

1. SECURING LOCAL EMPLOYMENT & REFFERALS

About The Services:

The Public Employment Service Office (PESO) provide employment assistance to job seekers through referral. Career guidance and counselling are also offered to assist the applicants in going the recruitment process in different companies.

Office or Division:	PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)		
Classification:	SIMPLE		
Type of Transaction:	Government to citizen		
Who may avail:	JOBSEEKERS / 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 			
CLIENT STEPS	OFFICE / PERSON Responsible	Office Location	Duration of step
1. Register and submit the requirements	1. Person in charge	PESO Office	3 minutes
2 Evaluation of submitted applicants bio-data / resume	2 Evaluator / Interviewer	PESO Office	5 minutes
3. Assessed and interview the applicants.	3. Evaluator / Interviewer	PESO Office	10 minutes
4 Applicants is job matched. (PESO) staff calls the company if position is still open for hiring.	4. Evaluator / Interviewer	PESO Office	5 minutes
5 Awaits for the referral be made. Referral is signed	5.Evaluator PESO Manager	PESO Office	3 minutes
6 Releasing of the referral.	6. Evaluator / PESO Staff	PESO Office	3 minutes

END OF TRANSACTION