



Internal/External

3. SERVICENAME: ISSUANCE OF CERTIFICATE OF LOCAL RECRUITMENT ACTIVITY

Description of the Service: To provide & fill out the job vacancies of the company to help them find applicants that suited in their qualifications.

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
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<ul style="list-style-type: none"> - Letter of Intent - Job Vacancies w/ Qualifications - Company Profile - Company Business Permit 	<p>Companies/Agencies Companies/Agencies Companies/Agencies BPLO</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 & request for assistance in conducting local recruitment activity.	Provide list of requirements needed for conducting Local Recruitment Activity.	NONE	1 minutes	Marriane Joy B. Olipas <i>PESO Staff</i>
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2. Submit Letter of Intent, Business Permit and list of job vacancies with qualifications.	Accept and verify all the requirements before scheduling for	NONE	1 minutes	Marriane Joy B. Olipas <i>PESO Staff</i>
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	the said activity.			
3. Wait for notification for the approval of request and the scheduled activity.	Issue notice to the employer for the approval of request in scheduling recruitment activity.	NONE	2 minutes	Marriane Joy B. Olipas <i>PESO Staff</i>
4. Secure signature and approval of the PESO Manager.	Release of certificate with the signature and approval of the PESO Manager.	NONE	1 minutes	Paolo Janairo M. Sanidad <i>CGDH/PESO Manager</i>
TOTAL			5 minutes	