

2. Local Recruitment and Placement Services

This service caters assistance given to job seekers seeking work within the Philippines.

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 Certification (1 Original copy)		Barangay hall		
2. Public Employment Service Office (PESO) Endorsement (1 Original copy)		Public Employment Service Office (PESO)		
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 Aide 1</i> (Public Employment Service Office)
2. Inquire about job vacancies for local hiring.	2. Assist company requesting for local hiring.	None	30 minutes	<i>Administrative Aide 1</i> (Public Employment Service Office)
3. Submit required documents for Public Employment Service Office (PESO). Endorsement.	3. Inform jobseekers of local hiring.	None	3 days	<i>Administrative Aide 1</i> (Public Employment Service Office)
4. Apply to a company doing local hiring.	4. Assist jobseekers to apply to submit the endorsement to the hiring company.	None	6 hoSurs	<i>Administrative Aide 1</i> (Public Employment Service Office)

5. Fill up Client Satisfaction Survey (CSS) form and drop at the Feedback box.	5. Request clients to accomplish Client Satisfaction Survey (CSS) form.	None	5 Minutes	<i>Administrative Aide 1</i> (Public Employment Service Office)
TOTAL:			3 days 6 hours and 35 minutes	