



Public Employment Service Office

Frontline Service



74.EMPLOYMENT FACILITATION

The Employment Facilitation program provides services to Bongabon residents with Employment opportunities through job matching referrals.

Office or Division:		Public Employment Service Office		
Classification:		Simple		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Bongabon Residents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RESUME/ BIO DATA		Applicant		
NSRP Form 1 (JOBSEEKER)		Public Employment Service Office		
CLIENT STEPS	AGENCY ACTION S	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. NEW APPLICANT				
1.Submit resume and secure PESO / NSRP form 1	1.1 Check resume and provide PESO/NSRP Form I	None	4 minutes	PESO Staff
	1.2 Request the client to sign the attendance Sheet	None	2 minutes	
2. Fill-out PESO/NSRP Form 1 and submit	2.1 Receive, verify and encode the filled-out NSRP	None	5 Minutes	PESO Staff
	2.2 Job Matching and Referral	None	5 Minutes	PESO Manager
		None		
3. Secure Referral Form	3.1 Issuance of Referral Form	None	3 Minutes	PESO MANAGER
		TOTAL:	19 Minutes	

B. OLD APPLICANT				
1. Submit resume and secure PESO / NSRP form 1	1.1 Request the client to sign the attendance sheet/NSRP FORM I	None	5 Minutes	PESO STAFF
	1.2 Update and Validate applicant's record	None	3 Minutes	
	1.3 Job Matching and referrals	None	5 Minutes	
2. Secure Referral Form	2.1 Issuance of referral form	None	3 Minutes	PESO MANAGER
		TOTAL:	16Minutes	



76. EMPLOYER'S ACCREDITATION

The Employer's Accreditation program conducts certification employers or companies that offer job and training opportunities

Office or Division:	Public Employment Service Office			
Classification:	complex			
Type of Transaction:	Government to Businesses (G2B)			
Who may avail:	Direct Companies and Manpower Agencies Local and Abroad			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Permit		Business Permit and Licensing Department		
BIR Certificate		Bureau of Internal revenue		
SEC/DTI Registration		Securities and Exchange commission/ Department of trade and industry		
Company Profile		Applicant		
DOLE License (for local manpower agencies)		Department of Labor and Employment		
POEA License (for overseas recruitment agencies)		Philippine overseas employment administration		
DOLE license (for local manpower agencies)		Department of labor and employment administration		
List of clients (for local manpower agencies)		Applicant		
PhilJobnet Registration		Philjobnet.com		
Certificate of no Pending case		Department of labor and employment – Nueva Ecija Provincial Field Office		
Letter of intent addressed to PESO Head		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Complete requirements	1.1 receive and check the documentary requirements	None	10 Minutes	PESO Staff
	1.2 Evaluation and Verification of application	None	2 hours	PESO Staff
	1.3 Approval of accreditation	None	10 Minutes	PESO MANAGER
	1.4 Issuance of certificate of accreditation	None	3 Minutes	PESO MANAGER
		TOTAL:	2 hours & 22 Minutes	



77. WORKERS HIRING FOR INFRASTRUCTURE PROJECTS (WHIP)

The Workers hiring for Infrastructure Projects (WHIP) program requires construction companies, including the Department of Public Works and Highways and contractors for government-funded infrastructure projects, to hire 30% of skilled and 50% unskilled labor requirements from the areas where the project is constructed /located

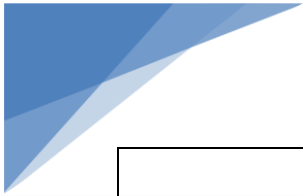
Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Businesses (G2B)			
Who may avail:	Private Construction Companies (Contractor)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of intent address to PESO Department Head		Employer/Company		
Notice of Award		Bids and Award committee		
Notice to Commence/Proceed		Business Permit and Licensing Department		
List of labor requirements		Employer/Company		
Government issued IDs of workers		Government Agencies		
National Skills registration program Form 2 (establishment)		Bongabon Public employment service office		
Picture of publications posted in three (3) Conspicuous Areas		Contractor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary requirements	1.1 Receive and check submitted requirements	None	5 Minutes	PESO Staff
	1.2 Evaluate and verify application	None	2 hours	PESO MANAGER
	1.3 Issuance of Certificate of Compliance	None	3 Minutes	PESO MANAGER
		TOTAL:	2 hours and 8 Minutes	



78. MIGRANTION RESOURCE CENTER HELP DESK

The Migrants Resource Center Help Desk (OFW help desk/ Migrant Desk Office) provides information on relevant programs for the migrant sector and facilities intake, assessment, psycho-social first aid, and referral services for overseas Filipino Workers (OFWs) and their families to local and national programs.

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Clients (G2C)			
Who may avail:	Bongabon Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Cert/ID – Residents of Bongabon		Barangay Hall		
OFW Profiling Form		Migrants OFW HelpDesk		
Passport Information Page and arrival stamp		Department of Foreign Affairs		
Medical Abstract (if needed)		OFW Attending Physician and Hospital		
For relatives of OFW (i.e. Birth Cert, Marriage Cert, etc.)		PSA or City/Local Registry		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. NEW CLIENTS 1. Fill out OFW Profiling form	1.1 Conduct intake interview and assessment of client needs.	None	10 Minutes	MDO/OFW HELP DESK FOCAL
	1.2 Provision of necessary information and/or psychological first aid for distressed clients.	None	10 Minutes	MDO/OFW HELP DESK FOCAL
	2.1 Review and check submitted documents	None	10 Minutes	MDO/OFW HELP DESK FOCAL
	2.2 Refer the clients to appropriate agency as needed. (DMW/OWWA)	None	10 minutes	MDO/OFW HELP DESK FOCAL
		TOTAL:	40 minutes	



<p>B. CLIENTS FOR FOLLOW UP</p> <p>1. Present Migrant Registry ID and Submit to MDO Follow up Desk</p>	<p>1.1 Check client's details and update OFW's record</p> <p>1.2 Assess for other client's needs</p> <p>1.3 Refer the clients to the appropriate agency as needed</p>	<p>None</p> <p>None</p> <p>None</p>	<p>5 Minutes</p> <p>10 Minutes</p> <p>10 Minutes</p>	<p>MDO/OFW HELP DESK FOCAL</p> <p>MDO/OFW HELP DESK FOCAL</p> <p>MDO/OFW HELP DESK FOCAL</p>
		TOTAL:	25 Minutes	



79. ISSUANCE OF CERTIFICATE OF UNEMPLOYMENT

A certifying for an unemployed person who is actively searching for employment or to certify the head of the family for the purpose of tuition fee deduction or student's scholarship grants, Hospital assistance, and Public Attorney's Office assistance

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	unemployed residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification (1 Original Copy)		Barangay Hall		
Voter's ID/Voter's Registration (1 Photocopy)		Commission on Elections (COMELEC)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Log Book/NSRP FORM I and Present List Documents	1. Receive, check and review documents	None	6 minutes	PESO Staff
	2. Interview and prepare client's request	None	5 Minutes	PESO Staff
	3. Approval of Clients requests	None	3 Minutes	PESO MANAGER
	4. Recording and releasing of approved requests	None	3 Minutes	PESO Staff
		TOTAL:	17 Minutes	



80. ISSUANCE OF JOB REFERRAL AND RECOMMENDATION

The referral is a process of directing pre-screened job seekers to employers with vacancies matching their qualifications and placement is the result of a successful referral

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Jobseekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transcript of record/Form 137 (1 Photocopy)		Requisitioning personnel		
Voter's ID/ Voter's Registration (1 Photocopy)		Commission on Elections (COMELEC)		
Barangay Certificate (1 Original Copy)		Office of the Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Log Book/ NSRP FORM I and Present List Documents	1. Receive, check and review documents	None	6 minutes	PESO Staff
	2. Interview and prepare client's request	None	5 Minutes	PESO Staff
	3. Approval of Certification	None	3 Minutes	PESO MANAGER
	4. Release the approved Certification	None	3 Minutes	PESO Staff
		TOTAL:	17 Minutes	