

## PUBLIC EMPLOYMENT SERVICE OFFICE

### LOCAL EMPLOYMENT FACILITATION – ONLINE REGISTRATION

The Public Employment Service Office (PESO) provides employment facilitation services to job seekers through online job registration for job matching and referrals.

<b>Office or Division:</b>	Public Employment Service Office (PESO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens (G2C)			
<b>Who may avail:</b>	Jobseekers/Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. COMELEC ID Registration		COMELEC		
2. Bio-data / Resume		Provided by applicant		
3. Barangay Clearance		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1. Online Job Registration.</b> Applicant/s will register by sending their applications to San Juan City Public Employment Service Office's e-mail address: pesosanjuan20@gmail.com.	1.1 Processing of applicant's data	None	10 minutes	Encoder
	1.2. Job matching		10 minutes	Employment Officer
	1.3 Refer to company /employer a list of applicants matched from job vacancy/ies.		10 minutes	
	1.4. Advise the applicant through text or messenger that his/her application was referred to an employer who shall contact them if the applicant		5 minutes	PESO staff
			3 minutes	PESO staff

	qualified for the job position.			
2. Employer (or applicant) receives the recommendation letter.	<p>1.5. Prepare a recommendation letter for the applicant (Only upon the company's advise that they intend to hire the subject applicant).</p> <p>1.6. Recommendation Letter signed.</p> <p>1.7 Recommendation letter issued/released to the employer through e-mail or through the applicant, as the case maybe.</p>		<p>1 minute</p> <p>1 minute</p>	<p>PESO Manager</p> <p>PESO staff</p>

**END OF TRANSACTION: Transaction time: 40 minutes**