



Public Employment Service Office



VI. Mandate:

The Public Employment Service Office or PESO is a non-fee charging multi employment service facility or entity established or accredited pursuant to Republic Act No. 8759 otherwise known as the PESO Act of 1999.

VII. Vision:

A well-diversified agro-industrial center and international gate-way, with a tourist friendly and safe environment and quality infrastructure, powered by a globally-competitive citizenry, and inspired by transparent, firm, and fair leadership.

VIII. Mission:

“To improve the quality of life of the citizens through sustained efforts to attain a balanced agro-industrial development; to promote a business-friendly environment; to generate more employment opportunities and to adequately provide the basic infrastructure utilities, facilities and social services necessary for a robust and liveable community.”

IX. Service Pledge:

We commit to:

5. Ensure the prompt, timely and efficient delivery of employment service and provision of information on the other DOLE programs;
6. Provide a venue where people could explore simultaneously various employment options and actually seek assistance they prefer;
7. Serve as referral and information center for the various services and programs of DOLE and other government agencies present in the area;
8. Provide clients with adequate information on employment and labor market situation in the area;
9. Network with other PESOs within the region on employment for job exchange purposes; and
10. To implement PESO policies strictly and fairly.

X. List of Services

Registration of Applicants
Application for Company Accreditation
Application for the Conduct of Recruitment Activity
Application for Job Vacancy Posting
Application for PESO Applicants Referral
Application for Referral Letter
Application for Special Program for Employment of Students
Application for the Conduct of Job Fair



1. REGISTRATION OF APPLICANTS

Applicants registration to PESO Batangas City Job Portal and PESO Employment Information System.

Office or Division:	City Mayors Office - Public Employment Service Office
Classification:	Simple
Types of Transaction:	G2C – Government to Citizen
Who may avail:	Jobseekers

Checklist of Requirements		Where to Secure		
PESO Applicants Registration Form		PESO		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Approaches the Public Assistance Information Desk Officer for inquiry and signs the Attendance Sheet.	Assists and refers the client to the assigned focal person.	None	2 minutes	Administrative Aide I
Secures PESO Applicants Registration Form	2.1 Provides the form; 2.2 Explains to the client the required information needed for registration.	None	3 minutes	Labor and Employment Assistant
Submits the accomplished form and provides information	3.1 Checks the accomplished form; 3.2 Encodes the applicants information to Batangas City Job Portal and PESO Employment Information System; 3.3 Checks the accuracy of the information encoded.	None	5 minutes	Administrative Aide III
Receives the PESO Applicants ID Card	4.1 Calls the applicant; 4.2 Provides information on some solicited job vacancies from employers; 4.3 Issues the PESO Applicants ID Card	None	5 minutes	Labor and Employment Assistant



Total:		15 minutes	
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2. APPLICATION FOR COMPANY ACCREDITATION

Accreditation of Companies (Local and Overseas) for partnership with PESO in providing employment facilitation services such as Local and Special Recruitment Activity and participation to Job Fair.

Office or Division:	City Mayors Office - Public Employment Service Office
Classification:	Simple
Types of Transaction:	G2B – Government to Business Entity
Who may avail:	Company/Employer

Checklist of Requirements	Where to Secure
Letter of Intent	
Company Profile	
List of Job Vacancy with Qualification	
Mayors Permit	
DTI/SEC Registration	DTI/SEC
Phil-Jobnet Registration	PHIL-JOBNET
Certificate of No Pending Case (<i>for Local Company</i>)	DOL E
POEA License (<i>for Overseas</i>)	POE A
Approved Job Orders (<i>for Overseas</i>)	POE A

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Approaches the Public Assistance Information Desk Officer for inquiry and signs the Attendance Sheet.	Assists and refers the client to the assigned focal person.	None	2 minutes	Administrative Aide I
Proceeds to the assigned personnel. Present and	2.1 Receives the documents;	None	8 minutes	Administrative Aide III



submits the requirements for accreditation.	2.2 Checks for the completeness of the submitted forms; 2.3 Endorses the client to the PESO Manager.			
Proceeds to the PESO Manager for approval.	3.1 Validates the documents; 3.2 Approves the application for accreditation.	None	5 minutes	Supervising Labor and Employment Officer
Total:			15 minutes	

3. APPLICATION FOR THE CONDUCT OF RECRUITMENT ACTIVITY (Local and Overseas)

Office or Division:	City Mayors Office - Public Employment Service Office
Classification:	Simple
Types of Transaction:	G2B – Government to Business Entity
Who may avail:	Company/Employer

Checklist of Requirements		Where to Secure		
Letter of Intent				
Company Profile				
List of Job Vacancy with Qualification				
Mayors Permit				
DTI/SEC Registration		DTI/SEC		
Phil-Jobnet Registration		PHIL-JOBNET		
Certificate of No Pending Case <i>(for Local Company)</i>		D OL E		
POEA License <i>(for Overseas)</i>		PO EA		
Approved Job Orders <i>(for Overseas)</i>		PO EA		
Client Steps	Agency Action	Fe es to be	Proc essin g Time	Person Responsible



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Approaches the Public Assistance Information Desk Officer for inquiry and signs the Attendance Sheet. <i>*For Accredited Company/Agency – Application may be sent thru PESO Batangas City E-mail Address</i>	Assists and refers the client to the assigned focal person.	No ne	2 minu tes	Administrative Aide I
Proceeds to the assigned personnel. Present and submits the requirements	2.1 Receives the documents; 2.2 Checks for the completeness of the submitted forms; 2.4 Settles the schedule and venue of the recruitment activity; 2.3 Endorses the application to the PESO Manager.	No ne	8 minu tes	Labor and Employment Assistant
Proceeds to the PESO Manager for approval. <i>*Receives approval letter thru E-mail</i>	3.1 Validates the documents; 3.2 Approves the application.	No ne	5 minu tes	Supervising Labor an Employment Officer
Total:			15 minu tes	

4. APPLICATION FOR JOB VACANCY POSTING

Job Vacancies from accredited companies were posted to PESO Bulletin Board and PESO Facebook page for the easy access of information of jobseekers/applicants.

Office or Division:	City Mayors Office - Public Employment Service Office	
Classification:	Simple	
Types of Transaction:	G2B – Government to Business Entity	
Who may avail:	Company/Employer	
Checklist of Requirements		Where to Secure



Letter of Intent				
Company Profile				
List of Job Vacancy with Qualification				
Mayors Permit				
DTI/SEC Registration		DTI/SEC		
Phil-Jobnet Registration		PHIL-JOBNET		
Certificate of No Pending Case (<i>for Local Company</i>)		DO LE		
POEA License (<i>for Overseas</i>)		PO EA		
Approved Job Orders (<i>for Overseas</i>)		PO EA		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Approaches the Public Assistance Information Desk Officer for inquiry and signs the Attendance Sheet. <i>*For Accredited Company/Agency – Application may be sent thru PESO Batangas City E-mail Address</i>	Assists and refers the client to the assigned focal person.	None	2 minutes	Administrative Aide I
Proceeds to the assigned personnel. Present and submits the requirements	2.1 Receives the documents; 2.2 Checks for the completeness of the submitted forms; 2.3 Endorses the application to the PESO Manager.	None	5 minutes	Labor and Employment Assistant
Proceeds to the PESO Manager for approval.	3.1 Validates the documents; 3.2 Approves the application.	None	5 minutes	Supervising Labor and Employment Officer



Posting of Job Vacancies to PESO Bulletin Board and PESO Facebook page.	None	3 minutes	Administrative Aide III
Total:		15 minutes	

5. APPLICATION FOR PESO APPLICATION REFERRAL

Referral of registered applicants to the accredited companies on their job vacancies.

Office or Division:	City Mayors Office - Public Employment Service Office
Classification:	Simple
Types of Transaction:	G2B – Government to Business Entity
Who may avail:	Company/Employer

Checklist of Requirements		Where to Secure		
Letter of Intent				
Company Profile				
List of Job Vacancy with Qualification				
Mayors Permit				
DTI/SEC Registration		DTI/SEC		
Phil-Jobnet Registration		PHIL-JOBNET		
Certificate of No Pending Case (<i>for Local Company</i>)		DO LE		
POEA License (<i>for Overseas</i>)		PO EA		
Approved Job Orders (<i>for Overseas</i>)		PO EA		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Approaches the Public Assistance Information Desk Officer for inquiry and signs the Attendance Sheet.	Assists and refers the client to the assigned focal person.	None	2 minutes	Administrative Aide I



<i>*For Accredited Company/Agency – Application may be sent thru PESO Batangas City E-mail Address</i>				
Proceeds to the assigned personnel.	2.1 Receives the documents; 2.2 Checks for the completeness of the submitted forms; 2.3 Endorses the application to the PESO Manager.	None	3 minutes	Labor and Employment Assistant
Presents the job vacancies together with the qualifications of each position.	3.1 Validates the documents; 3.2 Approves the application.	None	5 minutes	Supervising Labor and Employment Officer
<i>*Receives PESO Referral thru E-mail</i>	Provides and refers registered applicants information with regards to the needed vacancy qualifications.	None	5 minutes	Administrative Aide III
Total:			15 minutes	

6. APPLICATION FOR REFERRAL LETTER

PESO referral of registered applicants to the different accredited companies.

Office or Division:	City Mayors Office - Public Employment Service Office
Classification:	Simple
Types of Transaction:	G2C – Government to Citizen
Who may avail:	JOBSEEKERS

Checklist of Requirements	Where to Secure
Valid ID	
Resume'	



Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Approaches the Public Assistance Information Desk Officer for inquiry and signs the Attendance Sheet.	Assists and refers the client to the assigned focal person.	None	2 minutes	Administrative Aide I
Proceeds to the assigned personnel.	2.1 Receives the documents; 2.2 Checks and interviews the client; 2.3 Prepares the Referral Letter; 2.4 Forwards the letter to the PESO Officer for signing; 2.5 Releases the Referral Letter	None	8 minutes	Labor and Employment Assistant/ Supervising Labor and Employment Officer
Total:			10 minutes	

7. APPLICATION FOR SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS

This program shall endeavor to provide employment to provide employment to deserving students and out-of-school youths coming from poor families during summer vacation as provided for under the Republic Act No. 7323 and its implementing rules, to enable them to pursue their education.

Office or Division:	City Mayors Office - Public Employment Service Office
Classification:	Simple
Types of Transaction:	G2C – Government to Citizen
Who may avail:	Incoming Senior High School, College Students and OSY

Checklist of Requirements	Where to Secure
School ID	
Enrollment Form	School
Copy of Grades	School
Birth Certificate	
Resume' with Picture	



Endorsement Letter				
Certificate if Indigency		Barangay Council		
Certification as OSY (<i>for OSY</i>)		Barangay Council		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Approaches the Public Assistance Information Desk Officer for inquiry and signs the Attendance Sheet.	Assists and refers the client to the assigned focal person.	None	2 minutes	Administrative Aide I
Proceeds to the assigned personnel.	2.1 Receives the documents; 2.2 Checks for the completeness of the requirements; 2.3 Evaluates the submitted documents; 2.4 Advices the client with the next procedure of the application process; 2.3 Files the application.	None	8 minutes	Administrative Aide III
Total:			10 minutes	

8. APPLICATION FOR THE CONDU

Office or Division:	City Mayors Office - Public Employment Service Office
Classification:	Simple
Types of Transaction:	G2B – Government to Business Entity
Who may avail:	Company/Employer

Checklist of Requirements	Where to Secure
Letter of Intent	
Company Profile	
List of Job Vacancy with Qualification	
Mayors Permit	
DTI/SEC Registration	DTI/SEC



Phil-Jobnet Registration		PHIL-JOBNET		
Certificate of No Pending Case (<i>for Local Company</i>)		DOLE		
POEA License (<i>for Overseas</i>)		POEA		
Approved Job Orders (<i>for Overseas</i>)		POEA		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Approaches the Public Assistance Information Desk Officer for inquiry and signs the Attendance Sheet. <i>*For Accredited Company/Agency – Application may be sent thru PESO Batangas City E-mail Address</i>	Assists and refers the client to the assigned focal person.	None	2 minutes	Administrative Aide I
Proceeds to the assigned personnel. Present and submits the requirements for No Objection Certificate	2.1 Receives the documents; 2.2 Checks for the completeness of the submitted forms; 2.4 Settles the schedule and venue of the recruitment activity; 2.3 Endorses the application to the PESO Manager.	None	8 minutes	Administrative Aide III/ Labor and Employment Assistant
Proceeds to the PESO Manager for approval. <i>*Receives approval letter thru E-mail</i>	3.1 Validates the documents; 3.2 Approves the application.	None	5 minutes	Supervising Labor and Employment Officer
Total:			15 minutes	