



Internal/External

10. SERVICENAME: PESO OFW MIGRANT DESK (OFW) ASSISTANCE

Description of the Service: The City Government/PESO/NGO advocates, protects and help OFWs who are maltreated/abused in the hand of their foreign employer and assist them back home safely.

Office or Division:	CITY PUBLIC EMPLOYMENT SERVICE OFFICE
Classification:	Simple
Type of Transaction:	GOVT TO GOVT (G2G)
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<ul style="list-style-type: none"> - Photocopies of Employment Contract, Passport, Insurance of OFW, OWWA Employment Certificate - Intake Sheet 	<p>Applicant</p> <p>PESO Office</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Visit the PESO Office Migrant Desk for consultation in availing assistance.	Assist and give list of requirements in availing the assistance.	NONE	5 minutes	Nelson M. Fajardo <i>Migrant Officer</i>
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2. (For complete required documents) Present the required	Verify, evaluate and make an interview.	NONE	20 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
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documents and fill up the intake sheet form for all interviews.					Nelson M. Fajardo <i>Migrant Officer</i>
3. Wait for notification for the update of assistance.	Issue notice for the assistance and make referral to be submitted at POEA and Philippine Recruitment Agency.	NONE	1 day		Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i> Nelson M. Fajardo <i>Migrant Officer</i>
4. Wait for the feedback and progress of the assistance.	Arrange and take necessary actions for the departure of the client.	NONE	5 minutes		Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i> Nelson M. Fajardo <i>Migrant Officer</i>
TOTAL			1 day and 30 minutes		