Public Employment Service Office

External Service

128. **Issuance of Referral Letter**

The referral letter is used to describe a document sent to an employer that outlines the observed skills and work experience of a jobseeker. Referral letter is written recommendation from the PESO office endorsing the jobseeker for possible employment.

Office or Division:	Public Employment Service Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Citizens of Pantabangan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
NSRP Form	PESO
Job seeker Credentials (1 photocopy)	Client
Resume	Client
Transcript of Records/Diploma	School
Certificate of Trainings	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
14. Sign in the Client Log Book at the Public Employment Service Office	1. Give the Log Book to the Client	None	5 mins	*PESO Staff Public Employment Service Office*
2. Fill out the National Skills Registrations Program (NSRP) form	2.1 Provide the NSPR form to fill out	None	5 mins	*PESO Staff* Public Employment Service Office
	2.2 Review the completeness of information and evaluate the applicant's credentials	None	5 mins	*PESO Staff* Public Employment Service Office
	2.3 Prepare the referral letter and print.	None	10 mins	*PESO Staff* Public Employment Service Office
	2.4 Sign the referral letter	None	5 mins	*PESO Manager* Public Employment Service Office

3.Receive the referral letter	3.Release of the referral letter	None	3 mins	*PESO Staff* Public Employment Service Office
	TOTAL	None	33 mins	

129. **Career Guidance and Employment Orientation**

Career Guidance and Employment Orientation Advocacy was implemented to help our junior and senior high school students to have a proper career planning and preference based on their skills and interest.

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Citizens of Pantabangan			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request Letter (Original)		Requesting School Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Log Book at the Public Employment Service Office	2. Give the Log Book to the Client	None	5 mins	*PESO Staff Public Employment Service Office*
2. Submit the Request Letter	2.1 Acknowledge the receipt of the Request Letter	None	5 mins	*PESO Staff* Public Employment Service Office
	2.2 Evaluate the request and schedule	None	5 mins	*PESO Manager* Public Employment Service Office
3. Receive the Approval of the request	3. Inform the Client on the status of the request	None	3 mins	*PESO Manager Public Employment Service Office*
	TOTAL	None	18 mins	

130. **Special Recruitment Activity (SRA) and Local Recruitment Activity (LRA)**

Provide assistance to overseas placement agencies, local establishment, sub-contractor agencies or companies in conducting Special Recruitment / Local Recruitment Activity.

Office or Division:	Public Employment Service Office
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Citizens of Pantabangan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter of intent	Requesting School Client
Business Permit	Business Permit and Licensing Office
Company Profile	Company
Job Vacancy	Company
POEA License	Philippine Overseas Employment Agency (POEA)
Approved Job Order from POEA to conduct recruitment	Philippine Overseas Employment Agency (POEA)

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit or send thru email the letter of intent and requirements at the Public Employment Service Office	1.1 Evaluate the authenticity of requirement	None	5 mins	*PESO Staff* *Public Employment Service Office*
	1.2 Notify the Company or Agency on the approval of the recruitment activity	None	3 mins	*PESO Staff* *Public Employment Service Office*
	1.3 Prepare and sign of No Objection Certificate (NOC)	None	5 mins	*PESO Manager* Public Employment Service Office
	1.4 Issuance of No Objection Certificate (NOC)	None	10 mins	*PESO Manager* Public Employment Service Office
	1.5 Invite qualified jobseekers thru text or social media to come for interview to	None	5 mins	*PESO Manager* Public Employment Service Office

	be conducted by hiring agency. (Local or overseas)			
2. Conduct Recruitment Activity	2. Assist the employer and the applicant	None	5 mins	*PESO Manager* Public Employment Service Office
	TOTAL	None	33 mins	

131. **Job Posting**

This is the process wherein it encourages employers to submit to the PESO a regular basis of list of job vacancies in their respective establishment in order to facilitate the exchange of labor market information service to jobseekers and employers by providing employment services to jobseekers, both local and overseas employment and recruitment assistance to employers.

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Employers			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Overseas Company: Letter of Intent (Original) (1 photocopy) Business Permit (1 photocopy) Company Profile Job Vacancy POEA License Approved Job Order from POEA Permit from POEA to conduct recruitment (Original)		Client Business Permit and Licensing Office Company Employer Philippine Overseas Employment Agency (POEA) Philippine Overseas Employment Agency (POEA) Philippine Overseas Employment Agency (POEA)		
Local Company: Letter of Intent (Original) (1 photocopy) Business Permit Company Profile Job Vacancy		Client Business Permit and Licensing Office Company Employer		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit or send thru email the letter of intent and requirements at the Public Employment Service Office	14.1 Acknowledge the receipt of the Request Letter 14.2 Evaluate the	None None	5 mins 3 mins	*PESO Staff* *Public Employment Service Office*

	completeness and authenticity of the submitted requirements 14.3 Encode and layout the vacancy details	None	5 mins	*PESO Manager* Public Employment Service Office *PESO Manager* Public Employment Service Office
2. Receive the Approval of the request	2. Post the job Vacancies on the PESO Pantabangan Facebook Page and on the PESO Bulletin board for dissemination	None	5 mins	*PESO Manager* Public Employment Service Office
	TOTAL	None	18 mins	