

## External Services

### 1. Employment Facilitation – Jobseekers

<b>Office or Division:</b>	<b>Public Employment Service Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Jobseekers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Resume			Hand Carry by the applicants	
NSRP FORM 1			PESO's Front Desk	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submission of Resumes, viewing of available job vacancies and job referral request.	Registration and Issuance of National Skills Registration Program Form (NSRP Form 1)	None	3 minutes	<i>Labor and Employment Assistant Administrative Aide I</i>
	Accept Resumes and get the Accomplished NSRP Form 1	None	5 minutes	<i>Labor and Employment Assistant Administrative Aide I</i>
	Documents will be assessed and evaluated as to the completeness of data required in the form.	None	5 minutes	<i>Labor and Employment Assistant Administrative Aide I</i>
	If the client is only requesting for the list of available Job Vacancies, present PESO Job Vacancies Catalog	None	5 minutes	<i>Labor and Employment Assistant Administrative Aide I</i>

	For Job Matching/ Referral, Interview qualified applicant and suggest Job Vacancies of Partner Employers and/or Technical Vocational Institutions.	None	10 minutes	<i>PESO Manager</i>  <i>Labor and Employment Officer II/ Assistant</i>
	Issues Referral Slip	None	5 minutes	<i>PESO Manager</i>  <i>Labor and Employment Officer II/ Assistant</i>
	<b>Total:</b>	<b>None</b>	<b>33 Minutes</b>	

## External Services

### 2. Employment Facilitation – Employers (Local and Overseas)

<b>Office or Division:</b>	<b>Public Employment Service Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Employers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
PESO Checklist of requirements (Local and Overseas Employers)			PESO's Front Desk	
NSRP FORM 2			PESO's Front Desk	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Request for accreditation for New Agencies/ Employers to access PESO Legazpi Services	Registration and Issuance of National Skills Registration Program Form 2 (NSRP Form 2)	None	3 minutes	<i>Labor and Employment Assistant Administrative Aide I</i>
	Get the Accomplished NSRP Form 2	None	3 minutes	<i>Labor and Employment Assistant Administrative Aide I</i>
Submission of requirements for accreditation for New Agencies/ Employers to access PESO Legazpi Services	Issuance of Requirements	None	5 minutes	<i>Labor and Employment Assistant Administrative Aide I</i>
	Registration	None	3 minutes	<i>Labor and Employment Assistant Administrative Aide I</i>

	Documents will be assessed and evaluated as to the completeness of requirements.	None	5 minutes	<i>Labor and Employment Assistant</i> <i>Administrative Aide I</i>
	Assist the clients based on their request	None	5 minutes	<i>Labor and Employment Assistant</i> <i>Administrative Aide I</i>
Employer's Request for Resume Browsing, Job posting, Scheduling of Local/Overseas Recruitment Activity	Registration	None	3 minutes	<i>Labor and Employment Assistant</i> <i>Administrative Aide I</i>
	Get the Letter of Intent and evaluate the client's request.	None	10 minutes	<i>Labor and Employment Assistant</i> <i>Administrative Aide I</i>
	Verify if the client had already submitted their complete requirements.	None	5 minutes	<i>Labor and Employment Assistant</i> <i>Administrative Aide I</i>
	If client has no requirements yet or submitted documents are already expired, give the list of needed documents	None	5 minutes	<i>Labor and Employment Assistant</i> <i>Administrative Aide I</i>
	Assist the client based on their request	None	10 minutes	<i>Labor and Employment Officer II/ Assistant</i> <i>Administrative Aide I</i>
	<b>Total:</b>	<b>None</b>	<b>57 Minutes</b>	

## External Services

### 3. OFW Help Desk

<b>Office or Division:</b>	<b>Public Employment Service Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Returning Overseas Filipino Workers (OFWs) Displaced Workers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Official documents related to the clients' concern			Hand Carry by the client	
Any documents pertaining to the clients' concern			Hand Carry by the client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Availing/Information Re: OFWs and OFs Concerns and Programs.	Registration	None	3 minutes	<i>Labor and Employment Assistant Administrative Aide I</i>
	Assist the client based on their request	None	10 minutes	<i>Labor and Employment Assistant Administrative Aide I</i>
	Issues Referral/Assist to Proper Agency/ Programs	None	5 minutes	<i>PESO Manager Labor and Employment Officer II/ Assistant</i>
	<b>Total:</b>	<b>None</b>	<b>18 Minutes</b>	

## External Services

### 4. SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES)

<b>Office or Division:</b>	<b>Public Employment Service Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Students / Out of School Youth			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Photocopy of Birth Certificate</li> <li>• ITR of Parents or BIR Tax Exemption (if the parents are employed) or Barangay Indigency (if the parents are unemployed)</li> <li>• Certificate of Grades</li> <li>• 2 pieces of 2x2 picture</li> <li>• Certification from the Barangay or CSWD if OSY</li> </ul>			Hand Carry by the client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Availing of SPES Program	Registration	None	3 minutes	<i>Labor and Employment Assistant</i> <i>Administrative Aide I</i>
	Documents will be assessed and evaluated as to the completeness of requirements.	None	10 minutes	<i>Labor and Employment Officer II/ Assistant</i> <i>Administrative Aide I</i>
	If qualified and with complete ocuments, processed and submit to DOLE RO V for final approval.	None	5 minutes	<i>PESO Manager</i> <i>Labor and Employment Officer II/ Assistant</i>
	If not qualified or incomplete documents, notify the applicant for appropriate actions.	None	5 minutes	<i>Labor and Employment Officer II/ Assistant</i> <i>Admin Aide I</i>
	<b>Total:</b>	<b>None</b>	<b>23 Minutes</b>	

## External Services

### 5. JOBSTART PHILIPPINES PROGRAM

<b>Office or Division:</b>	<b>Public Employment Service Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Students Out of School Youth			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Photocopy of Birth Certificate</li> <li>• Barangay Certificate</li> <li>• Certificate of Grades</li> <li>• Atleast High School Graduate</li> </ul>			Hand Carry by the client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Availing of JobStart Philippines Program	Registration	None	3 minutes	<i>Labor and Employment Assistant</i>
	Documents will be assessed and evaluated as to the completeness of requirements.	None	10 minutes	<i>Labor and Employment Officer II/Assistant Administrative Aide I</i>
	If qualified and with complete documents, processed and submit to DOLE RO V for final approval.	None	5 minutes	<i>PESO Manager Labor and Employment Officer II/ Assistant Administrative Aide I</i>
	If not qualified or incomplete documents, notify the applicant for appropriate actions.	None	5 minutes	<i>Labor and Employment Officer II/ Assistant Administrative Aide I</i>
	<b>Total:</b>		<b>None</b>	<b>23 Minutes</b>

## External Services

### 6. OTHER DOLE (Grant Based) PROGRAMS

<b>Office or Division:</b>	<b>Public Employment Service Office</b>			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Qualified Beneficiaries depending on the Program (TUPAD, GIP, DILEEP, etc...)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>At least 1 Valid ID or Barangay Certification</li> <li>Other requirements to follow depending on the availability of program/s</li> </ul>		Hand Carry by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Availing of Other DOLE (Grant Based) Program	Registration	None	3 minutes	<i>Labor and Employment Assistant Administrative Aide I</i>
	For initial interview and assessment regarding their qualifications.	None	15 minutes	<i>Labor and Employment Officer II/ Assistant</i>
	If qualified, will be given Form and Lists of Requirements to be submitted the following day, else slot will be given to the next qualified applicant.	None	5 minutes	<i>Labor and Employment Officer II/Assistant Administrative Aide I</i>
	If not qualified, notify the applicant for appropriate actions.	None	5 minutes	<i>Labor and Employment Officer II/ Assistant Administrative Aide I</i>
	<b>Total:</b>	<b>None</b>	<b>28 Minutes</b>	