

PUBLIC EMPLOYMENT SERVICE OFFICE

(Office)

VISION:

All globally competitive, secured and empowered workforces centered towards the sustainable socio-economic development of Pampanga.

MISSION:

To remain steadfast in the pursuit for a proactive and expanded community based employment service delivery system and to maintain strong linkages with training and educational institution to address the resultant supply demand disequilibrium in the labor market.



SCREENING, MATCHING & ISSUANCE OF REFERRAL LETTER

(Frontline Service)

❖ ABOUT THE SERVICE:

Under RA 8759 otherwise known as PESO Act of 1999, the Public Employment Service Office is mandated to carry out full and equal employment opportunities for all.

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

❖ WHO CAN AVAIL OF THE SERVICE?

Jobseekers.

❖ REQUIREMENTS:

Resume/credentials

❖ FEES:

None

❖ **AVAILABILITY OF THE SERVICE:**
Monday to Friday, 8:00 AM to 5:00 PM

❖ **HOW TO AVAIL OF THE SERVICE:**

STEP Applicant/Client	Department Activity	Processing Time	Person Responsible
1. Register in the visitor's Logbook	Preliminary interview regarding applicant Require resume/credentials	5 mins.	Placement Staff
2. Secure and accomplish National Manpower Registry System (NMRS) Form	Provide National Manpower Registry System (NMRS) Form	1 minute	Placement Staff
3. Submit fully accomplished NMRS	Receive the fully accomplished NMRS Form	1 minute	Placement Staff
4. Information Dissemination Self-searching (with Phil.Jobnet. Open data	Officers' help (give detailed information	20 minutes	Placement Staff
5. Matching Self-matching	Matching through interview Placement staff should check if the vacancy chosen is proper or not	10 minutes	Placement Staff
	Preparation of referral letter	5 minutes	PESO Manager
6. Receive referral letter	Approval of referral letter Release referral letter	1 minutes 5 minutes	Placement Staff

ISSUANCE OF NO OBJECTION CERTIFICATE

Frontline Service

❖ **ABOUT THE SERVICE:**

One of the major roles of PESO is to guide & assist Employers concerning their recruitment activities and this is being done through the conduct of Job Fair & provincial/Special Recruitment Activity (PRA/SRA). Issuance of No Objection Certificate is pre-requisite prior to conduct of the said activities.

❖ **WHO CAN AVAIL OF THE SERVICE:**

Agencies/companies

❖ **REQUIREMENTS:**

Company Profile, request letter to conduct Job Fair/PRA/SRA, Business Permit, Job Order/Vacancies.

❖ **FEES:**

None

❖ **AVAILABILITY OF THE SERVICE:**

Monday to Friday, 8:00 a.m. to 5:00 p.m.

❖ **HOW TO AVAIL OF THE SERVICE:**

STEP Applicant/Client	Department Activity	Processing Time	Person Responsible
1 Request to conduct SRA/PRA thru phone/office visit	Accommodate visitors/phone caller re: Request for the conduct of SRA/PRA Prepare requirement slip Inform the companies, about the requirements (request letter, company profile, business permit, Job Orders/Vacancies	5 minutes	LMI Staff
2 Submit request letter and company profile	Authenticate submitted documents	10 minute	LMI Staff
	Prepare No Objection Certificate	3 minutes	LMI Staff
	Approval of the No Objection Certificate	1 minute	PESO Manager
3 Receive No Objection Certificate	Release No Objection Certificate	1 minute	LMI Staff

SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS

Frontline Service

❖ ABOUT THE SERVICE:

The special Program for Employment of Students (SPES) is mandated under Republic Act No. 7323 otherwise known as “An Act to Help Poor But Deserving Students Pursue their Education by Encouraging their Employment During Summer and/or Christmas Vacations, through Incentives granted to Employers, allowing them to pay only Sixty Per Centum of their Salaries or Wages and the Forty Per centum through Education Vouchers to be paid by the Government, Prohibiting and penalizing the Filing of Fraudulent and Fictitious Claims, and for the Purposes”. Under the law, the Secretary of Labor and Employment is designated Program Director of the SPES.

❖ FEES:

None

❖ AVAILABILITY OF THE SERVICE:

STEP Applicant/Client		Department Activity	Processing Time	Person Responsible
Pre-Employment Phase				
1.	Coordinate with Provincial PESO and submit the Pledge of Commitment	Assess submitted Pledge of Commitment and provide List of requirements	5 minutes	Provincial SPES Coordinator
Employment Phase				
1.	Submit list of beneficiaries with complete requirements and secure Contract	Evaluates submitted requirements & provide Contracts	5-10 minutes upon receipt (per student-beneficiaries)	Provincial SPES Coordinator and/or staff
2.	Submit properly filled-up & signed Contracts of beneficiaries	Evaluates Contracts if properly filled-up & give schedule for Orientation	5 minutes/per Contract upon receipt	Provincial SPES Coordinator and/or staff
3.	Attend briefing/orientation	Conduct orientation re: SPES assignments & duties	4 hours	DOLE/Provincial SPES Coordinator

Post Employment				
1.	Submit approved DTR of Student-Beneficiaries & Terminal Reports	Validates submitted DTR & terminal report and inform clients where and when to receive their wages	5 minutes	Provincial SPES Coordinator

