

4. Job Fair Services

This service caters a number of employers and job seekers met in one venue to interact at one time with one another. Employers seek jobseekers that met their qualifications among all applicant/job seekers and job seekers can select which company they want to apply to.

Office or Division:	Public Employment Service Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All jobseekers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Letter (1 Original copy)			Client	
2. Resume with ID picture (1 Original copy)			Client	
3. Barangay Clearance (1 Original copy)			Barangay hall	
4. PESO Endorsement (1 Original copy)			PESO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Search for possible companies where to apply during job fair	Invite companies for job vacancies and job seekers as applicants with date and venue.		2 days	<i>Administrative Aide 1</i> (Public Employment Service Office)
2. Sign in to logbook.	Ask for flyers for Job Vacancy for posting	None	1 day	<i>Administrative Aide 1</i> (Public Employment Service Office)

3. Secure Public Employment Service Office (PESO) endorsement	Issue Public Employment Service Office (PESO) Endorsement to applicants during job fair	None	10 minutes	<i>Administrative Aide 1</i> (Public Employment Service Office)
4. Participate during job fair	Assist during job fair	None	8 hours	<i>Administrative Aide 1</i> (Public Employment Service Office) <i>Public Employment Service Office Manager</i> (Public Employment Service Office) <i>Department Of Labor And Employment</i>
Give required documents to desired companies and wait for interview and approval to work if accepted.	Required terminal reports from companies of those are hired applicants, hired on the spot and for further assessment and submit the same papers to Department Of Labor and Employment	None	30 minutes	<i>Administrative Aide 1</i> (Public Employment Service Office)
6. 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:			3 days 8 hours and 45 minutes	