



PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)

Bacolod City

Public Employment Service Office is a non-fee charging multi-employment service facility or entity established in local government unit in coordination with the Department of Labor and Employment which aims to ensure a prompt and efficient delivery of employment facilitation services, and to provide timely information on labor market.

1. Scholarship Program

Scholarship program will give financial support to those who are qualified, and poor but deserving students in Bacolod City.

Office or Division:	Public Employment Service Office
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Deserving, underprivileged students and a bonafide resident of Bacolod City. Public School Teachers and Government Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Academic Scholars:	
1.1 Certified true copy of grades	School
1.2 Certified true copy of registration form/assessment form/certificate of registration/statement of account	School
1.3 Certified true copy of birth certificate or photocopy of birth – PSA/NSO	PSA
1.4 a. Latest Income Tax Return of parent (those employed) b. Tax exemption certificate of parent (for low wage earners/self-employed)	BIR
1.5 Certificate of Residency	Barangay
2. Post-Graduate Studies Scholars:	
2.1 Certified true copy of Applicant's Diploma	School

2.2 Certified true copy of Applicant's Transcript of Records		School		
2.3 Latest Performance Evaluation Score for employees and or Equivalent Evaluation System for Teachers		School or Office		
2.4 Certificate of Residency		Barangay		
2.5 Latest Income Tax Return		BIR		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and submit the filled out scholarship application form at PESO	1.1 Receive and review the filled out application form	None	1 day	Scholarship Committee
	1.2 Screen and encode the list of qualified applicants	None	1 day	
	1.3 Set the schedule for qualifying examination	None	1 day	
2. Applicants will take the qualifying examination	2.1 Guide and assist applicants during the qualifying None examination	None	8 days	Scholarship Committee
	2.2 Gather and check the answer sheet of the applicants	None	1 day	
	2.3 Screen the applicants based on the examination results	None	1 day	
3. Receive a message or call from PESO for an interview	3.1 Interview an applicant	None	1 day	Scholarship Committee
	3.2 Contact the applicant who passed the qualifying exam and inform the following requirements	None	1 day	
4. Applicants will submit the following requirements at PESO	4.1 Received the documents from applicant	None	5 minutes	Scholarship Committee
	4.2 Check and evaluate the requirements	None	5 minutes	
	4.3 Provide the received copy slip of the following requirements to the applicants	None	5 minutes	

	4.4 Inform the scholars that we will process the scholarship grant, and the subsidy will be sent directly to the school	None	5 minutes	
	4.5 Process the requirements	None	40 days	
	4.6 Get the cheque from the City Treasurer's Office – Cash Division	None	2 days	
	4.7 Inform the scholars that the cheque will be sent to the school	None	3 days	
TOTAL		None	60 days and 20 minutes	

2. Special Program for Employment of Students

Aims to provide temporary employment for at least one student or out of school youth per household.

Office or Division:	Public Employment Service Office
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	15 – 30 years old (Male or Female)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Proof of Income:	BIR or Barangay
For wage earner parents:	
1.1 Photocopy of Income Tax Return (ITR); or	
1.2 Photocopy of Certificate of Tax Exemption issued by the BIR; or	
1.3 Original Certificate of Low Income issued by the Barangay for those who reside outside 10 kilometer-radius from the nearest Revenue District Office of the BIR	
For non-wage earner parents:	
1.1 Original copy of Indigency issued by the Barangay of the Social Welfare and Development Office of the LGU	
1.2 Certificate of NO/LOW Income issued by the Barangay	
2. Proof of Age	

Photocopy of birth certificate or any government-issued ID or any official document indicating the applicant's date of birth and/or age		PSA or any offices that issues valid ID		
3. Proof of being student		School		
3.1 Photocopy of the report of grades or complete set of academic class cards as indicated in their registration form of the last school year or term attended immediately preceding the application; or				
3.2 Original copy of Certification from the last school of the applicant's passing general average or general weighted average of the last school year or term attended immediately preceding the application				
4. Proof of being Out of School Youth (OSY)		School		
4.1 Original copy of Certification as OSY in letterhead issued by the Barangay Chairman or duly authorized representative of the Barangay; or				
4.2 Original copy of Certification issued by the Social Welfare Development Office in the LGU				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants may get and fill out the Application Form of SPES and submit	1. Receive and review the filled out Application Form of the applicants	None	10 minutes	SPES Committee
2. Applicants will submit their requirements	2.1 Receive and review the submitted requirements of the applicants	None	5 minutes	SPES Committee
	2.2 Screening of applicants	None	5 minutes	
	2.3 Sorting out the applicants between qualified or not	None	7 days	
3. Applicants will now be placed and employed in different offices	3.1 Assist the qualified applicants for their Oath of Undertaking	None	1 day	SPES Committee

	3.2 Assist the qualified applicants for the signing of employment contract	None		
4. Rendering service in the offices that they are assigned	4. Monitoring of the SPES beneficiaries	None	20 days	SPES Committee
5. Asking for their Salary	5.1 Processing of payment and DOLE share	None	15 days	SPES Committee
	5.2 Releasing of the salary of the beneficiaries	None	5 days	
TOTAL		None	48 days & 20 minutes	

3. Job Coaching

PESO aims to provide a more prepared and equipped applicant in their field of expertise.

Office or Division:	Public Employment Service Office			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	First time Job Seekers and Out of School Youth			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. First time Job Seeker Certificate		Barangay		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Participants may register using Google Form	1.1 Receive and review the filled out Form	None	20 minutes	Job Coaching Committee
	1.2 Contact participants and inform the requirements	None	20 minutes	
2. Participants will process the requirements and submit to PESO	2.1 Receive and check the applicants requirements	None	10 minutes	Job Coaching Committee
	2.2 Inform the participants in relation to the venue, date, and time for Job coaching	None	10 minutes	
TOTAL		None	1 hour	

4. Job Posting (Local Accreditation)

To carry the fulfillment and equality employment opportunity to all especially to the grassroots level

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Local Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent (Addressed to the City Mayor thru the PESO Manager: Jovelyn Canoy-Dato-on)		Client		
2. Company Profile				
3. BIR 2303				
4. Business/Mayor's Permit				
5. Copy of Philjobnet Accreditation (https://philjobnet.gov.ph/login.aspx)				
6. Job vacancies with quantity and preferred gender				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements through email: trabahasapesobacolod@gmail.com	1.1 Acknowledge the receipt of the e-mail of the requesting party	None	1 hour	Job Placement Committee
	1.2 Review all the documents and prepare necessary response	None	1 hour	
	1.3 Sorting the documents received	None	1 hour	
2. Receive e-mail response from Compliance Officer	2. Send response to the e-mail clarification/inquiry of the citizen or client	None	2 hours	
TOTAL		None	5 hours	

5. Job Posting (Overseas Accreditation)

To carry fulfillment and equality employment opportunity to all especially to the grassroots level

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Overseas Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent (Addressed to the City Mayor thru the PESO Manager: Jovelyn Canoy-Dato-on)		Client		
2. Company Profile				
3. POEA License				
4. Certificate of Renewal				
5. Approved Job Order with Qualifications and Quantity				
6. Copy of Philjobnet Accreditation (https://philjobnet.gov.ph/login.aspx)				
7. BIR 2303				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements through email: trabahosapesobacolod@gmail.com	1.1 Acknowledge the receipt of the e-mail of the requesting party	None	1 hour	Job Placement Committee
	1.2 Review all the documents and prepare necessary response	None	1 hour	
	1.3 Sorting the documents received	None	1 hour	
2. Receive e-mail response from Compliance Officer	2. Send response to the e-mail clarification/inquiry of the citizen or client	None	2 hours	
TOTAL		None	5 hours	

6. Local Recruitment Activity

To carry the fulfillment and equality employment opportunity to all especially to the grassroots level

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Local Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent Requesting for No Objection Certificate (Addressed to the City Mayor thru the PESO Manager: Jovelyn Canoy-Dato-on)		Client		
2. Company Profile				
3. POEA License				
4. Certificate of Renewal				
5. Approved Job Order with Qualifications and Quantity				
6. Copy of Philjobnet Accreditation (https://philjobnet.gov.ph/login.aspx)				
7. BIR 2303				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements through email: trabahasapesobacolod@gmail.com	1.1 Acknowledge the receipt of the e-mail of the requesting party	None	1 hour	Job Placement Committee
	1.2 Review all the documents and prepare necessary response	None	1 hour	
	1.3 Sorting the documents received	None	1 hour	
	1.4 Preparing the NOC to be signed by the PESO Manager	None	1 hour	
	1.5 Send the NOC to the client through e-mail	None	1 hour	

2. Acknowledge the e-mail and send the necessary documents to be posted	2.1 Acknowledge the receipt of the e-mail of the requesting party	None	1 hour	
	2.2 Forward the necessary posters or flyers to the Social Media Content Creator to be edited and posted	None	1 hour	
	2.3 Inform the requesting party that their Job Recruitment Activity have been posted	None	1 hour	
3. Acknowledge the e-mail	3. Send response to the e-mail clarification/inquiry of the citizen or client	None	1 hour	
4. LRA Proper	4. Assist the agency in the assessment of Applicants	None	8 hours	
5. Submit Terminal Report		None	1 hour	
TOTAL		None	18 hours	

7. Special Recruitment Activity

To carry the fulfillment and equality employment opportunity to all especially to the grassroots level

Office or Division:	Public Employment Service Office
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	All Overseas Agencies
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Letter of Intent (Addressed to the City Mayor through the PESO Manager: Jovelyn Canoy-Dato-on)	Client
2. Company Profile	

3. POEA License				
4. Certificate of Renewal				
5. Latest approved Job Order with Qualifications and Quantity				
6. Copy of Philjobnet Accreditation				
7. BIR 2303				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the requirements through email: trabahosapesobac olod@gmail.com	1.1 Acknowledge the receipt of the e-mail of the requesting party	None	1 hour	Job Placement Committee
	1.2 Review all the documents and prepare necessary response	None	1 hour	
	1.3 Endorse to PESO Manager for the approval of NOC Objection letter.	None	1 hour	
	1.4 If approved, notify the agency thru sending the approved NO Objection letter.	None	1 hour	
2. Acknowledge the e-mail and send the approved SRA by the DMW with their desired posters/flyers to be posted for advertisement	2.1 Acknowledge the receipt of the e-mail of the requesting party	None	1 hour	
	2.2 Forward the necessary posters or flyers to the Social Media Content Creator to be edited and posted	None	1 hour	
	2.3 Inform the requesting party that their Job Recruitment Activity have been posted	None	1 hour	
3. Acknowledge the e-mail	3. Send response to the e-mail clarification/inquiry of the citizen or client	None	1 hour	
4. SRA Proper	4. Assist the agency in the assessment of Applicants	None	8 hours	
5. Submit Terminal Report		None	1 hour	
TOTAL		None	17 hours	

8. Job Fair (Local)

To carry the fulfillment and equality employment opportunity to all especially to the grassroots level

Office or Division:	Public Employment Service Office			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Local Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Confirmation Slip (from PESO)		Client		
2. Latest approved Job Order with Qualifications and Quantity				
3. Copy of Philjobnet Accreditation				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the Job fair	1.1 Acknowledge the receipt of the e-mail of the requesting party	None	1 day	Job Placement Committee
	1.2 Prepare and send invitation for the Job Fair	None		
2. Acknowledge the e-mail and comply the requirements stated from the invite for confirmation	2.1 Acknowledge the receipt of the e-mail of the requesting party	None	1 hour	
	2.2 Review all the documents and prepare necessary response	None	1 hour	
3. Acknowledge the e-mail	3. Send response to the e-mail clarification/inquiry of the citizen or client	None	1 week	
4. Attend the Job Fair	4. Provide DOLE Forms to be filled by the company	None	1 day	
5. Submit Terminal Report	5. Collate the report and submit report to DOLE	None	3 days	
TOTAL		None	12 days and 2 hours	

9. Job Fair (Overseas)

To carry the fulfillment and equality employment opportunity to all especially to the grassroots level

Office or Division:	Public Employment Service Office			
Classification:	Highly Technical			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All Overseas Companies (Licensed Recruitment Agencies)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Confirmation Slip (from PESO)		Client		
2. Copy of valid approved job orders and principal accreditation/registration				
3. Copy of Philjobnet Accreditation (https://philjobnet.gov.ph/login.aspx)				
4. Copy of Job Fair Authority				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the Job Fair	1.1 Acknowledge the receipt of the e-mail of the requesting party	None	1 week	Job Placement Committee
	1.2 Prepare and send invitation for the Job Fair	None		
2. Acknowledge the e-mail and comply the requirements stated from the invite for confirmation	2.1 Acknowledge the receipt of the e-mail of the requesting party	None	1 day	
	2.2 Review all the documents and prepare necessary response	None	1 hour	
3. Acknowledge the e-mail	3.1 Send response to the e-mail clarification/inquiry of the citizen or client	None	1 week	
	3.2 Preparing for the final list of the participating companies to be submitted to DOLE and POEA	None	1 month	

	3.3 Submission of the final list of participating companies to DOLE and DMW	None	10 days	
4. Attend the Job Fair	4. Provide DOLE and BMW Forms to be filled by the company representative	None	1 day	
5. Submit Terminal Report	5. Collate the report and submit report to DOLE and BMW	None	4 days	
TOTAL		None	2 months and 1 hour	

