



Public Employment Service Office
External Services



1. Referral to Local Employers

Referral is a process of directing pre-screened jobseekers to employers with vacancies matching their qualifications.

Office:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Employers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Original Copy of Request Letter		Employers		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter requesting for resumes of applicants through walk-in or email	1. Provide resumes of applicants with attached referral letter	None	10 Minutes	Admin Aide I Public Employment Service Office
2. Receive the documents and signed the transmittal or referral letter	2. Receive the signed transmittal or referral letter			
3. Fill out the Client Satisfaction Rating Form	3. Receive the Accomplished Client Satisfaction Rating Form		3 Minutes	Job Order Public Employment Service Office
TOTAL:		None	13 Minutes	



2. Gathering Job Vacancies for Labor Market Information

Encourage employers to submit to the PESO on a regular basis a list of job vacancies in their respective establishments in order to facilitate the exchange of labor market information between jobseekers and employers.

Office:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Labor Management Information Officer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Coordinate with local employers for their job vacancies through email and phone call	None	15 Minutes	<i>Manpower Development Assistant</i> Public Employment Service Office
2. Provide list of job vacancies	2. Encode the job vacancies in the Public Employment Information System (PEIS)		10 Minutes	
	3. Generate report to be submitted monthly to DOLE		15 Minutes	
TOTAL:		None	40 minutes	



3. Employment Coaching

The Public Employment Service Office is mandated to conduct employment coaching to the graduating students to make them ready and increase their chance to become employable.

Office:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Private, Public and Technical Vocational Schools(for their Grades 12 and Graduating College Students)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Original Copy of Request Letter		Private, Public and Technical Vocational Schools		
1 Copy of National Skills Registry Program Form		Public Employment Service Office Information Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter requesting for employment coaching	1. Receive the request letter and confirm schedule with the focal person	None	3 Minutes	Job Order Public Employment Service Office
2. Fill-out the Client Satisfaction Rating Form	2. Receive the Accomplished Client Satisfaction Rating Form		3 Minutes	
3. Attend the employment coaching on the scheduled date and duly fill out the NSRP Form	3. Conduct the employment coaching	None	2 Hours	Manager & Admin Aide I Public Employment Service Office
TOTAL:		None	2 Hours & 6 Minutes	



4. Career Coaching

This program aims to influence the career decisions of graduating students by exposing them to actual work situations.

Office:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Private, Public and Technical Vocational Schools(for their Grades 10 and 11 Students)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Original Copy of Request Letter		Private, Public and Technical Vocational Schools		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter requesting for career coaching	1. Receive the request letter and confirm schedule with the focal person	None	3 Minutes	Job Order Public Employment Service Office
2. Fill-out the Client Satisfaction Rating Form	2. Receive the Accomplished Client Satisfaction Rating Form		3 Minutes	
3. Attend the career coaching on the scheduled date and duly fill out the NSRP Form	3. Conduct the career coaching	None	2 Hours	Manager & Admin Aide I Public Employment Service Office
TOTAL:		None	2 Hours & 6 Minutes	



5. DOLE Registration of Associations

The PESO facilitates the process of application for registration of associations to DOLE to organize for the mutual aid and protection of its members or for other legitimate purposes except collective bargaining in order for them to acquire legal personality.

Office:	Public Employment Service Office	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Newly/Existing Associations	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1 Original Copy of Duly accomplished and notarized Application Form		Public Employment Service Office Information Desk
1 Original/Photocopy of List of Name of the association officers and their addresses		Association
1 Original/Photocopy of Minutes of organizational meeting and Attendance Sheet		Association
1 Original/Photocopy of List of members		Association
1 Original/Photocopy of Financial Report if in existence for at least 1 year		Association
1 Original/Photocopy of Copy of Certification, if less than 1 year and has not collected any amount		Association
1 Original/Photocopy of Constitution and by-laws accompanied by the names and signatures of ratifying members		Association
1 Original/Photocopy of Minutes of adoption or ratification of the constitution and by-laws, date/s when ratification was made and list of ratifying members		Association
1 Original/Photocopy of adoption or ratification is not required if it is done simultaneously with the organizational meeting and the same is reflected in the minutes of the organizational meeting including the date/s when ratification was made and list of ratifying members		Association



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the PESO Information Desk for inquiry	1. Refer the client to the focal person.	None	3 Minutes	<i>Job Order</i> Public Employment Service Office
	1.1. Provide list of requirements for DOLE registration			<i>Manpower Development Officer & Admin Aide I</i> Public Employment Service Office
2. Submit documents for evaluation	2. Evaluate the submitted documents		10 Minutes	
	2.1. Assist the association if there are lacking documents			
3. Submit the lacking documents	3. Check the completeness of the documents and forward it to DOLE and advise the client to wait for approximately 14 days for the approval		5 Minutes	
4. Fill out the Client Satisfaction Rating Form	4. Receive the Accomplished Client Satisfaction Rating Form		3 Minutes	<i>Manpower Development Officer I & Admin Aide I</i> Public Employment Service Office
5. Wait for the advice of the focal person for the approval of DOLE	5. Follow-up DOLE	14 Days		
TOTAL:		None	14 Days & 21 Minutes	



6. DOLE Integrated Livelihood Program (DILP)

This program gives the clients information on the wide array of livelihood programs which aims in the integration of disadvantaged sectors of the society. This program is under the Department of Labor and Employment Integrated Livelihood and Emergency Employment Programs (DILEEP).

Office:	Public Employment Service Office			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	DOLE-Registered Associations			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 Original/Photocopy of DOLE Certificate of Registration			Association	
1 Original Copy of Business Proposal			Association	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the PESO Information Desk for inquiry	1. Refer the client to the focal person.	None	3 Minutes	<i>Job Order</i> Public Employment Service Office
	1.1. Provide list of requirements to avail the DILP			20 Minutes
2. Submit documents for evaluation	2. Evaluate the submitted documents			
	2.1. Facilitate the association with no business proposal			
	2.2. Forward the complete documents to DOLE and advise the client to wait for approximately 30 days for the result of application			
3. Fill-out the Client Satisfaction Rating Form	3. Receive the Accomplished Client Satisfaction Rating Form	3 Minutes		<i>Job Order</i> Public Employment Service Office



4. Wait for the advice of the focal person as to the result of application	4. If approved, prepare Purchase Request and facilitate the Procurement Process once the fund is already downloaded to LGU		30 Days	Admin Aide I & Job Order Public Employment Service Office
5. If approved, attend the scheduled turn-over ceremony of DOLE Integrated Livelihood Program	5. Arrange the venue and facilitate the turn-over ceremony		2 Hours	Manpower Development Officer I & Admin Aide I Public Employment Service Office
TOTAL:		None	30 Days, 2 Hours & 26 Minutes	

7. Tulong Panghanapbuhay sa Ating Disadvantaged and Displaced Workers (TUPAD)

This program is a community-based assistance that provides emergency employment for disadvantaged and displaced workers for 15 days. This program is under the Department of Labor and Employment Integrated Livelihood and Emergency Employment Programs (DILEEP).

Office:	Public Employment Service Office
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Disadvantaged and Displaced Workers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1 Original Copy of Certificate of Indigency	Barangay Hall
1 Valid ID	Client/Beneficiary
1 Original Copy of Barangay Certification	Barangay Hall
Photos for Documentation	Client/Beneficiary
5 Original Copies of Daily Time Record signed by the Punong Barangay or Kagawad In-charge	Barangay Hall



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the PESO Information Desk for inquiry	1. Refer the client to the focal person		1 Minute	<i>Job Order</i> Public Employment Service Office
2. Submit certificate of indigency and a copy of Valid ID	2. Interview and assess the client whether he/she is qualified		15 Minutes	<i>Admin Aide I</i> Public Employment Service Office
	2.1. If qualified, endorse the client to the barangay where he/she resides and provide short orientation on TUPAD Program			
3. Fill-out the Client Satisfaction Rating Form	3. Received the Accomplished Client Satisfaction Rating Form		3 Minutes	<i>Job Order</i> Public Employment Service Office
4. Work as assigned by the barangay-in-charge.			15 Days	
5. Secure all the necessary documents like Daily Time Record, Barangay Certification and Photos for Documentation purposes and forward it to Public Employment Service Office so that payroll can be processed.	5. Process the payroll after receiving the said documents.		5 Days	<i>Admin Aide I</i> Public Employment Service Office
TOTAL:		None	20 Days & 19 Minutes	



8. OWWA Help Desk

The help desk is established at the local level to attend to the problems and concerns of the OFWs and their families and to provide information on all aspect of overseas employment.

Office:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Active OFWs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Original Copy of Overseas Filipino Worker Information Sheet		Public Employment Service Office Information Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the PESO Information Desk for inquiry	1. Refer the client to the focal person.	None	3 Minutes	<i>Job Order</i> Public Employment Service Office
	1.1. Verify if the client is an OWWA member or not. If the client is a member, inform the client of the OWWA services that he/she can avail and provide OFW information sheet. If the client is not an active member of OWWA, he/she cannot avail any of the services offered by OWWA.			7 Minutes
2. Fill-out the OFW Information Sheet	2. Receive the accomplished OFW Information Sheet			
	2.1. Conduct initial assessment of client's case if needed			
	2.2. Conduct Monitoring and Evaluation		7 Minutes	
3. Answer queries with	3. Prepare case summary		7 Minutes	



regards to the accomplished OFW Information Sheet	reports and update database of client			
	3.1. Endorse client applications to Regional Welfare Office (RWO) for further assistance and evaluation			
4. Fill out the Client Satisfaction Rating Form	4. Receive the Accomplished Client Satisfaction Rating Form		3 Minutes	<i>Job Order</i> Public Employment Service Office
TOTAL:		None	20 Minutes	

9. Receiving Job Application

The PESO aims to ensure prompt and efficient delivery of employment facilitation including receiving of jobseekers application.

Office:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Jobseekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Original Copy of Resume		Jobseeker		
1 Original Copy of Application Letter		Jobseeker		
1 Original Copy of National Skills Registry Program Form		Public Employment Service Office Information Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit pertinent documents	1. Receive the documents	None	2 Minutes	<i>Job Order</i> Public Employment Service Office
	1.1. Provide National Skills Registry Program Form			
2. Duly Fill-out the NSRP Form	2. Receive the accomplished National Skills Registry Program Form		5 Minutes	



3. Fill-out the Client Satisfaction Rating Form	3. Receive the Accomplished Client Satisfaction Rating Form		3 Minutes	
	3.1. Encode the data provided in the National Skills Registry Program Form to the Public Employment Information System (PEIS)	None	5 Minutes	
	3.2. Safekeep the applicants documents			
TOTAL:		None	15 Minutes	

10. Request for Job Posting

The Public Employment Service Office is the main partner of Department of Labor and Employment in providing employment opportunities to the grassroots level. As part of the initiative, the PESO is mandated to create mechanism to ensure that local employers are accredited and allowed to post their available job opportunities.

Office:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Employers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Original Copy of Request Letter		Employers		
1 Original Copy of Establishment Form		Public Employment Service Office Information Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a letter requesting for Job Vacancy posting including the job details and qualifications through walk-in or email	Receive the request letter and provide establishment form	None	1 Minute	<i>Job Order</i> Public Employment Service Office



2. Duly fill out the establishment form	2.2. Receive the accomplished establishment form		5 Minutes	Admin Aide I Public Employment Service Office
	2.3. Encode the vacancy details indicated in the request letter and establishment form to the Public Employment Information System (PEIS).		3 Minutes	
	2.4. Post the Job Vacancies on the PESO Ormoc Facebook Page and Bulletin Board for dissemination		5 Minutes	
3. Fill-out the Client Satisfaction Rating Form	3.1. Received the Accomplished Client Satisfaction Rating Form		3 Minutes	Job Order Public Employment Service Office
TOTAL:		None	17 Minutes	

11. Request for Special/Local Recruitment Activity (SRA/LRA)

This is an employment strategy which brings together in one venue, the employers and jobseekers for immediate matching.

Office:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Employers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Original Copy of Request Letter		Employers		
1 Original Copy of Establishment Form		Public Employment Service Office Information Desk		
1 Original Copy of National Skills Registry Program Form		Public Employment Service Office Information Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a letter requesting	1. Receive the request	None	2 Minutes	Job Order



for SRA/LRA	letter and confirm schedule with the focal person			Public Employment Service Office
2. Duly fill out the establishment form	2. Receive the accomplished establishment form		5 Minutes	
	2.1. Post the scheduled SRA/LRA on the PESO Ormoc Facebook Page and Bulletin Board for dissemination		5 Minutes	<i>Manpower Development Assistant & Admin Aide I</i> Public Employment Service Office
3. Fill out the Client Satisfaction Rating Form	3. Receive the Accomplished Client Satisfaction Rating Form		3 Minutes	<i>Job Order</i> Public Employment Service Office
4. Attend the scheduled recruitment activity	4. Arrange the venue and facilitate employers on the scheduled recruitment activity. Let the applicants fill-out the National Skills Registry Program Form.	None	7 Hours	<i>Manpower Development Assistant & Admin Aide I</i> Public Employment Service Office
TOTAL:		None	7 Hours & 15 Minutes	

12. Special Program for Employment of Students (SPES)

This program is intended to help poor but deserving students and out-of-school youth pursue their education by providing them employment for 20 days during summer vacation.

Office:	Public Employment Service Office
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Students and Out-of-School Youth (OSY) belonging to indigent family; 15-30years old
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



1 Original Copy of Bio-data	Applicant/SPES Beneficiaries			
1 Original Certificate of Live Birth PSA Copy	Applicant/SPES Beneficiaries			
1 Original Copy of Parent Indigency	Barangay Hall			
1 Original Certificate of Out-of-School Youth (for Out-of-School Youth)	Barangay Hall			
1 Original Certificate of Enrolment	School Registrar			
1 Original Copy of Grades	School Registrar			
1 Original Copy of Application Form	Public Employment Service Office Information Desk			
1 Original Copy of Employment Contract	Public Employment Service Office Information Desk			
1 Original Copy of Oath of Undertaking	Public Employment Service Office Information Desk			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Duly fill out the				
1. Submit the requirements	1. Receive and check the completeness of the submitted requirements		5 Minutes	Job Order Public Employment Service Office
	1.1. Evaluate and assess the qualifications		5 Minutes	
	1.2. If qualified, advise the applicant on the schedule of the orientation		2 Minutes	
2. If qualified, attend the orientation	2. Conduct orientation on the policies, duties and responsibilities, procedure on processing their payroll, total number of working days, office assignments, etc.		1 Hour	
	2.1. Facilitate the deployment of beneficiaries to different LGU Offices		10 Minutes	
3. Work as assigned by the immediate supervisor			20 Days	
4. Wait for the payroll to be processed.	4. Process the payroll.		5 Days	
TOTAL:		None	25 Days, 1 Hour & 22 Minutes	



Public Employment Service Office
Internal Services



1. Procurement Process

This service provides for the supplies, equipment and services needed by PESO in the implementation of programs, projects, and activities.

Office:	Public Employment Service Office			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Procurement In-charge			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 Original Copy of Project Procurement Management Plan (PPMP)			Procurement In-charge	
1 Original Copy of Availability Purchase Request (APR)			LGU Bids and Awards Committee (BAC)	
1 Original Copy of Request for Quotation (RFQ)			LGU Bids and Awards Committee (BAC)	
1 Original Copy of Purchase Request (PR)			LGU Bids and Awards Committee (BAC)	
1 Original Copy of Purchase Order (PO)			LGU Bids and Awards Committee (BAC)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Canvass and ask for quotations from different suppliers for the materials needed to be purchased in the Project Procurement Management Plan (PPMP)		10 Minutes	Admin Aide / Public Employment Service Office
2. Suppliers to provide the requested quotation	2. For office supplies, generate Availability Purchase Request (APR)		3 Minutes	
	2.1. For non-office supplies, generate Purchase Request (PR) directly		3 Minutes	
3. Bids and Awards Committee (BAC) to check and advise PESO as to the schedule of the bidding and awarding	3. Attend the scheduled bidding and awarding of suppliers and wait for the materials to be delivered.		15 Days	
4. Supplier to deliver the materials	4. Receive and sign the Purchase Order (PO)		5 Minutes	
TOTAL:		None	15 Days & 21 Minutes	



2. Secretariat of the Ormoc City Livelihood Council

The Public Employment Service Office was assigned to be the secretariat of the Ormoc City Livelihood Council per Executive Order No. 44 Series of 2019.

Office:	Public Employment Service Office			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Council Members			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1 Copy of Notice of Meeting for Each Council Members			Secretariat	
1 Copy of Notice of Proposed Agenda for Each Council Members			Secretariat	
1 Copy of Notice of Status of Agreements for Each Council Members			Secretariat	
1 Copy of Notice of Minutes of the Meeting for Each Council Members			Secretariat	
Other Attachments of the Agenda Folder			Secretariat	
1 Attendance Sheet			Secretariat	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Arrange the reservation of the venue and call the snacks/meals supplier		10 Minutes	<i>Manpower Development Officer I & Admin Aide I</i> Public Employment Service Office
	2. Send out the Notice of Meeting with attached Proposed Agenda at least 3 days before the meeting		30 Minutes	<i>Job Order</i> Public Employment Service Office
3. Council members to receive the Notice of Meeting with attached Proposed Agenda	3. Prepare and email the Agenda Folder Attachments to the council members for their review, prepare the hardcopy of the Agenda Folder Attachments and Attendance Sheet to be distributed during the meeting		8 Hours	<i>Manpower Development Officer I</i> Public Employment Service Office
4. Council Members to check email for the Agenda Folder	4. Print-out the Agenda Folder Attachments to be distributed during the meeting and prepare the			



Attachments	attendance sheet			
	4.1. 1-2 days before the meeting, confirm the attendance of the members to determine the quorum		30 Minutes	
5. Council members to attend the meeting	5. Facilitate the meeting - distribute the agenda folder, attendance sheet, snacks, etc.		4 Hours	<i>Manpower Development Officer I, Admin Aide I & Job Order Public Employment Service Office</i>
	5.1. Conduct the Roll Call, read the Status of Agreements from the matters arising of the previous meeting and take down minutes.		20 Minutes	<i>Manpower Development Officer I Public Employment Service Office</i>
	5.2. Afer the meeting, finalize the Draft Minutes of Meeting		5 Days	
	5.3. Forward the minutes to the Office of SP Quilang for review and/or signature and Office the City Mayor for facsimile signature		2 Days	
6. SP Quilang and Mayor Gomez to sign the minutes of meeting	6. Email the signed minutes to the council members and attached the hardcopy of minutes in the agenda folder to be distributed during the meeting		10 Minutes	
7. Council members to check their emails for the Minutes of Meeting	7. Do/facilitate the tasks assigned as agreed in the matters arising		5 Days	
TOTAL:		None	12 Days, 13 Hours & 42 Minutes	