



# LAPU-LAPU CITY CITIZEN'S CHARTER



## PUBLIC EMPLOYMENT SERVICE OFFICE

### FRONTLINE SERVICE

#### A. JOB PLACEMENT (DOMESTIC and OVERSEAS EMPLOYMENT)

**WHO MAY AVAIL OF THE SERVICE:**

1. Jobseekers
2. Those who are underemployed
3. Those who are looking for a career change

**REQUIREMENTS:**

1. Latest and updated Biodata/Resume with 2x2 colored picture
2. Other requirements to follow upon request by employer/establishment

**FEES/CHARGES:** None**SCHEDULE OF SERVICE AVAILABILITY:**

Monday to Friday from 8:00 AM to 5:00 PM  
Saturday, Sunday or Holiday (upon request by the company/establishment)

**FOLLOW THESE STEPS**

STEPS	CLIENT	PESO STAFF	LEADTIME	PLEASE APPROACH
1	Secure NSRP Form 1	Provide NSRP Form 1 and give instruction	3 mins	Ma. TecSarah Taghoy / Jeline Basas
2	Submit duly accomplished NSRP Form 1 together with the Biodata/Resume	Receive and check proper details for recording	3 mins	Ma. TecSarah Taghoy / Jeline Basas
3		Job matching/Screening and preliminary interview	7 mins	Roi Yenne Pagorogon /Jonathan Atillo
4		Review and segregate qualified applicants from the pool of applicants	10 mins	Jeline Basas Roi Yenne Pagorogon
5		Notify qualified applicants from the pool of applicants regarding the available job vacancy/ies	10 mins	Roi Yenne Pagorogon
6		Prepare endorsement to qualified applicant /potential employer	2 mins	Roi Yenne Pagorogon
7		Inform hiring company and/or agency of qualified applicants who registered or dropped their biodata/ resume at PESO Office	10 mins	Roi Yenne Pagorogon
8		Keep biodata/resume on active file for employers'future reference	2 mins	Ma. TecSarah Taghoy Jeline Basas

#### B. REGISTRATION OF EMPLOYERS/ESTABLISHMENTS AS INDUSTRY PARTNER (LOCAL COMPANIES, MANPOWER AGENCIES and OVERSEAS AGENCIES)

**WHO MAY AVAIL OF THE SERVICE:**

Local Companies/Establishments, Local Manpower/Recruitment Agencies and Overseas Agencies

**REQUIREMENTS:**

- SEC Registration (for Corporation)
- DTI Registration (for Single Proprietorship)
- CDA Registration (for Cooperatives)
- DOLE License (for local private recruitment and placement agency)
- DOLE Certificate of No Pending Case (for local private recruitment and placement agency)
- PEZA Certificate of Registration (for PEZA locators in MEZ or IT/BPO)
- Business/Mayor's Permit
- BIR Certificate of Registration
- Letter of Intent addressed to PESO Manager
- Company Profile
- Philjobnet Registration (screenshot or registration & job posting)
- Sketch of Office Location
- Copy of Job Vacancy with qualifications

**FEES/CHARGES:** None**SCHEDULE OF SERVICE AVAILABILITY:**

Monday to Friday from 8:00 AM to 5:00 PM

**HOW TO AVAIL OF THE SERVICE?****FOLLOW THESE STEPS**

STEPS	CLIENT	PESO STAFF	LEADTIME	PLEASE APPROACH
1	Submit required documents	Receive and review documents	3 mins	Karen Daño / Jonathan Atillo
2		Approval	3 mins	Kim R. Francisco

#### C. POSTING OF JOB VACANCIES (LOCAL COMPANIES and OVERSEAS AGENCIES)

**WHO MAY AVAIL OF THE SERVICE:**

PESO-registered Companies/Establishments and Agencies duly accredited by DOLE or POEA

**REQUIREMENTS:**

- List of vacancies with qualifications and contact details
- Letter of Intent/Special Recruitment Authority issued by POEA

**HOW TO AVAIL OF THE SERVICE?****FEES/CHARGES:**

None

**SCHEDULE OF SERVICE AVAILABILITY:**

Monday to Friday from 8:00 AM to 5:00 PM

**FOLLOW THESE STEPS**

STEPS	CLIENT	PESO STAFF	LEADTIME	PLEASE APPROACH
1	Submit required documents	Receive and review documents	5 mins	Karen Daño / Jonathan Atillo
2		Approve for posting (FB or Bulletin Board)	3 mins	Kim R. Francisco

#### D. CAREER GUIDANCE AND COUNSELING

**WHO MAY AVAIL OF THE SERVICE:**

Senior High School Students  
Workers and Jobseekers

**REQUIREMENTS:**

Letter of Invitation

**HOW TO AVAIL OF THE SERVICE?****FEES/CHARGES:**

None

**SCHEDULE OF SERVICE AVAILABILITY:**

Monday to Friday from 8:00 AM to 5:00 PM

**FOLLOW THESE STEPS**

STEPS	CLIENT	PESO STAFF	LEADTIME	PLEASE APPROACH
1	Submit required documents	Receive and review Letter of Invitation	2 mins	Karen Daño / Jonathan Atillo
2		Set schedule	3 mins	Kim R. Francisco