



4. Recruitment Assistance to Employers

Supervision of recruitment activities to any agencies/employers for overseas and local employment to all interested applicants in the municipality

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizens & G2G –Government to Government			
Who may avail:	All overseas recruitment agencies/employers, private establishment (local employment) & jobseekers/interested applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For overseas recruitment agencies/employers:				
1.1.	Valid POEA License (1 photocopy)	POEA		
1.2.	Letter of Request to the Local Chief Executive (1 original)	Agency/employers/Applicants		
1.3.	Letter of No Objection from the PESO Manager (1 original)	OMM/PESO Manager		
1.4.	Approved special Recruitment Authority (SRA) (1 photocopy)	POEA		
1.5.	Updated Job Order Balance/verified manpower request (1 photocopy)	POEA		
2. For private establishment (local employment)				
2.1.	Letter Request addressed to the Municipal Mayor (1 original)	Private establishment/Applicant		
2.2.	Job Order/ Vacancies (1 original)	Participating establishment		
3. For Jobseekers/Interested Applicants				
3.1.	Biodata/Resume (1 original)	Applicant		
3.2.	Certificate of Training (1 photocopy)	Applicant		
3.3.	Certificate of Employment (1 original)	Previous Employer		
3.4.	Police Clearance/NBI (1 original)	PNP/NBI		
3.5.	Valid Passport (for overseas employment- 1 photocopy)	DFA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employers /Overseas recruitment agencies/ private establishments who wish to conduct interview/recruitment shall coordinate first at the Office of the Office	The concerned PESO Manager determine the date of interview 1.1.Advise the agency to submit the needed requirements	None	10 minutes	Jocelyn M. Valencia AdA 1/PESO Manager