

3. MEGA JOB FAIR

About The Services:

The Public Employment and Service Office (PESO) provide assistance to Overseas Placement Agencies in conducting recruitment activities through Job Fairs.

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 THESE SERVICE

Step	Client Step	Office/Person Responsible	Office Location	Duration of Step
1	Client Registers at the PESO Office	PESO Personnel	Designated site (depending upon the influx of applicants)	5 minutes
2	Applicants scans all posted Job Orders	Jobseekers /Applicants	Designated Site -Vacancies	20-30 minutes
3	Applicant job matches him/her. Goes to the section where him/her interest	Jobseekers/ Applicant	Designated site	30 minutes
4	Submission of required summary and placements reports of the company on the day of the fair.	PESO Personnel assign for forms	Designated site	3 minutes
5	Interviewer / Evaluator of the companies are required to submit their Summary Reports on the day of the Fair to and after a month submit to the PESO their Placement reports.	HRD'S Evaluation Interviewer	PESO office 2 nd Floor	1 hour
6	PESO Collates all reports for their monthly and annual reports		PESO Office 2 nd Floor	30 minutes

END OF TRANSACTION