



City Government of Imus
PUBLIC EMPLOYMENT SERVICE OFFICE

CITIZEN'S CHARTER

PUBLIC EMPLOYMENT SERVICE OFFICE



CITY OF
IN AUS
FLAG CAPITAL



MAYOR Emmanuel MALIKSI



@EmmanuelMaliksi



@CityMayorELM



www.imus.gov.ph

CITIZEN'S CHARTER

PUBLIC EMPLOYMENT SERVICE OFFICE

The office is responsible in providing jobs and various livelihood and self-employment programs for the Imuseños.

FUNCTIONAL STATEMENT

The Office of the City Public Employment Service Office on behalf of the Office of the City Mayor shall:

1. Encourage employers to submit to the PESO on a regular basis a list of job vacancies in their respective establishment;
2. Develop and administer tests and evaluation instruments for effective job selection, training and counseling;
3. Provide persons with entrepreneurship qualities access to the various livelihood and self-employment programs;
4. Undertake employability enhancement trainings/seminar for job seekers as well as those would like to chance career or enhance their employability;
5. Provide employment and occupational counseling career guidance, mass motivation and values development activities;
6. Conduct pre-employment counseling and orientation to prospective local and overseas workers;
7. Provide reintegration assistance services to returning Filipino migrant workers; and
8. Perform such functions as willfully carry out objectives of this Act.



FRONTLINE SERVICES OFFERED

- Issuance of Mayor's Permit to Work
- Issuance of Mayor's Clearance
- Issuance of Referral Letter and Recommendation.
- Issuance of Company Accreditation

FRONTLINE SERVICES PROCEDURE

ISSUANCE OF MAYOR'S PERMIT TO WORK

WHO MAY AVAIL THE SERVICE:

- All employed in the City of Imus

REQUIREMENT(S):

- Duly Accomplished Application Form
- Health Card
- NBI/Police Clearance
- Cedula
- Referral Letter (for other Municipality)

FEE(S)/CHARGE(S):

- Php 50.00

HOW TO AVAIL THE SERVICE

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the required documents	Assess the requirements and issue the order of payment	Manuel L. Sañez and Erwina Camacho	5 minutes
2	Pay the required fee	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
3	Submit the O.R. and register in the log book	Process the request	Claire Genova; Manuel L. Sañez and Erwina Camacho	7 minutes



4	Receive the document	Release the document		
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				14 minutes
END OF TRANSACTION				

ISSUANCE OF MAYOR'S CLEARANCE

WHO MAY AVAIL THE SERVICE:

- All residents of the City of Imus

REQUIREMENT(S):

- Duly accomplished Application Slip
- NBI/Police Clearance
- Barangay Clearance
- Official Receipt

FEE(S)/CHARGE(S):

- Php 50.00

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Present the requirements	Assess the requirements and issue the order of payment	Manuel L. Sañez and Erwina Camacho	5 minutes
2	Pay the required fee	Receive the payment and issue the O.R.	City Treasurer's Office	2 minutes
3	Submit the requirements and the photocopy of the O.R.	Encoding the Mayor's Clearance	Claire Genova Manuel L. Sañez and Erwina Camacho	2 minutes



4	Receive the clearance	Register in the log book and release the clearance	Manuel L. Sañez and Erwina Camacho	1 minute
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				10 minutes
END OF TRANSACTION				

ISSUANCE OF REFERRAL LETTER FOR COMPANY AND RECOMMENDATION FOR OTHER MUNICIPALITIES

WHO MAY AVAIL THE SERVICE:

- All residents of the City of Imus

REQUIREMENT(S):

- Accomplished Request Slip
- Resume
- Barangay Certificate
- Other Credentials

FEE(S)/CHARGE(S):

None

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	Client	DEPARTMENT/ UNIT		
1	Submit the requirements	Assess the requirements	Claire Genova; Manuel L. Sañez; Erwina Camacho	7 minutes
		Process the request		
2	Receive the document	Release the document	Manuel L. Sañez; Erwina Camacho	3 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				10 minutes
END OF TRANSACTION				



ISSUANCE OF COMPANY ACCREDITATION

WHO MAY AVAIL THE SERVICE:

- All companies seeking to join the Imus PESO Job Fairs

REQUIREMENT(S):

Local Company:

- Request letter
- Company profile
- Business Permit
- SEC Registration/DTI
- Certificate of Compliance from DOLE (GLS &OSHS)
- Phil. Job-Net Registration
- List of Job Vacancies
- DO18-A Certificate(for Agency)
- Other Permit/ Document (eg. No pending Cases/BIR/SSS etc.)

Overseas Company:

- Request letter
- Company profile
- Business Permit
- SEC Registration/DTI
- Certificate of Compliance from DOLE (GLS &OSHS)
- Phil. Job-Net Registration
- Certificate of Accreditation from POEA (License)
- Approved Manpower-Job Order from POEA
- Other Permit/ Document (eg. No pending Cases/BIR/SSS etc.)

FEE(S)/CHARGE(S):

None

HOW TO AVAIL THE SERVICE:

STEP	PROCEDURE		DIVISION/ PERSON RESPONSIBLE	DURATION OF ACTIVITY
	CLIENT	DEPARTMENT/ UNIT		
1	Submit the requirements	Assess the requirements	Regine Velasco, Nikki Satsatin and Jopearl Jill Chua	5 minutes
		Verify the submitted documents and conduct inspection		1 week

		if needed		
2	Receive the document	Release the document		2 minutes
Fill-out the Client Satisfaction Rating Form				
TOTAL DURATION OF ACTIVITY				1 week and 7 minutes
END OF TRANSACTION				



ORGANIZATIONAL CHART CITY PUBLIC EMPLOYMENT SERVICE OFFICE (P.E.S.O)



MS. CLARITA CASING
PESO Manager



CITY PESO STAFF



REGINE VELASCO
Administrative and Correspondence Staff



NIKKI SATSATIN



JOPEARL JILL MANUEL
Secretary



ERWINA CAMACHO
Office Staff



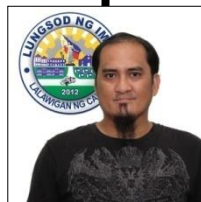
CLAIRE GENOVA
Office Staff



ARLENE CASING
Liaisons Officer



MANUEL SAÑEZ
Messenger Staff



ALEX MANUEL
Driver



JOVEN SANTOS
Driver



ROSALIZA PEL
Utility



Location: The **City Public Employment Service Office (PESO)** is located at the 2nd level of Old Municipal Building

Ms. Clarita T. Casing
PESO Manager

You can also contact us at:
(046) 416-5881

Or email us at:
Imus.peso@yahoo.com

