

PUBLIC EMPLOYMENT SERVICE OFFICE

IN-HOUSE JOB HIRING - JOBSEEKER

The Public Employment Service Office (PESO) facilitates employment services through in-house job hiring where employers conduct interview and hiring of jobseekers at the PESO.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Jobseeker			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Bio-data/Resume		Provided by applicant		
Valid ID		Provided by applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application to be referred to the employer and for encoding. 2. Await cueing for the interview. Interview conducted by employer. 3. Await result of interview.	1.1 Receives the application and refer to the employer.		2 minutes	PESO staff
	1.2 Encodes the application in the Skills Registry		2 minutes	PESO staff
	Calls the jobseeker for the interview.		1 minute	PESO staff
	3.1 Documents and records all hired on the spot.		5 minutes	PESO staff

END OF TRANSACTION: Transaction time: 10 minutes