



Internal/External

1. SERVICENAME: 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 Division:	CITY PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	GOVT 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	2 minutes	Anika Jem A. Ocampo <i>PESO Staff</i>
2. (For Complete required documents) Submit consolidated list	Receive the consolidated list of vacancies & letter of intent	NONE	1 minutes	Anika Jem A. Ocampo <i>PESO Staff</i>



of job vacancies with prescribed qualifications & letter of intent at PESO Office.	of the Employer.			
3. Fill up the Establishment Registration PESO Form.	Assist the client in filling up the Establishment PESO Registration Form.	NONE	3 minutes	Junmar M. Ledesma <i>PESO Staff</i>
4. Upon Completing Establishment form, wait for the approval & securing signature of the PESO Manager.	Receive the ERP form & prepare the PESO Data Emp. for the signature of the PESO Manager.	NONE	1 minutes	Paolo Janairo M. Sanidad <i>CGDH/PESO Manager</i>
5. Secure the Establishment PESO Registration Form.	Release Establishment PESO Registration Form.	NONE	3 minutes	Paolo Janairo M. Sanidad <i>CGDH/PESO Manager</i>
TOTAL			10 minutes	



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