



## 1. Registration and Interview

The importance of registration is to take note of jobseekers occupational qualifications, experiences, and desires. Interview jobseekers for employment, evaluate if necessary and assist them where appropriate to obtain vocational guidance or vocational training.

<b>Office or Division:</b>	Public Employment Service Office (PESO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizens			
<b>Who may avail:</b>	Jobseekers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Resume'				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filing up the registration Form- National Skills Registry Form	Receives the registration form and check for completeness	None	3 minutes	<b>Jocelyn M. Valencia</b> PSEO Manager
	Encode/File the NSRF of jobseekers.	None	2 minutes	<b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor
<b>TOTAL</b>		<b>NONE</b>	<b>5 minutes</b>	