

2. IN HOUSE-HIRING

About The Services:

The Public Employment and Service Office (PESO) provide job vacancies posted by participating companies and placement agencies.

Office or Division:	PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)	
Classification:	SIMPLE	
Type of Transaction:	Government to citizen	
Who may avail:	JOSEEKERS / APPLICANTS WHO ARE RESIDENTS OF SAN JUAN CITY	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. COMELEC ID Registration 2. Bio-data / Resume 3. Barangay Clearance 		

HOW TO AVAIL OF THE SERVICES:

Step	Client Step	Office/Person Responsible	Office Location	Duration of Step
1	Applicant registers at the PESO Office	PESO Personnel	PESO Office 2 nd Floor	1 minute
2	Applicant examines all job vacancies posted by participating companies/agencies through the PESO and Job matches himself/herself to the Company Agency interview or test conducted by the company.	PESO Staff/ In Charge	PESO Office 2 nd Floor	10 minutes
3	Company/Agency submits to Office a summary report on the same day; Then the In House Placement Report after a month. Endorsement just to be issued a Business Permit. For purposes of one stop shop transactions, during One stop shop during the month of January, issued just to catch up with the deadline of the Business and License Office in Payment and issuance of Business Permit.	Company /Agency HRD Representative	PESO Office 2 nd Floor	20 minutes
4	Client is given six (6) months' time to comply with the 50% working force. On the succeeding year it will depend upon the PESO Manager as	PESO Personnel	PESO Office 2 nd Floor	

	how to many she / he will give as grace period.			
5	Upon inspection done penalty is given to non-complying business establishment in the amount of Php 2,500.00 and for further repetitious offenses may mean closure.	PESO Personnel	PESO Office 2 nd Floor	

END OF TRANSACTION