



Public Employment Service Office

External Services



1. Assistance in the Conduct of Special Recruitment Activity (SRA) – for Local, Overseas and Land based employment

This services provide an avenue to the job seekers to explore simultaneous various employment options and actually seek assistance they prefer.

Office or Division:	Public Employment Service Office			
Classification:	Complex			
Type of Transactions:	G2G- Government to Citizens			
Who may avail:	All Salcedonhons and nearby municipalities			
Checklist of requirements			Where to secure	
a. Business Permit b. Certificate of accreditation and Confirmed Job Vacancy from Principal Employer Abroad, authenticated by POEA. c. Terminal Report			Client	
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Overseas agency shall submit letter of intent with complete documents of the agency. It should be a week before the conduct of SRA	1. Examine the document	None	1 day	<i>PESO Manager (Public Employment Service Office)</i>
	1.1 Indorse to the LCE and seek approval of No Objection Letter.		30 minutes	
	1.2 If approved, notify the agency thru sending the approved No Objection letter		10 minutes	
	2. Information drive and/or send flyers, streamers or posters		1 week	
3. SRA proper	3. Assist the agency in the assessment of applicants		1 day	
4. Submit terminal report			30 minutes	
Total			7 days, 1 hour and 10 minutes	



2. Referral of Applicants for Special Program for Employment of Students (SPES)

This Program aims to provide temporary Employment to disadvantaged poor but deserving Students/youth to augment their family's income and help ensure that beneficiaries are able to pursue their studies.

Office or Division:	Public Employment Service Office			
Classification:	Complex			
Type of Transactions:	G2C-Government to Citizens			
Who may avail:	Students and out of school youth from 15 to 25 years old			
Checklist of requirements			Where to secure	
a. Bio-data b. SPES form, contract, Pledge off commitment, Live birth, Certificate of indigency of parents, grades from last school year and proof of enrollment			Client	
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit Bio-data to PESO.	1. Verify and accept documents.		1 week	<i>PESO Manger (Public Employment Service Office)</i>
1.1 Attend Orientation about the Program.	1.1 Conduct Orientation.		2 hours	
1.2 Take qualifying examination test.	1.2 Conduct Qualifying Exam.		1 hour	
	1.3 Submit list of passers of the said Examination to DOLE – RO VIII for GSIS Insurance.		1 day	
2. Submit pre-requirement documents to PESO office.	2. Verify as to the completeness of the document.		2 hours	
	2.1 Deploy to different offices for 20 working days.			
3. Submit DTR and Accomplishment to PESO.	3. Verify and signed the documents.		30 minutes	
	3.1 Forward to ESFO.			
Total			6 days, 5 hours and 30 minutes	



3. Referral of Applicants for Manpower Skills Training Program

The service provide employee to be more acquainted with the knowledge and skills and therefore enhance employee productivity.

Office or Division:	Office of the Public Employment Service Office			
Classification:	Simple			
Type of Transactions:	G2C-Government to Citizens			
Who may avail:	All Salcedonhons			
Checklist of requirements			Where to secure	
a. Application form			Public Employment Service Office	
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Request application form.	1. <i>For walk-in applicants:</i> Make a list and submit and/or refer to concerned agency.	None	1 day	<i>PESO Manager</i> (Public Employment Service Office)
	1.1 <i>For a Minimum of 15 pax:</i> Submit long-list.		1 day	
	1.1.1 Formulate Project Proposal.			
	1.1.2 Submit the same to TESDA.			
	1.1.3 Follow-up status.			
Total			2 days	



4. Referral of Applicants for DOLE Integrated Livelihood Program (DILP)

The program aims to uplift the living condition of disadvantaged /marginalized people of SALCEDO.

Office or Division:	Public Employment Service Office			
Classification:	Highly Technical			
Type of Transactions:	G2C-Government to Citizens			
Who may avail:	All interested Salcedonhons			
Checklist of requirements			Where to secure	
a. Individual Proposal Form			Public Employment Service Office	
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Request form for Livelihood	1. Conduct interview.	None	10 minutes	<i>PESO Manager</i> (Public Employment Service Office)
1.1 Fill in the individual proposal form	1.1 Verify and assess the clients.		1 hour	
	1.2 Seek signature from the Municipal Mayor		10 minutes	
	1.3 Formulate final proposal from the individual proposal submitted.		1 month	
	1.4 Forward to Mayor for approval.		1 day	
	1.5 Submit to ESFO for funding.		1 day	
Total			24 days, 1 hour and 10 minutes	



5. Application for OWWA Assistance Program

The program provides social and welfare Assistance to the Overseas workers and the beneficiaries.

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transactions:	G2C-Government to Citizens			
Who may avail:	OFW and immediate beneficiaries			
Checklist of requirements			Where to secure	
a. Application form			Public Employment Service Office	
b. Other pertinent documents			Client	
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Request and fill in application forms	1. Verify and/ review, process the application.	None	30 minutes	<i>PESO Manager</i> (Public Employment Service Office)
	1.1 Call OWWA Hotline for verification.		30 minutes	
2. Submit the supporting documents needed	2. Finalize and submit to OWWA RO VIII.	None	1 day	<i>PESO Manager</i> (Public Employment Service Office)
	2.1 Follow-up status.			
Total			1 day and 1 hour	