordinators for background check of the applicants	None	2 Days	PGO-CAD in charge



	2.2If passed, calls the applicant for final interview	None	10 Minutes	Jovelyn B. Bacho Administrative Officer II
	2.3Endorse to Governor's office the list of pre-qualified applicants	None	1 Day	PGO
3. Signs Contracts and fill up necessary forms required by the DOLE	3.Assist client in accomplishing the forms	None	15 Minutes	Jovelyn B. Bacho Administrative Officer II
<b>TOTAL:</b>		<b>None</b>	<b>3 Days &amp; 7 Minutes</b>	



## 5.Livelihood and Emergency Employment Program

The Livelihood Program is a grant assistance for capability-building on livelihood in the form of working capital or through community-based package assistance that provides emergency employment.

<b>Office or Division:</b>	Public Employment and Services Office			
<b>Classifications:</b>	Complex			
<b>Type of Transactions:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Jobseekers, Students, Out of School Youth, Returning OFW, Displaced workers and PWDs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Barangay certificate (indigent, unemployed, displaced, returning OFW) (2 copies)			Barangay office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to PESO Log book	1.Provides information on available livelihood programs	None	20 Minutes	Jovelyn B. Bacho Administrative Officer II
2. Submits application letter with barangay Certificate	2.Review clients ocuments and eligibility	None	20 Minutes	Jovelyn B. Bacho Administrative Officer II
	2.1Endorse applicants to the coordinators for background check of the applicants	None	2 Days	PGO-CAD in charge
	2.2If pass, call the applicant for final interview	None	10 Minutes	Jovelyn B. Bacho Administrative Officer II
	2.3Endorse to Governor's office the list of pre-qualified applicants	None	1 Day	PGO
3. Signs Contracts and fill up necessary forms required by the DOLE/ PGLDN	3.Assist client in accomplishing the forms	None	15 Minutes	Jovelyn B. Bacho Administrative Officer II
<b>TOTAL:</b>		<b>None</b>	<b>4 Days &amp; 5 Minutes</b>	





## 6. Labor Force Welfare Services

The PESO in partnership with the Philippine Overseas Employment Administration (POEA) provide assistance to complainants who are victim of violence from their employers, illegal recruitment and recruitment violations of licensed and unlicensed recruiters.

<b>Office or Division:</b>	Public Employment and Services Office			
<b>Classifications:</b>	Simple			
<b>Type of Transactions:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Immediate family of OFW			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished repatriation form, photocopy of OFW passport, contract, birth certificate and other relevant document(2 copies)		PESO for the repatriation form Client will provide the other documents		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Logs-in to PESO Log book	Asks client for the concern	None	2 Minutes	Jovelyn B. Bacho Administrative Officer II
2. Fills up repatriation Form	2. Reviews client's case and conduct interview regarding the OFW concern	None	20 Minutes	Jovelyn B. Bacho Administrative Officer II
	2.1 Endorses client's case to the POEA CDO via email/ phone call	None	5 Minutes	Jovelyn B. Bacho Administrative Officer II
3. Complies supporting documents for the request for repatriation	3. Review supporting documents of client	None	10 Minutes	Jovelyn B. Bacho Administrative Officer II
	3.1 Advises client to proceed to POEA CDO for appropriate action	None	5 Minutes	Jovelyn B. Bacho Administrative Officer II
<b>TOTAL:</b>		<b>None</b>	<b>42 Minutes</b>	

