

6. Recruitment and Placement for Work Abroad

This service caters assistance given to a single recruitment agency in screening, conducting interviews, carrying out tests and assessments and selecting who wish to work abroad are assisted thru provision of endorsement.

Office or Division:	Public Employment Service Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Jobseekers for abroad			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent (1 Original copy)		Client		
Permit from Department Of Labor and Employment (1 Original copy)		Department Of Labor and Employment (DOLE) - Trinidad Building 3 rd Floor		
Permit from Department of Migrant Workers (1 Original copy)		Department Of Migrant Workers		
PERMIT from POEA (1 Original copy)		Philippine Overseas Employment Administration		
Approved Letter of Intent from Local Chief Executive (1 Original copy)		Mayor's Office		
Official Receipt (1 Original copy)		Municipal Treasurers 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 Aide 1</i> (Public Employment Service Office)

2. Inquire about job vacancies for abroad.	Assist company requesting for hiring abroad	None	1 hour	<i>Administrative Aide 1</i> (Public Employment Service Office)
3. None	Require employers to submit all documents from national agencies and letter of intent to the Local Chief Executive (LCE) and request recruiter to pay at the municipal treasures office	P1,000.00	1 hour	<i>Public Employment Service Office Manager</i> (Public Employment Service Office)
4. Submit required documents for Public Employment Service Office (PESO) Endorsement.	Issue Public Employment Service Office (PESO) Endorsement	None	10 minutes	<i>Public Employment Service Office Manager</i> (Public Employment Service Office)
5. Apply to a company for interview	Assist during interview conducted by recruiters	None	2 hours	<i>Administrative Aide 1</i> (Public Employment Service Office)
6. Wait for the result of the interview	6. Require the recruiters to submit terminal report and submit the same to Department Of Labor and Employment (DOLE)	None	2 hours	<i>Public Employment Service Office Manager</i> (Public Employment Service Office) <i>Department Of Labor And Employment</i>
7. 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: P1,000.00			6 hours and 15 minutes	