



**PUBLIC EMPLOYMENT SERVICES OFFICE
EXTERNAL SERVICES**

The Public Employment Service Office (PESO) is a non-fee multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A No. 8759 or the PESO Act of 1999 as amended by R.A No. 10691.

Core Services:

- Labor Market Information
- Referral and Placement
- Employment Coaching and Career Counseling

Programs Implemented:

1. Special Program for the Employment of Students (SPES)
2. Job Fairs
3. PhilJob.net / PESO Employment Information System (PEIS)
4. National Skills Registry Program (NSRP)
5. DOLE Government Internship Program (DOLE-GIP)
6. Tulong Pangkabuhayan para sa Ating mga Disadvantage/Displaced Workers (TUPAD)
7. DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)
8. JOBSTART
9. Pre-Employment Orientation Seminar (PAOS)

1. Local Recruitment Activity

Office or Division:	Office of the Mayor			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen G2G –Government to Government			
Who may avail:	All Local Company			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Employer: Letter of intent addressed to the Local Chief Executive with list of vacancy Certificate of NO pending Case 		DOLE Provincial Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Send letter of intent addressed to Local Chief Executive	Evaluate the requirements. Set the recruitment date	None	10 minutes	PESO Manager
TOTAL		-	10 minutes	

2. Job Fair

Office or Division:	Office of the Mayor			
Classification:	Highly Technical			
Type of Transaction:	G2C–Government to Citizen G2G –Government to Government			
Who may avail:	All Local Company			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Secure permit to conduct Job fair		DOLE Provincial Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to the job fair venue on the scheduled date and bring resume	Conduct employment coaching	None	30 minutes	PESO Manager
TOTAL		-	30 minutes	

3. Walk-in Applicant

Office or Division:		Office of the Mayor		
Classification:		Highly Technical		
Type of Transaction:		G2C–Government to Citizen G2G –Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume		DOLE Provincial Office		
CLIENT STEPS	AGENCY ACTION	FEEST OBEP AID	PROCESSING TIME	PERSON RESPONSIBLE
Bring resume	Conduct employment coaching	None	10 minutes	PESO Manager

4. Skills Training

Office or Division:		Office of the Mayor		
Classification:		Highly Technical		
Type of Transaction:		G2C–Government to Citizen G2G –Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • LGU: Request Letter to TESDA • CLIENT: Application Form 		<ul style="list-style-type: none"> • TESDA Provincial / Regional Office • PESO Office 		
CLIENT STEPS	AGENCY ACTION	FEEST OBEP AID	PROCESSING TIME	PERSON RESPONSIBLE
Register	Evaluate the trainee	None	10 minutes	PESO Manager
TOTAL		-	10 minutes	