

7. Registration of Job Seekers

This service caters job seekers who wish to be included in the data banking of skilled and unskilled workers in preparation for the employers request for supply of work force, other assistance include matching jobs, request to other government companies for assistance like Tulong Panghanapbuhay sa Ating Disadvantage/Displaced Workers” (TUPAD), Livelihood.

Office or Division:	Public Employment Service Office			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Job Seekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance (1 original copy)		Barangay hall		
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. Fill up National Skills Registration Program (NSRP) form	Submit form to dole province and region and central offices	None	30 minutes	<i>Administrative Aide 1</i> (Public Employment Service Office) <i>Department Of Labor And Employment</i>
3. 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:			40 minutes	