



Office of the Municipal Mayor – Public Employment Office Division External Services

1. Special Program for Employment of Students (SPES)

The Public Employment Services Office is mandated to conduct Special Program for Employment of Students (SPES) which aims to assist poor but deserving students and out-of-school youth or dependents of displaced workers to support and pursue their education by providing income through employment.

Office or Division:	PESO	
Classification:	Simple	
Type of Transaction:	G2SOSY – Government to Students/Out-Of-School Youth	
Who may avail:	15 y/o student – 30 y/o 3 rd yr. college	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.	SPES Application Form	PESO Manager Designate
2.	Photocopy of Birth Certificate or any document indicating date of birth or age (age must be 15 – 30)	
3.	Photocopy of the latest Income Tax Return (ITR) of parents/legal guardian or certification issued by BIR that the parents/guardians are exempted from payment of tax or original Certificate of Indigence or original Certificate of Low Income issued by the Barangay or MSWD/CSWD where the applicant resides; and	
4.	<p>For students: any of the following, in addition to requirements no. 1 and 2:</p> <p><input type="checkbox"/> a) Photocopy of proof of average passing grade such as (1) class card or (2) Form 138 of the previous semester or year immediately preceding the application; OR</p> <p><input type="checkbox"/> b) Original copy of Certification by the School Registrar as to passing grade immediately preceding semester/year if grades are not yet available</p>	
		Barangay and MSWD Office

5. For Out of School Youth (OSY): original copy of Certification as OSY issued by MSWD or the authorized Barangay Official where the OSY resides, in addition to requirements no. 1 and 2.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the log book and fill up NSRP Form from the PESO staff for attendance	1.1 Give the log book and NSRP Form to the client	None	1 Minute	<i>PESO Staff</i>
2. Answer the assessment interview done by the PESO Manager for qualification	2.1 The PESO Manager conducts assessment interview	None	10 Minutes	<i>PESO Manager Designate</i>
3. Fill out the SPES Application form and submit the accomplished form to the PESO staff in 4 copies with the complete attachment of documentary requirements	3.1 Give the SPES Form 3.2 Collect the SPES Form from the client, checks the completeness of the form and the attachments.	None	5 Minutes	<i>PESO Staff</i>
3. Wait for the call from the PESO Manager or staff for the confirmation of slot	3.1 Instruct the client to wait for the confirmation of slot through phone call 2- 3 days	None	1 Minute	<i>PESO Manager Designate</i>
4. Client receives a confirmation of acceptance via call	4.1 PESO Manager conducts orientation and assigned students/OSY per office	None	4 hours	<i>PESO Manager Designate</i>
TOTAL		None	4 hours & 17 Minutes	

2. Issuance of No Objection Certificate

The Public Employment Services Office aims to assist clients seeking for job opportunities not only in local but also overseas, as part of the initiative; the PESO is mandated to ensure that all documents provided by the recruitment agencies are legal, accredited and operational before they conduct recruitment activity.

Office or Division:	PESO			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Job Seekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Letter Request from the Agency indicating the date and name of the representative duly registered licensing branch 2. Copy of registration /accreditation certificate of the agency/employer with valid job order/manpower request 3. DTI Certificate 4. Terminal report of previous activity 5. No Objection Certificate 6. Mayor's Permit 		<p style="text-align: center;">PESO Manager Designate Mayor's Office</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Log book and Fill up NSRP Form	<ol style="list-style-type: none"> 1.1 Give the logbook for the clients to sign 1.2 Give NSRP Form to the client to fill out. 	None	3 Minutes	<i>PESO Staff</i>
2. Return the NSRP form to PESO Staff	<ol style="list-style-type: none"> 2.1 Collect the NSRP Form from the client. 2.2 Check the completeness of the information written in the 	None	1 Minute	<i>PESO Staff</i>

	NSRP Form			
	2.3 Instruct the client to proceed to the PESO Manager for the verification and checking of required documents			
3. Proceed to the PESO Manager and present the letter request and other required documents for verification to conduct SRA	3.1 Check the completeness of documents presented by the client.	None	5 Minutes	<i>PESO Manager Designate</i>
4. Ask for the No Objection Certificate once all documents are checked	4.1 Provide No Objection Certificate to the client to conduct recruitment activity 4.2 Instruct the client to pay at the Municipal Treasurer's Office for the Mayor's Permit to conduct SRA	None	3 Minutes	<i>PESO Manager Designate</i>
5. Proceed to Municipal Treasurer's Office for the Mayor's Permit Fee to conduct SRA	5.1 The cashier/collector issue official receipt for the Mayor's Permit Fee	500.00 per day	3 Minute	<i>MTO personnel</i>
7. Proceed to Mayor's Office for Mayor's Permit and present the NOC signed by PESO Manager with the attached OR	6.1 Mayor's Office to issue Mayor's Permit to conduct SRA	None	5 Minutes	<i>Mayor's Office JO personnel</i>
	TOTAL	None	20 Minutes	

3. Request for Organization/Association to be registered in DOLE

The Public Employment Services Office is the main partner of Department of Labor and Employment in providing employment opportunities and sustainable livelihood program to those registered organizations or associations which contribute to poverty reduction and reduce the vulnerability to risks of the working poor and marginalized workers through economic development.

Office or Division:	PEESO- Employment Division			
Classification:	Simple			
Type of Transaction:	G2O – Government to Organization			
Who may avail:	All unregistered organizations/associations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Duly accomplished Application Form for registration of Worker’s Association 2. At least 20 members of the association 3. Names of the association’s officers and their respective addresses 4. Minutes of the organizational meeting/s 5. List of members with corresponding signatures 6. List of the members who participated in the organizational meeting/s with corresponding signatures 7. Financial Report if in existence for at least one (1) year 8. If less than 1 year, and has not collected any amount, a certification to this effect 9. Constitution and by – laws accompanied by the names and signatures of ratifying members 10. Minutes of adoption or ratification of the constitution and by – laws and date/s when ratification was made 11. Minutes of adoption or ratification is not required if it is done simultaneously with the organizational meeting including the dates/s when ratification was made and list of ratifying members 		http://ro1.dole.gov.ph		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Sign the Logbook and Fill up NSRP Forms	1.1 Give the logbook for the clients to sign 1.2 Give NSRP Form to the client to fill out.	None	3 Minutes	<i>PESO Staff</i>
2. Submit all required documents to PESO and return once the DOLE receives and approves all documents	2.1 Check the completeness of requirements 2.2 Scan and email the requirements to DOLE 2.3 Instruct the member of the association that they will receive a call from the PESO once the DOLE approves all required documents	None	15 Minutes	<i>PESO Manager Designate</i>
3. Proceed to DOLE Field Office, pay the registration fee and receive OR	DOLE receives payment and issue OR	70.00 – Registration fee	10 Minutes	DOLE FO
TOTAL		70.00	28 Minutes	