

PUBLIC EMPLOYMENT SERVICE OFFICE

MEGA JOB FAIR - JOBSEEKER

The Public Employment and Service Office (PESO) conduct mega job fairs twice a year to provide more job opportunities to the unemployed/underemployed and provide assistance to direct companies and local/overseas placement agencies in conducting recruitment activities.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Jobseekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. COMELEC ID Registration		COMELEC		
2. Bio-data / Resume		Not applicable		
3. Barangay Clearance		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client registers at the Registration Desk.	Inform the client on the procedure to be undertaken.	None	2 minutes	PESO staff
2. Client browses all posted Job Orders on site to check if qualified.			15 minutes	
3. Client proceeds to the desks of various employers for the assessment and interview.			40 minutes	PESO staff
4. Client is informed by the employer if hired on the spot /need to submit other requirements or failed.	4.1 Announce and document all clients hired on the spot.		2 minutes	PESO staff
	4.2 Record the list of clients hired on the spot.		1 minute	PESO staff

END OF TRANSACTION: TOTAL TRANSACTION TIME: 1 hour