

City Labor and Employment Office



1. PROVISION OF LABOR MARKET INFORMATION

Description of the Service: Gathering list of job orders from different companies/agencies to assist in filling their vacancies.

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE			
Classification:	Simple			
Type of Transactions:	GOVT TO BUSINESSES (G2B)			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Request /Letter of Intent - Job Orders w/ qualifications - Establishment PESO Form - PESO Data Employment 		Employer – Companies/Agencies Employer – Companies/Agencies PESO Office PESO Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Visit the PESO Office & request for assistance in getting PESO Data Emp.	Provide list of requirements needed for getting data	NONE	3 minutes	John Paul Pataueg <i>Watchman I</i>
(For Complete required documents)	Received the consolidated list of vacancies & letter of intent of the Employer.	NONE	5 minutes	Allan Paul Foronda <i>Admin Aide I</i>
Submit consolidated list of job vacancies with prescribed qualifications & letter of intent at PESO Office				Elizabeth Lodivico <i>Clerk III</i>
Fill up the Establishment PESO Form	Assist the client in filling up the Establishment PESO Form	NONE	7 minutes	John Paul Pataueg <i>Watchman I</i>
Upon Completing Establishment form, wait for the approval & securing signature of the PESO Manager	Receive the EPF & prepare the PESO Data Emp. for the signature of the PESO Manager	NONE	10 minutes	Allan Paul Foronda <i>Admin Aide I</i>
TOTAL:			25 MINS	

2. REFERRAL AND PLACEMENT RECOMMENDATION

Description of the Service: The PESO Office refer and recommend clients/jobseekers to find job to different agencies/companies in the city.

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE
Classification:	Simple
Type of Transactions:	GOVT TO CITIZEN (G2C)
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">- Application Letter / Resume- Barangay Clearance- Referral & Recommendation Letter		Applicant Barangay Hall PESO Manager		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out PESO Registration form	Assist the Jobseeker	NONE	3 minutes	Allan Paul Foronda <i>Admin Aide I</i>
2. Make the Online Registration (PEIS)	Assess & match qualification req. of vacancies posted by employers w/c shall make a referral letter to be signed by City Mayor	NONE	10 minutes	Allan Paul Foronda <i>Admin Aide I</i>
3. Proceed at the PESO Manager office for counselling & secure recommendation letter & referral slip	Make referral advice to the jobseeker to submit his/her resume & brgy clearance & at the same time to counsel the jobseeker before giving the recommendation letter/referral slip	NONE	10 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
4. Proceed at the Agency/Employer to be referred	Make a call at the HR personnel of the Employer and updates	NONE	7 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
TOTAL:			30 MINS	

2. ISSUANCE OF CERTIFICATE OF LOCAL RECRUITMENT ACTIVITY

Description of the Service: To provide & complete the job vacancies of the company to help them find prescribe applicants.

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE
Classification:	Simple
Type of Transactions:	GOVT TO BUSINESSES (G2B)
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS

- Letter of Intent
- Job orders w/ qualification
- Company/Employer's Permit

WHERE TO SECURE

Employer – Company
Employer – Company
BPLO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the PESO Office & request for assistance in conducting local recruitment activity	Provide list of requirements needed for conducting LRA	NONE	3 minutes	Allan Paul Foronda <i>Admin Aide I</i>
2. Submit Letter of Intent, Business Permit and list of job vacancies with qualifications	Accept and verify all the requirements before scheduling for the activity	NONE	5 minutes	John Paul Pataueg <i>Watchman I</i>
3. Wait for notification for the approval of request and the scheduled activity	Issue notice to the employer for the approval of request and finding schedule for activity	NONE	1 day	John Paul Pataueg <i>Watchman I</i>
4. Secure signature and approval of the PESO Manager	Release of certificate with the signature and approval of the PESO Manager	NONE	7 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
TOTAL:			1 DAY & 15 MINS	

4. INSURANCE OF CERTIFICATE OF NO OBJECTION TO RECOMMENDED AGENCIES(OVERSEAS)

Description of the Service: To avoid illegal recruiters & make preventive measure for the safety of the OFW applicants.

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE
Classification:	Simple
Type of Transactions:	GOVT TO BUSINESSES (G2B)
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Letter of Intent - Complete Profile - POEA License - Latest job orders abroad - SEC Certificate - Progress Report 		Employer Employer POEA Employer SEC Employer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents and complete requirements for verification and evaluation for the issuance of N.O.C	Receive, verify and evaluate submitted requirements thru the official webpage of POEA	NONE	10 minutes	Allan Paul Foronda <i>Admin Aide I</i>
2. Wait for notification for scheduling the said activity	Issue notice to the employer for the schedule of activity	NONE	1 day	John Paul Pataueg <i>Watchman I</i>
3. Request for the information dissemination and other actions as with the approval of PESO Manager	Accept requested step of employer representative	NONE	5 minutes	Elizabeth Lodivico <i>Clerk III</i>
4. Secure signature and approval of release of N.O.C of the PESO	Release of certificate of no objection for scheduled special recommended activity upon signature and approval of as signatories	NONE	10 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
5. Submit progress report and overseas job fair form	Receive and file record	NONE	5 minutes	Josemarie L. Diaz <i>City Mayor</i>
				Reynolds Lora <i>City Administrator</i>
				Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
				John Paul Pataueg <i>Watchman I</i>
TOTAL:			1 DAY & 30 MINS	

5. SPECIAL PROGRAMS – JOBS FAIR

Description of the Service: To provide employment & avoid job mismatch among job seekers and to help them experience the event.

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE			
Classification:	Simple			
Type of Transactions:	GOVT TO GOVT / SCHOOLS / NGO			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Letter of Intent - Invitation Letter to different company - List of Graduates - Venue - Job Fair Permit - Progress Report/Placement 		Colleges/Universities/NGO/HOST PESO Office & DOLE – IFO Hosts Hosts DOLE – IFO DOLE – IFO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent for scheduled jobs fair	Receive and record	NONE	3 minutes	Elizabeth Lodivico <i>Clerk III</i>
2. Secure permit for job fair attached with list of graduates	Prepare and received list of graduates for inviting different company and employers for the said event	NONE	7 minutes	John Paul Pataueg <i>Watchman I</i>
3. Wait for notification and confirmation of participating agencies for the jobs fair	Issue notice for the confirmation participaties agencies	NONE	10 minutes + days	John Paul Pataueg <i>Watchman I</i>
4. Seek for inn ocular inspection of the venue for activity	Make necessary inspection for the flow of said jobs fair	NONE	20 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
5. Wait for notification and claim the said permit for jobs fair	Issue notice and release of permit for the jobs fair	NONE	10 minutes	Grace Pomar <i>R.D. DOLE – 02</i>
6. Submit progress report of job fair	Receive file and record	NONE	10 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i> Grace Pomar <i>R.D. DOLE - 02</i>
TOTAL:			DAYS/1 HOUR	

6. SPES- SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS

Description of the Service: The LGU and PESO Office provides employment for the youth during summit / semestral break.

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE			
Classification:	Simple			
Type of Transactions:	GOVT TO CITIZENS (G2C)			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Resume/Application Form - Barangay Clearance - Birth Certificate - School ID Photocopy - DOLE Forms 		Applicant Barangay Hall CCR Office School/College/University DOLE – IFO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and required documents to accomplish	Accept and file	NONE	3 minutes	Allan Paul Foronda <i>Admin Aide I</i> John Paul Pataueg <i>Watchman I</i>
2. Wait for notification if selected for fill out of DOLE Forms	Issue notification to selected applicants/beneficiary for release of DOLE Forms	NONE	7 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
3. Wait for notification for the orientation for selected beneficiaries	Issue notice to selected beneficiary for orientation	NONE	10 minutes	Josemarie L. Diaz <i>City Mayor</i>
4. Wait for notification for selected beneficiaries for the schedule of deployment for coverage	Prepare the deployment report to be sign by the City Admin/PESO and post for deployment	NONE	10 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
5. Submit the DOLE forms for verification, evaluation and for signature of terminal report	Verify and evaluate DOLE Forms to be submitted at DOLE – IFO and prepare terminal report for signature	NONE	10 minutes	Reynolds Lora <i>City Administrator</i> Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i> Allan Paul Foronda <i>Admin Aide I</i> John Paul Pataueg <i>Watchman I</i>
TOTAL:			40 MINS	

7. CAREER GUIDANCE / EMPLOYMENT COACHING

Description of the Service: To provide students the right path towards career and employment, to guide and fulfill dreams.

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE			
Classification:	Simple			
Type of Transactions:	GOVT TO CITIZEN (G2C)			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Letter of Intent - List of Graduating Students (4 th Year College and Gr. 10 and 12)		Schools, Colleges and University Schools, Colleges and University		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent for scheduling activity attached with list of graduates	Receive and record	NONE	2 Minutes	John Paul Pataueg <i>Watchman I</i>
2. Wait for notification for the approval of request and scheduling the said coaching	Issue notice to schools/colleges and universities the approval of request and finding schedule for coaching	NONE	10 Minutes	John Paul Pataueg <i>Watchman I</i>
3. Secure approval of PESO Manager	Confirmation and approval of PESO Office	NONE	5 Minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>