



Internal/External

11. SERVICENAME: JOBSTART PHILIPPINES

Description of the Service: The Job Start Philippines Program prepares young Filipinos for employment through training, career support, and internship opportunities.

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		
<ul style="list-style-type: none"> - Resume / Biodata with latest ID picture - Photocopy of PSA Birth Certificate - Photocopy of Senior High School Diploma / College Diploma or Photocopy of Form 138 (SHS) / TOR (College Graduate) - Original Barangay Certificate - NSRP Form 		Applicant Applicant Applicant Barangay Hall PESO Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and required documents to accomplish.	Receive and process applications.	NONE	2 minutes	Anika Jem A. Ocampo <i>PESO Staff</i>



2. Wait for notification if selected for fill out of DOLE Forms.	Issue notification to selected applicants/beneficiary for filling up DOLE Forms.	NONE	3 minutes	Paolo Janairo M. Sanidad CDGH/PESO Manager
3. Wait for notification for the orientation for selected beneficiaries.	Issue notice to selected beneficiary for orientation.	NONE	5 minutes	Anika Jem A. Ocampo PESO Staff
4. Attend the orientation.	Conduct orientation for selected beneficiaries.	NONE	3 hours	Anika Jem A. Ocampo PESO Staff
5. Undergo Soft Core Skills Training for 10 days.	Facilitate and conduct the lectures for the SCST.	NONE	10 days	Anika Jem A. Ocampo PESO Staff
6. Attend Soft Core Skills Training Graduation and Jobs Fair exclusive for trainees.	Assist beneficiaries during graduation and Job Fair activities.	NONE	4 hours	Anika Jem A. Ocampo PESO Staff Paolo Janairo M. Sanidad CDGH/PESO Manager Representative from DOLE – IFO / DOLE R2
7. If hired on the Jobs Fair, beneficiaries will undergo Technical Training for 66 days.	Coordinate and liaise with participating companies.	NONE	66 days	Anika Jem A. Ocampo PESO Staff
8. After Technical Training, applicants may be either	Maintain coordination with partner employers.	NONE	-	Anika Jem A. Ocampo PESO Staff



hired by other employers or absorbed by partner employers.				
9. If the employer recommends continuation in the program, the employee shall proceed to a 53-day internship period.	Coordinate with partner employers for internship placement.	NONE	53 days	Anika Jem A. Ocampo <i>PESO Staff</i>
10. Undergo exit interview with the Public Employment Service Office.	Conduct the exit interviews.	NONE	20 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i>
	TOTAL		129 days, 7 hours, and 30 minutes	