



### Internal/External

### 2. SERVICENAME: 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.

<b>Office or Division:</b>	CITY PUBLIC EMPLOYMENT SERVICE OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	GOVT TO CITIZEN (G2C)			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>- Registration, Skills Registry and CSM form.</li> <li>- Application Letter / Resume</li> <li>- Barangay Clearance</li> <li>- Referral &amp; Recommendation Letter</li> </ul>		PESO Information Desk/Office Applicant Barangay Hall PESO Manager		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out Registration, Skills Registry and CSM form.	Assist the Jobseeker.	NONE	2 minutes	<b>Joanna Marie P. Guifaya</b> <i>PESO Staff</i>
2. Register at the Online Registration of the Public Employment Information System. (PEIS)	Assess & match qualification requirements of vacancies posted by employers which shall make a referral letter to be signed by the City	NONE	5 minutes	<b>Marriane Joy B. Olipas</b> <i>PESO Staff</i>



	Mayor/PESO Manager.			
3. Proceed at the PESO Manager 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	3 minutes	<b>Paolo Janairo M. Sanidad</b> <i>CGDH/PESO Manager</i>
4. Proceed to the Human Resources (HR) office of the agency/employer for referral or scheduling of an interview.	Follow up by contacting the employer's HR personnel to obtain updates on the status of your recommendation.	NONE	5 minutes	<b>Paolo Janairo M. Sanidad</b> <i>CGDH/PESO Manager</i>
	<b>TOTAL</b>		<b>15 minutes</b>	