

PUBLIC EMPLOYMENT SERVICE OFFICE

FIRST TIME JOB SEEKER

The Public Employment and Service Office (PESO) provides referral letter to first time job seekers to secure their documentation requirements from government and non-government agencies for free.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	First Time Jobseeker			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume/Bio-data		Not applicable		
Barangay Certification as First Time Jobseeker		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submit the Barangay Certification. Awaits the release of the Referral Letter.	1.1 Verification of document.	None	1 minute	PESO staff
	1.2 Preparation of the Referral Letter to various agencies as first time job seeker.		3 minutes	PESO staff
	1.3 Referral letter signed.		1 minute	PESO Manager
			1 minute	PESO staff
2. Client receives the Referral Letter.	2.1 Issuance of the Referral Letter to the client.		2 minutes	PESO staff
	2.2 Encoding of the list of Referral Letters released.			

END OF TRANSACTION: TOTAL TRANSACTION TIME: 8 minutes