

INSUANCE OF CERTIFICATE OF NO OBJECTION FOR CONDUCTING SPECIAL RECRUITMENT ACTIVITY (OVERSEAS)

Description of the Service: To avoid illegal recruiters & make preventive measure for the safety of the OFW applicants and at the same time provide manpower to the Employer

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE
Classification:	Simple
Type of Transactions:	GOVT TO BUSINESSES (G2B)
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - Letter of Intent - Company Profile - Latest job orders abroad - Progress Report - POEA License - SEC Certificate 	Employer Employer Employer Employer POEA SEC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents and complete requirements for verification and evaluation for the issuance of No Objection Certificate.	Receive, verify and evaluate submitted requirements thru the official webpage of POEA.	NONE	10 minutes	John Paul Pataueg <i>PESO Staff</i>
2. Wait for notification for scheduling the said recruitment activity.	Issue notice to the employer for the schedule of activity.	NONE	5 minutes	Allan Paul Foronda <i>PESO Staff</i>
3. Request for the information dissemination and other actions as with the approval of PESO Manager.	Accept requested step of employer representative.	NONE	5 minutes	John Paul Pataueg <i>PESO Staff</i>
4. Secure signature and approval of release of No Objection Certificate of the PESO.	Release of certificate of no objection for scheduled special recommended activity upon signature and approval of as signatories.	NONE	5 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
5. Submit progress report and Overseas Recruitment Form.	Receive, file and record.	NONE	5 minutes	Josemarie L. Diaz <i>City Mayor</i> Reynolds R. Lora <i>City Administrator</i> Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
TOTAL:			30 MINS	