



# **Public Employment and Services Office External Services**



## 1. Mayor's Clearance and Mayor's Working Permit

Mayor's Clearance is issued to individuals needing this document that states he/she has no pending case filed with the Mayor. Mayors Working Permit is issued to individuals needing this as pre-employment requirement that they need to submit to their employer before he/she can start working.

<b>Office or Division:</b>	Public Employment and Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Police Clearance (1 Original Copy)		Police Station where residence is located		
2. NBI Clearance (1 Original Copy)		Nearest NBI Office		
3. Health Card (1 Original Copy)		City Health Office, Sanitation Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements	1. Check requirements, record basic information of clients and issue order of payment.	None	1 minute	<i>Job Order</i> PESO
2. Proceed to the City Treasurer's Office for payment and receive official receipt.	2. Review official receipt.	Mayor's Clearance - Php 100.00 Working Permit – Php 150.00	1 minute	<i>Labor Employment Officer I</i> PESO
	2.1 Prepare Mayor's Clearance and Working Permit.	None	5 minutes	<i>Labor Employment Officer I</i> PESO
	2.2 Review and sign clearance and working permit.	None	1 minute	<i>City PESO Officer V</i> PESO
3. Receive the Mayor's Clearance and Working Permit	3. Release Mayor's Clearance and Working Permit			
	<b>TOTAL:</b>	<b>Php 250.00</b>	<b>9 Minutes</b>	



## 2. Referral and Recommendation Letter

This is issued to Job Seekers to recommend or refer to them to companies/agencies for job opportunities.

<b>Office or Division:</b>	Public Employment and Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Resume/Biodata with picture (1 Original Copy)		Personally made by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit resume/biodata	1. Receive resume/biodata	None	1 minute	<i>Job Order</i> PESO
2. Fill-out the PESO Skills Registry Form and submit it to the PESO Staff	2. Review filled-out form.	None	2 minutes	<i>Labor Employment Officer I</i> PESO
3. Wait to be interviewed by PESO Staff	2. Interview client and advise them as to what position and company to apply for (job matching	None	3 minutes	<i>Labor Employment Officer I</i> PESO
4. Wait for the release of the referral or recommendation letter	4. Prepare referral or recommendation letter	None	2 minutes	<i>Labor Employment Officer I</i> PESO
	4.1 Review and sign the document	None	1 minute	<i>City PESO Officer V</i> PESO
	4.2 Release document	None	1 minute	<i>Job Order</i> PESO
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	



### 3. Company Accreditation for Job Fair or Recruitment Activity

This is issued to business entities that would like to join the Job Fair activities and would like to conduct recruitment activities.

<b>Office or Division:</b>	Public Employment and Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business Entity			
<b>Who may avail:</b>	Business Entities in the City of San Pedro			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Business Permit (1 Photocopy)		BPLO of the City/Municipality where the business is located		
2. SEC Registration (1 Photocopy)		Securities and Exchange Commission (SEC)		
3. Company Profile (1 Original Copy)		Will be made by the company		
4. Letter of Intent (1 Original Copy, 1 Receiving Copy)		Will be made by the company		
5. Job Vacancies (1 Original Copy)		Will be made by the company		
<b>For Local Recruitment Agencies:</b>				
6. DOLE License (1 Photocopy)		DOLE Regional Office where the business is located		
7. Certificate of No Pending Case (1 Photocopy)		DOLE Region IV-A		
<b>For Overseas Agencies:</b>				
8. POEA License (1 Photocopy)		POEA Main Office		
9. Special Recruitment Authority (1 Photocopy)		POEA Main Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements	1. Check and validate requirements	None	3 minutes	Labor Employment Officer III PESO
2. Answer the queries of the PESO Officer	2. Ask the client the nature of their business and manpower requirements.	None	4 minutes	Labor Employment Officer III PESO
3. Wait for the accreditation officer to be issued	3. Issue Accreditation Certificate	None	2 minutes	Labor Employment Officer III PESO
	3.1 Schedule their recruitment activity		1 minute	
<b>TOTAL:</b>		<b>None</b>	<b>10 Minutes</b>	