

## REFERRAL AND PLACEMENT RECOMMENDATION

**Description of the Service: The PESO Office refers and recommends clients/jobseekers to find job to where he/she will be recommended and referred.**

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE			
Classification:	Simple			
Type of Transactions:	GOVT TO CITIZEN (G2C)			
Who may avail:	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>- Application Letter / Resume</li> <li>- Barangay Clearance</li> <li>- Referral &amp; Recommendation Letter</li> </ul>			<b>Applicant</b> <b>Barangay Hall</b> <b>PESO Manager</b>	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out PESO Registration form.	Assist the Jobseeker.	NONE	3 minutes	<b>Allan Paul Foronda</b> <i>PESO Staff</i>
2. Register the Online Registration (Public Employment Information System).	Assess & match qualification requirements of vacancies posted by employers which shall make a referral letter to be signed by the City Mayor/PESO Manager.	NONE	10 minutes	<b>Allan Paul Foronda</b> <i>PESO Staff</i>
3. Proceed at the PESO Manager office for counselling & secure recommendation letter & referral slip.	Make referral advice to the jobseeker upon submission of his/her resume & barangay clearance & at the same time to counsel the jobseeker before giving the recommendation letter/referral slip.	NONE	10 minutes	<b>Paolo Janairo M. Sanidad</b> <i>CDGH/PESO Manager</i>
4. Proceed at the HR of Agency/Employer to be referred/ recommended for interview.	Make a call at the HR personnel of the Employer and update status of recommended.	NONE	7 minutes	<b>Paolo Janairo M. Sanidad</b> <i>CDGH/PESO Manager</i>
<b>TOTAL:</b>			<b>30 MINS</b>	