

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE / PUBLIC EMPLOYMENT SERVICE OFFICE

The Public Employment Service Office or PESO is a one-stop center established to provide employment information and assistance to the Department of Labor & Employment (DOLE) clients and constituents of local government unit (LGUs). It makes available in one roof of the various employment promotion and manpower programs and services of the DOLE and other government agencies.

MS. MARVIN G. SANDAGA - SUBALA

HRMO/PESO Manager

Service Schedule

MONDAY-FRIDAY 8:00 AM - 5:00 PM

FRONTLINE SERVICES

- 1. Securing of Local Employment Referral**
- 2. Accreditation Of Company And Agency**
- 3. Recruitment Assistance To Applicants**

1. SECURING LOCAL EMPLOYMENT REFERRALS

Requirements:

Accomplished Request Slip
 Resume
 Barangay Certificate
 Other Credentials

Fees: None

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Register submit requirements and Accomplish Form	Assess and interviews applicants	5 minutes	All Staff
	Calls company if position is still open	10 minutes	Corazon Hacosta
	Make a referral letter	5 minutes	Corazon Hacosta Marvin Sandaga
Receive referral letter and proceed to the company			

2. ACCREDITATION OF COMPANY AND AGENCY

The Public Employment and Service Office (PESO) assist placement agencies and companies. The office makes sure that these companies are authorized by the Philippine Employment Administration (POEA). It also monitor the status of workers place overseas.

Requirements

- Letter of intent
- Company/agency profile
- DTI/SEC/DOLE Certificates (whichever is appropriate for the nature of business applied for).
- Job Opening
- Approval of the PESO Manager

Fees: None

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Client submits the above requirements.	Assessment by the PESO Manager.	7 minutes	All Staff
	Approves the application		Marvin Sandaga
Wait for the next job fair or scheduled job fair	Assist client	1 day	All Staff

3. RECRUITMENT ASSISTANCE TO EMPLOYERS

Supervision of recruitment activities/interview at PESO for overseas and local employment being conducted by the private establishment and overseas recruitment agencies.

Requirements:

For overseas recruitment agencies)/employers

- Valid POEA License (Photocopy)
- Letter of Request to the Local Chief Executive (LCE)
- Letter of No. Objection from the PESO Manager noted by the Local Chief Executive
- Approved Special Recruitment Authority (SRA) from the POEA
- Updated Job Order Balance / verified manpower request
- Notarized affidavit of Undertaking
- For Foreigners participating in the recruitment activity, Special Work Permit (SWP) from the Bureau of Immigration/ POEA

For private establishment (local employment)

- Letter of Request addressed to the Local Chief Executive
- Job order/vacancies

Fees:

None

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Submit letter of request and other supporting documents	Verify status of the agency from the POEA for overseas recruitment and for DOLE for local recruitment	5 minutes	All Staff
	Inform the agency for the possible date of recruitment	5 minutes	

	Inform the citizenry of Bauang for the recruitment date through bulletin boards, radio, social media sites and memorandums to all barangay	10 minutes	
Coordinates to PESO office for additional information and requirements	Assist the recruitment agency	8 hours	
Conduct recruitment			
Submit Terminal Report after the recruitment	Accepts Terminal Report	5 minutes	

3. RECRUITMENT ASSISTANCE TO APPLICANTS

Supervision of recruitment activities/interview at PESO for overseas and local employment being conducted by the private establishment and overseas recruitment agencies.

Requirements

- Biodata/Resume
- Certificate of Training
- Certificate of Employment
- Police Clearance/NBI
- Valid passport (for overseas employment)

Fees: None

STEPS OR PROCESS		Duration/ Processing Time	Staff-in-Charge
Client	Service Provided		
Register, accomplish NMRS FORM and submit documents	Verify the applicants submitted documents	5 minutes	All Staff
	assess/ evaluate and provide employment counseling to applicants before interview	10 minutes	
Proceed to the desired recruitment agency or agency that matches your qualification			