

LA UNION PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)

SUBMISSION OF JOB VACANCIES

- Who may avail the service** : Employers (walk-in clients)
- Service Schedule** : Monday - Friday (8:00 AM – 5:00 PM)
- Requirements** : Job vacancy ads
- Fee/s** : None
- Service Duration** : 35 minutes per referral

How to avail of the service:

Step	Client	Action Officer	Duration of Activity	Person-in-Charge	Fees	Form
1	Submit job vacancies	Receive, review and record job vacancies and other documentary requirements	20 minutes	Clerk		Job Vacancy Ads
2	Receive duplicate copy of submitted job vacancy with stamp	Stamp and provide duplicate copy of submitted job vacancy	1 minute	Clerk		
** End of Transaction **						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 20 minutes

EMPLOYMENT REFERRAL SERVICE

Who may avail the service : Jobseekers, Employers, Students, Out of School Youth, Migratory Workers, Person with Disabilities (PWDs), Returning Overseas Filipino Workers (OFWs), Displaced Workers

Service Schedule : Monday - Friday (8:00 AM – 5:00 PM)

Requirements : 1. Resume/Biodata with 2x2 picture
2. Transcript of Records
3. Diploma
4. Certificate(s) of Employment
5. Certificate(s) of Training(s),
6. Other Credentials (photocopy only)

Fee/s : None

Service Duration : 40 minutes per referral

How to avail of the service:

Step	Client	Action Officer	Duration of Activity	Person-in-Charge	Fees	Form
1	Report to PESO and fill-up the PESO Employment Systems Form (PEIS) Form	Assist (if needed) the jobseeker/s in filling-up the form	5 minutes	Clerk		PEIS Forms
2	Submit accomplished form	Check the form submitted if properly filled-up	5 minutes	Clerk		PEIS Forms
3	Look/select job vacancy that suits/fits qualifications	Wait for the job applicant's decision	15 minutes	Clerk		
4	Request for referral and submit required documents	Prepare referral letter to be signed by the PESO Manager	10 Minutes	Clerk		Referral Letter

Step	Client	Action Officer	Duration of Activity	Person-in-Charge	Fees	Form
		Review and affix signature in the referral letter	3 minutes	PESO Manager		
5	Receive referral letter	Release referral letter	2 minutes	Clerk		
** End of Transaction **						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 30 minutes

EMPLOYMENT COACHING

Who may avail the service : Jobseekers, Students (Secondary, tertiary, vocational, etc.), Guidance Counselor

Service Schedule : Monday - Friday (8:00 AM – 5:00 PM)

Requirements : 1. PEIS Form

Fee/s : None

Service Duration : 35 minutes per transaction

How to avail of the service:

A. Employment Coaching

Step	Client	Action Officer	Duration of Activity	Person-in-Charge	Fees	Form
1	Register and fill up Public Information System (PEIS) form	Provide PEIS form	5 minutes	Clerk		PEIS Form
2	Decide where to apply, submit PEIS form, and request for referral letter	Receive and review submitted form Prepare/release referral letter	10 minutes	Clerk		Referral Letter
3	Receive referral letter	Provide employment coaching before they will be referred for employment	20 minutes	Senior Staff		
** End of Transaction **						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 30 minutes

RECRUITMENT ASSISTANCE TO EMPLOYERS

- Who may avail the service** : Employers
- Service Schedule** : Monday - Friday (8:00 AM – 5:00 PM)
- Requirements** :
- a. For overseas recruitment agency(ies)/employers:
 - Valid POEA License (photocopy)
 - Updated Job Order Balance/verified manpower request.
 - Letter of intent addressed to the Local Chief Executive (LCE) / Provincial Governor
 - No Objection Certificate (NOC) from the Local Chief Executive (LCE)/Provincial Governor
 - Approved Special Recruitment Authority (SRA) from the POEA
 - Notarized Affidavit of Undertaking
 - For foreigners participating in the recruitment activity, Special Working Permit (SWP) from the Bureau of Immigration/POEA
 - b. For private establishment (local employment):
 - Letter of intent addressed to the Local Chief Executive (LCE) / Provincial Governor
 - Job order/Vacancies
 - BIR Certificate
 - Business Mayors Permit
 - Any of the following:
 - ✓ DTI/BDT Registration
 - ✓ Sec Registration
 - ✓ DoLE License for Local/Private Recruitment
 - ✓ CDA Registration for Cooperatives
- Fee/s** : None
- Service Duration** : 7 days per recruitment activity (minimum duration)

How to avail of the service:

A. Special Recruitment Activity (SRA) for Overseas Employment

Step	Client	Action Officer	Duration of Activity	Person-in-Charge	Fees	Form
1	Coordinate first at PESO to determine the schedule/ date of recruitment activity	Determine the date of recruitment activity and advice the agency to submit the needed requirements	10 minutes	PESO Manager		
2	Submit letter of intent addressed to the office of the provincial governor	Verify to the POEA the status of the requesting overseas recruitment agency and prepare No Objection Certificate (NOC) for approval of the Provincial Governor	10 minutes	Clerk		Letter of Intent, Job Order, Certificate of License
3	Follow-up and receive NOC to PESO	Release NOC to the requesting office	5 working days	Clerk		NOC
4	Submit NOC and other requirements to POEA for the Issuance of the approved Special Recruitment Authority	Wait for the agency to submit the approved SRA	5 working days (depending on the procedure of POEA)			
5	Submit approved SRA to PESO	Receive copy of SRA Disseminate information of scheduled interview through posting of job vacancy to bulletin boards. Provision of Job vacancies to City/Municipal PESOs Public Service announcement through social media	5 minutes 5 days before the scheduled recruitment activity	Clerk		SRA, Job vacancy ads

Step	Client	Action Officer	Duration of Activity	Person-in-Charge	Fees	Form
6	Proceed with the recruitment activity	Supervise/assist in the recruitment activity	1 day	Clerk/Senior Staff		Registration/ Attendance Sheet
7	Submit terminal report	Accept the submitted terminal report	15 minutes	Clerk/Senior Staff		Terminal Report
8	Report to PESO the result of Job Placement	Follow-up and record job placement report	Within 120 working days	Clerk/Senior Staff		Job Placement Report
** End of Transaction **						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 3 days

Local Recruitment Activity (LRA)

Step	Client	Action Officer	Duration of Activity	Person-in-Charge	Fees	Form
1	Coordinate with PESO to determine the schedule/date of recruitment activity	The PESO Manager determine the date of recruitment activity	15 minutes	PESO Manager		
2	Submit to PESO a letter of intent to conduct recruitment activity addressed to the Provincial Governor, attention to PESO – La Union	Receive and review the letter of request and attached documents	10 minutes	Clerk/Senior Staff		Letter of Intent/ Request
3	Provide information materials to PESO	Receive information materials Disseminate the information on the schedule of interview & job vacancies by posting in the bulletin board,	10 minutes 5 days	Clerk Clerk		Job Vacancy Ads

Step	Client	Action Officer	Duration of Activity	Person-in-Charge	Fees	Form
		providing copies of job vacancies to the City and Municipal PESOs, and Social Media				
5	Conduct recruitment activity	Supervise/assist in the conduct of recruitment activity	1 day	Clerk/Senior Staff		Registration / Attendance Sheet
6	Submit terminal report	Accept the submitted terminal report	15 minutes	Clerk/Senior Staff		Terminal Report
7	Report to PESO the result of Job Placement	Follow-up and record job placement report	Within 30 working days	Clerk/Senior Staff		Job Placement Report
** End of Transaction **						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 3 days

Special Programs

A. SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES)

Who may avail the service : Students and Drop - outs (ISY/OSY)

Qualifications:

- 15 - 30 years old
- Enrolled during the present school year/term or during the school year/term immediately preceding the summer vacation (In-school Youth)
- Drop-out who intend to continue his/her education (Out of School Youth)
- Parents combined net income after tax including his/her own, if does not exceed the annual regional poverty threshold for a family of six (6) for the preceding year as determined by the Philippines Statistics Authority (PSA)
- Garnered a passing grade during the school year/term attached
- His/her parents have been displaced or about to be displaced due to business closure or work stoppage

Service Schedule : Monday - Friday (8:00 AM – 5:00 PM)

Note: Available from May - July

Requirements :

1. New Applicants
 - a. Application Form
 - b. 2x2 ID Picture (White Background)
 - c. Birth or any official document indicating the applicant's date of birth and/or age.
 - d. School ID
 - e. Latest grades
 - High School: 4th grading grades, Form 138/ Report Card
 - College: 1st/2nd Semester Grades (Last year attended)
 - Drop Out OSY: Latest grade, last year attended
 - f. Barangay Certification/Certificate of Indigency
 - g. Certified True Photocopy if employed
 - Latest Income Tax Return (ITR) duly filled by the BIR/W2

- Certificate of Exemption issued by BIR including sworn statement/affidavit of parents

2. Old Applicants
 - a. SPES ID (xerox)
 - b. Requirements no. 1 - a, 1 - b and 1 - f

Fee/s : None

Service Duration : 2 days per transaction (minimum duration)

How to avail of the service:

Step	Client	Action Officer	Duration of Activity	Person-in-Charge	Fees	Form
1	Submit duly accomplished registration form	Check registration form if properly filled-up Advise applicant on the needed documents/ requirements to avail the program	10 minutes	Clerk	None	Registration Form
2	Submit the requirements needed	Assess the validity of submitted documents	10 minutes	Clerk	None	Students Profile, Birth Certificate, Certification of Grades, Certificate of Indigency, (ITR for employed parents)
3	Wait for the schedule of interview	Assess/evaluate the qualifications of applicant	10 minutes	PESO Manager	None	Students Profile, Birth Certificate,

Step	Client	Action Officer	Duration of Activity	Person-in-Charge	Fees	Form
						Certification of Grades, Certificate of Indigency, (ITR for employed parents)
4	Report for interview at PESO	Interview the applicant	1 day	PESO Manager	None	Endorsement letter for approval
5	Wait for the result of application	Inform applicant on the result/status of their application Brief the applicant about the program	10 minutes	Clerk	None	List of SPES Applicants
6	Attend SPES Orientation of hired SPES Workers Sign SPES Contract and Oath of Undertaking	Orient/brief SPES Worker Note: Signing of SPES Contract and Oath of Undertaking will follow	2 Hours	PESO Manager/Senior Staff	None	SPES Employment Contract, SPES Oath of Undertaking
7	Go to the area of assignment	Endorse SPES Workers in their area of assignment	2 Hours	PESO Manager/Senior Staff	None	Area of Assignment
End of Transaction						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 2 days

B. JOBS FAIR

Who may avail the service

- : a. Jobseekers who are:
 - Unemployed
 - Skilled and unskilled workers
 - Fresh graduates
 - Graduates of training institutions
 - Displaced workers
 - Employers seeking for advancement
- b. Employers and agencies:
 - Any company (licensed private)
 - Recruitment agencies (licensed overseas)
 - Employment agencies and contractors/sub - contractors

Service Schedule

- : As Need Arises

Requirements

- : a. For jobseekers/interested applicants:
 - Resume/Biodata
 - Certificate(s) of Training(s)
 - Certificate(s) of Employment
 - Police Clearance/NBI
 - Valid Passport (for overseas employment)
- b. For private establishment (local employment):
 - Letter of intent addressed to the Local Chief Executive (LCE) / Provincial Governor
 - Job order/Vacancies
 - BIR Certificate
 - Business Mayors Permit
- c. Any of the following:
 - DTI/BDT Registration
 - Sec Registration
 - DoLE License for Local/Private Recruitment
 - CDA Registration for Cooperatives

Fee/s : None

Service Duration : 33 minutes per transaction (minimum duration)

How to avail of the service:

Step	Client	Action Officer	Duration of Activity	Person-in-Charge	Fees	Form
1	Jobseeker select job vacancies that suits his/her qualifications Get the title of the position and name/address of the employer/establishment/recruitment agency	Assist the jobseeker on the jobs fair procedural flow	30 minutes	Clerk		
2	Jobseeker fill-up the necessary PEIS form	Assist (if needed) the jobseeker in filling-up of the form	2 minutes	Clerk		PEIS Form
3	Request for a referral slip to be submitted to the employer for interview	Issue referral slip	1 minute	Clerk		Referral Slip
4	Proceed to the agency table/booth for interview	Assist the applicants in the location of the Agency	Depending on the duration of the interview	Employer		Referral Slip
5	For jobseekers who are not qualified, he/she can look for other job vacancies at the assigned job vacancy area	Supervise/monitor the application of the jobseeker	5 minutes	Employer		Resume/Biodata and Other Credentials

Step	Client	Action Officer	Duration of Activity	Person-in-Charge	Fees	Form
	For pre - selected jobseekers for overseas employment, follow – up/wait for notice from the recruitment agency before reporting to their office.		1 day			
6	Wait for job placement result	Follow-up job placement report Inform applicant on the result of job placement	Within 30 working days for local employment/ within 120 days for overseas	Senior Staff Employer		Job Placement Report
End of Transaction						

NOTE: Allowable period for extension due to unusual or unavoidable circumstances: 1 hour