

PUBLIC EMPLOYMENT SERVICES OFFICE EXTERNAL SERVICES



1. ISSUANCE OF COMPANY ACCREDITATION

To secure the legality of the papers submitted by the company before they allow joining in job matching activities, posting job vacancies and browsing of resume.

OFFICE OR DIVISION	Public Employment Services Office	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2B - Government to Businesses	
WHO MAY AVAIL THE SERVICE	All companies seeking to join the Imus PESO job matching activities and sorting of applicants resume	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Local Company		
Letter of Intent	Company	
Company Profile	Company	
Business Permit	LGU (BPLO)	
SEC Registration/DTI	Securities and Exchange Commission	
BIR Certificate	Bureau of Internal Revenue	
Certificate of Compliance from DOLE (GLS & OSHS)	Department of Labor and Employment	
No Pending Cases and DOLE Registered	Department of Labor and Employment	
Phil. Job-Net Registraion	Department of Labor and Employment	
List of Job Vacancies	Company	
DO-174 Certificate (for Agency)	Department of Labor and Employment	
Other Permit/ Document (eg. SSS/PhilHealth etc.)	Other	
For Overseas Company		
Letter of Intent	Company	
Company Profile	Company	
Business Permit	LGU (BPLO)	
SEC Registration/DTI	Securities and Exchange Commission	
BIR Certificate	Bureau of Internal Revenue	
Certificate of Accreditation from POEA (License	Philippine Overseas Employment Administration	
Approved Manpower-Job Order From POEA	Philippine Overseas Employment Administration	
No Pending Cases and DOLE Registered	Department of Labor and Employment	
Phil. Job-Net Registered	Department of Labor and Employment	
Other Permit/ Document (eg. SSS/PhilHealth etc.)	Other	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry	1. Assists and refers the client to the assigned focal person	None	5 minutes	Manuel L. Sañez
2. Proceeds to the assigned personnel and present/submit the requirements	2.1 Check the completeness and validate the submitted documents;	None	5 days	Nikki B. Satsatin
	2.2 Conduct inspection (if needed);	None		
	2.3 Message the client for the availability of the document	None		
3. Receive the Certificate of Accreditation	3. Release the Certificate of Accreditation	None	3 minutes	PESO Staff
TOTAL		None	5 days, 8 minutes	



2. ISSUANCE OF MAYOR'S PERMIT TO WORK/OCCUPATIONAL CARD

Any individuals who are newly hired by employers and already employed within the territorial jurisdiction of City of Imus are required to secure Mayor's Permit to Work/Occupational Card which they have to submit to their respective employers as part of their credentials.

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	SIMPLE			
TYPE OF TRANSACTION	G2C - Government to Citizen			
WHO MAY AVAIL THE SERVICE	All employed citizens in the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplish application slip		Public Employment Service Office		
Health Card		Health Center		
NBI or Police Clearance		National Bureau of Investigation (NBI) or Police Station		
Community Tax Certificate (Cedula)		City Treasurer's Office		
Referral Letter		City or Municipality where the client resides		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry and submit the required documents	1. Assist and assess the requirements.	None	3 minutes	Manuel L. Sañez
2. Receive the Order of Payment	2. Release Order of Payment	None	2 minutes	Manuel L. Sañez
3. Pay t required fees.	3. Receive the payment and issue the Official Receipt (O.R)	Php 50.00	10 minutes	City Treasurer's Office
4. Submit the O.R and Register in the log book	4. Process the request	None	15 minutes	Claire Genova; Raquel Camacho
5. Receive the document	5. Release the document	None	2 minutes	Manuel L. Sañez
TOTAL		Php 50.00	32 minutes	



3. ISSUANCE OF MAYOR'S CLEARANCE

It is the document that issued to individuals who need for local employment, firearms license, and other legal purposes. It certifies the individual to be a bonafide resident of the city.

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizens; G2G - Government to Government			
WHO MAY AVAIL THE SERVICE	All residents of City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplish application slip		Public Employment Service Office		
NBI or Police Clearance		National Bureau of Investigation (NBI) or Police Station		
Barangay Clearance		From respective barangay		
Official Receipt		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry and submit the required requirement	1. Assess the requirements.	None	3 minutes	Manuel L. Sañez
2. Receive the Order of Payment	2. Release the Order of Payment.	None	2 minutes	Manuel L. Sañez
3. Pay the required fee	3. Receive the payment and issue the Official Receipt (O.R)	Php 50.00	10 minutes	City Treasurer's Office
4. Submit the requirements and Official Receipt (O.R)	4. Process the Mayor's Clearance	None	15 minutes	Claire Genova; Raquel Camacho
5. Register in the logbook and receive the document.	5. Release the document	None	2 minutes	Manuel L. Sañez
TOTAL		Php 50.00	30 minutes	



4. ISSUANCE OF APPLICANT REFERRAL LETTER FOR EMPLOYMENT

Applicants undergo pre-qualification process which consists of job matching and counseling, among others prior to the issuance of job referral/ recommendation letter addressed to a prospective employer/s.

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizens; G2G - Government to Government			
WHO MAY AVAIL THE SERVICE	All residents of City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplish Request Slip		Public Employment Service Office		
Resume		From Client		
Barangay Clearance		From Respective Barangay		
Other credentials		From Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry	1.1 Assess the requirements	None	7 minutes	Manuel L. Sañez
	1.2 Issue National Skills Registration Program (NSRP) form and Accomplish Request Slip	None		
2. Fill-up the National Skills Registration Program (NSRP) form	2. Check the client's credentials and inform the client of the available job vacancies that match his/her credentials	None	15 minutes	Nikki Satsatin or Regine Velasco
3. Register in log book	3. Prepare the referral/recommendation letter	None	5 minutes	Claire Genova and Raquel Camacho
4. Receive the referral/recommendation letter and proceed to the company to process the job application.	4. Issue the applicant referral letter	None	3 minutes	Manuel L. Sañez
TOTAL		None	30 minutes	

5. ISSUANCE OF RECOMMENDATION LETTER FOR OTHER MUNICIPALITIES AND CITIES

It is issued to the client as their requirements for processing Mayor's Permit to Work or Occupational Permit to other Municipalities or Cities

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizens; G2G - Government to Government			
WHO MAY AVAIL THE SERVICE	All residents of City of Imus			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplish Request Slip			Public Employment Service Office	
Resume			From Client	
Barangay Clearance			From Respective Barangay	
Other credentials			From Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry	1.1 Assess the requirements;	None	7 minutes	Manuel L. Sañez
	1.2 Issue Request Slip	None		
2. Register in log book	2.1 Check the client's requirements;	None	15 minutes	Claire Genova; Raquel Camacho
	2.2 Prepare the referral/recommendation letter	None		
3. Receive the recommendation letter	3. Issue the recommendation letter	None	3 minutes	Manuel L. Sañez
TOTAL		None	25 minutes	



6. ISSUANCE OF REFERRAL SLIP FOR ENDORSEMENT TO OWWA ASSISTANCE PROGRAM

All registered members of OWWA can avail many of their services that range from health care, disability and death benefits, scholarships and financial assistance for education and training, workers assistance and on-site services, and social services and family welfare assistance. Referral slip is issued to OWWA Member or their families.

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizens; G2G - Government to Government; G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All registered members of OWWA and their families resident of the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of OFW/OWWA Membership		OWWA		
Proof of Relationship to OFW/OWWA Member		Client		
Passport or Travel Documents <ul style="list-style-type: none"> ➤ 2nd page (with Name and Picture) ➤ Latest Departure and Arrival 		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry	1.1 Assess and verify the requirements;	None	10 minutes	Regine Velasco
	1.2 Interview the client	None		
2. Register in log book	2.1 Prepare the referral/endorsement slip and call concern agencies for possible OWWA assistance program;	None	15 minutes	Regine Velasco
	2.2 Signature of referral/endorsement slip	None	2 minutes	Clarita T. Casing PESO Manager
3. Receive the referral/endorsement slip and proceed to OWWA Office	3. Issue the referral/endorsement slip and advise the client to proceed to OWWA Office	None	3 minutes	Regine Velasco
TOTAL		None	30 minutes	

7. SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)

Pursuant to Republic Act No. 7323, as amended by RA 9547 otherwise known as the "Special Program for Employment of Student (SPES)", is an employment-bridging programme that aims to provide temporary employment to disadvantaged youth to augment their family's income and help ensure that beneficiaries are able to pursue their education. SPES enhances the employability of youth, who will eventually come to be the country's future workforce. Along with providing students with experience while earning income, it is also designed to increase employment opportunities for young people in the long-term.

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G - Government to Government); G2C - Government to Citizen			
WHO MAY AVAIL THE SERVICE	All Residents of Imus, Students or out-of-school youth (OSY) at least 15 but not more than 30 years of age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SPES Form		PESO Office		
Parent Consent with contact info of guardian				
Photocopy of Birth Certificate		Philippine Statistics Authority (PSA)		
Proof of School Registration (Form 138 or certified true copy of Student's Class Card)		School		
Photocopy of School Identification Card				
Barangay Clearance and Barangay Indigency		School		
DSWD Indigency, Copy of ITR or Exemption from BIR		From respective barangay		
2 pcs of Passport Size Picture		DSWD or BIR		
For OSY, Out-of-School Youth Certification of Good Moral Character from Barangay		From respective barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry	1. Assist and refer the client to assigned focal person	None	3 minutes	Manuel Sañez
2. Proceed to the assigned personnel and submit the requirements	2.1 Check the qualification of the client and the completeness and validity of the documents submitted.	None	10 minutes	Regine Velasco; Nikki Satsatin
	2.2 Issue SPES Form to be accomplished by the Client.	None		



3. Submit the accomplished SPES Form	3.1 Evaluate the accomplished SPES Form.	None	10 minutes	Regine Velasco and Nikki Satsatin
	3.2 Conduct Initial Screening of the Client	None		
	3.3 Advise the client with regards to the schedule of interview, orientation and signing of contract and deployment	None		
TOTAL		None	23 minutes	

