

1. Issuance of Endorsement for Local Employment

This service caters assistance given to job seekers to be considered as top qualified applicants for vacant positions in business establishments.

Office or Division:	Public Employment Service Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Jobseekers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Barangay Clearance / Police Clearance / National Bureau Investigation (NBI) Clearance (1 Photocopy)			Barangay hall / Police Station / National Bureau Investigation (NBI) Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in to logbook.	1. Give logbook to applicants	None	5 minutes	<i>Administrative Ade 1</i> (Public Employment Service Office)
2. Fill up the National Skills Registration Program (NSRP) form and submit for the issuance of Public Employment Service Office (PESO) endorsement.	Prepare and issue Public Employment Service Office (PESO) endorsement to the client	None	10 minutes	<i>Public Employment Service Office Manager</i> (Public Employment Service Office)
3. Received the Public Employment Service Office (PESO) endorsement in preparation for application for work	one	None	None	None
4. Apply during local employment hiring.	one	None	None	None

5. Fill up Client Satisfaction Survey (CSS) form and drop at the Feedback box.	Request clients to accomplish Client Satisfaction Survey (CSS) form	None	5 Minutes	<i>Administrative Aide 1</i> (Public Employment Service Office)
TOTAL:			20 minutes	