

## PUBLIC EMPLOYMENT SERVICE OFFICE

### PESO CERTIFICATION

The Public Employment Service Office (PESO) issues certification to private companies as a requirement for the issuance of the business permit. The PESO ensures compliance of business establishment that 50% of their employees are residents of San Juan City.

<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>	Business Establishments in the City of San Juan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Occupational Permit		BPLO/CHO		
Company ID		Provided by applicant		
Authorization Letter		Provided by applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client submits the occupational permit.	1.1 Verify the occupational permit and other documents presented including the receipts of payment.	None	2 minutes	PESO staff
	1.2 Provide the requirements and other forms to be filled up by the client.		1 minute	
2. Client returns the form properly filled up by the HRD or owner.	2.1 Receives the document and prepare the PESO certification.		5 minutes	PESO staff
	2.2 PESO Manager signs the certification		1 minute	PESO Manager

3. Client receives the PESO certification.	Release the PESO certification to the client.		1 minute	PESO staff
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**END OF TRANSACTION: Transaction time: 10 minutes**