

#### 4. ISSUANCE OF PESO PERMIT

##### About The Services:

The Public Employment Service Office (PESO) issues City Permit to private companies who seeks employment assistance. The Office also offers interview tips and guides among others.

<b>Office or Division:</b>	PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)	
<b>Classification:</b>	SIMPLE	
<b>Type of Transaction:</b>	Government to citizen	
<b>Who may avail:</b>	Business Establishments Registered in the City of San Juan	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Letter of Intent</li> <li>2. Company / Agency Profile</li> <li>3. DTI/SEC/DOLE Certificates</li> <li>4. Job Opening</li> <li>5. Approval of the PESO Manager</li> </ol>		

**FEES: None**

##### HOW TO AVAIL OF THE SERVICE:

Step	Client Step	Office/Person Responsible	Office Location	Duration of Step
1	Business Establishment is given requirement and questionnaire form.	In charge for PESO Certification	PESO Office 2 <sup>nd</sup> Floor	5 minutes
2	Issuance of PESO unsigned Permit to be further filled up by the HRD or owner.	PESO Personnel	PESO Office 2 <sup>nd</sup> Floor	3 minutes
3	Client returns and submits all the requirements. Only then will the PESO Manager signs the Certification	PESO Personnel	PESO Office 2 <sup>nd</sup> Floor	3 minute
4	Client is issued first		PESO Office 2 <sup>nd</sup> Floor	2 minutes

**END OF TRANSACTION**