

PROVISION OF LABOR MARKET INFORMATION

Description of the Service: Gathering list of job orders from different companies / agencies to assist in filling their vacancies.

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE			
Classification:	Simple			
Type of Transactions:	GOV'T TO BUSINESSES (G2B)			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Request /Letter of Intent - Job Orders w/ qualifications - Establishment PESO Form - PESO Data Employment 		Companies/Agencies Companies/Agencies PESO Office PESO Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the PESO Office & request for assistance in getting PESO Data Employment.	The PESO Office provides list of requirements needed for getting PESO data.	NONE	3 minutes	Allan Paul Foronda <i>PESO Staff</i> Elizabeth Lodivico <i>PESO Staff</i>
2. (For Complete required documents Submit consolidated list of job vacancies with prescribed qualifications & letter of intent at PESO Office.	Received the consolidated list of vacancies & letter of intent of the Employer.	NONE	5 minutes	John Paul Pataueg <i>PESO Staff</i>
3. Fill up the Establishment Registration PESO Form.	Assist the client in filling up the Establishment PESO Registration Form.	NONE	7 minutes	Allan Paul Foronda <i>PESO Staff</i>
4. Upon Completing Establishment form, wait for the approval & securing signature of the PESO Manager.	Receive the EPF & prepare the PESO Data Emp. for the signature of the PESO Manager.	NONE	10 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
5. Secure the Establishment PESO Registration Form.	Release Establishment PESO Registration Form.	NONE	5 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
TOTAL:			30 MINS	