

1. PAGKUHA NG MAYOR'S CLEARANCE

Clearance o working permit upang makapagsimulang magtrabaho ang mga bagong tanggap na empleyado ng kumpanya o ahensya.

Office:	PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Newly hired employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resume o Bio-data (1 photocopy)		Newly hired employee		
2. Barangay Clearance (1 photocopy)		Barangay kung saan nakatira ang aplikante		
3. Cedula/CTC (1 photocopy)		Barangay o munisipyo kung saan nakatira ang aplikante		
4. Police Clearance (1 photocopy)		Police station kung saan nakatira ang aplikante		
5. Health Card/ ID (1 photocopy)		Municipal Rural Health Unit I		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga requirements.	1. Tanggapin ang mga requirements.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
	1.1 Suriin ang mga pinasang requirements.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
	1.2. Ibigay ang PESO Employment Information System form at Client Feedback form sa aplikante.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
2. Sagutan ang PESO Employment Information System form at Client Feedback form.	2. Gawin ang Mayor's Clearance.	Wala	4 minute/s	<i>Clerk</i> Public Employment Service Office
	2.1 Iprint ang Mayor's Clearance at papirmahan.	Wala	4 minute/s	<i>Clerk</i> Public Employment Service Office o <i>Executive Secretary</i> Action Center
3. Ipasa ang nasagutang form.	3. Tanggapin ang nasagutang form mula sa aplikante at suriing mabuti kung kumpleto ang datos.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
	3.1 Palagdain sa talaan ng mga aplikante.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
4. Lumagda sa talaan ng mga aplikante.	4. Ibigay ang Mayor's Clearance.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
TOTAL		Wala	14 minute/s	

2. PAGKUHA NG OCCUPATIONAL PERMIT

Clearance o working permit upang makapagsimulang magtrabaho ang mga bagong tanggap na empleyado ng kumpanya o ahensya.

Office:	PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Newly hired employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resume o Bio-data (1 photocopy)		Newly hired employee		
2. Barangay Clearance (1 photocopy)		Barangay kung saan nakatira ang aplikante		
3. Cedula/ CTC (1 photocopy)		Barangay o munisipyo kung saan nakatira ang aplikante		
4. Police Clearance (1 photocopy)		Police station kung saan nakatira ang aplikante		
5. NBI Clearance (1 Photocopy)		Opisina ng NBI		
6. Health Card/ ID (1 photocopy)		Municipal Rural Health Unit I		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga requirements.	1. Tanggapin ang mga requirements.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
	1.1 Suriin ang mga pinasang requirements.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
	1.2. Ibigay ang PESO Employment Information System form at Client Feedback form sa aplikante.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
2. Sagutan ang PESO Employment Information System form at Client Feedback form.	2. Gawin ang Occupational Permit.	Wala	4 minute/s	<i>Clerk</i> Public Employment Service Office
	2.1 Iprint ang Occupational Permit at palagdain ang PESO Manager at Punongbayan.	Wala	4 minute/s	<i>Clerk</i> Public Employment Service Office o <i>Executive Secretary</i> Action Center
3. Ipasa ang nasagutang form.	3. Tanggapin ang nasagutang form mula sa aplikante at suriing mabuti kung kumpleto ang datos.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
	3.1 Palagdain sa talaan ng mga aplikante.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
4. Lumagda sa talaan ng mga aplikante.	4. Ibigay ang Occupational Permit.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
TOTAL		Wala	14 minute/s	

3. PAGKUHA NG RECOMMENDATION LETTER

Recommendation letter given to job applicants for their application to companies.

Office:	PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Job Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resume o Bio-data (1 photocopy)		Job Applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ibigay ang resume o bio-data sa tanggapan ng Public Employment Service Office at sabihin kung saan nais mag-apply at posisyon na nais aplayan.	1. Tanggapin ang resume o bio-data.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
	1.1. Itanong sa aplikante kung anong gustong aplayan at kung saan mag-aaplay.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
	1.2. Interviewhin ng aplikante at sabihin kung saan at anong posisyon ang maaaring aplayan.	Wala	2 minute/s	<i>Clerk</i> Public Employment Service Office
	1.3. Ibigay ang PESO Employment Information System form at Client Feedback form sa aplikante.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
2. Sagutan ang PESO Employment Information System form at Client Feedback form.	2. Gawin ang Recommendation Letter.	Wala	3 minute/s	<i>Clerk</i> Public Employment Service Office
	2.1 Iprint ang Occupational Permit at palagdain ang PESO Manager at Punongbayan.	Wala	4 minute/s	<i>Clerk</i> Public Employment Service Office o <i>Executive Secretary</i> Action Center
3. Ipasa ang nasagutang form.	3. Tanggapin ang nasagutang form mula sa aplikante at suriing mabuti kung kumpleto ang datos.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
	3.1 Palagdain sa talaan ng mga aplikante.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
4. Lumagda sa talaan ng mga aplikante.	4. Ibigay ang Recommendation Letter.	Wala	1 minute/s	<i>Clerk</i> Public Employment Service Office
TOTAL		Wala	15 minute/s	

Prepared by:

Noted by:

Approved by:

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Admin Aide VI

EMELITA B. SAN AGUSTIN
Labor and Employment Officer I

AMBROSIO C. CRUZ, JR.
Municipal Mayor