



2. Referral and Placement

Referral is a process of directing pre-screened jobseekers to employers with vacancies matching their qualifications and placement is the result of a successful referral.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizens			
Who may avail:	Jobseekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume'				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit resume at the PESO Office	1. Receives resume' for referral	none	1minute	Jocelyn M. Valencia PESO Manager
2. Ask for referral/recommendations to companies and any agencies/offices for possible placement	2.1.Make referrals and recommendations 2.2.Records it in a logbook with the name of the requesting person 2.3.Follow-up call/message for results of referral	none	5 minutes 2 minutes	Jocelyn M. Valencia PESO Manager
TOTAL		NONE	8 minutes	