



### Internal/External

#### 4. SERVICENAME: ISSUANCE OF CERTIFICATE OF NO OBJECTION FOR CONDUCTING SPECIAL RECRUITMENT ACTIVITY (OVERSEAS)

**Description of the Service:** To avoid illegal recruiters & make preventive measure for the safety of the OFW applicants and at the same time provide manpower to the Employer/Agency.

<b>Office or Division:</b>	CITY PUBLIC EMPLOYMENT SERVICE OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	GOVT TO BUSINESSES (G2B)			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>- Letter of Intent</li> <li>- Company Profile</li> <li>- Latest job orders abroad</li> <li>- Progress Report</li> <li>- POEA License</li> <li>- SEC Certificate</li> </ul>		Employer Employer Employer Employer POEA SEC		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit documents and complete requirements for verification and evaluation for the issuance of No Objection Certificate.	Receive, verify, and evaluate submitted requirements thru the official webpage of DMW.	NONE	5 minutes	<b>Joanna Marie P. Guifaya</b> <i>PESO Staff</i>



2. Wait for notification for scheduling the said recruitment activity.	Issue notice to the employer for the schedule of activity.	NONE	5 minutes	<b>Joanna Marie P. Guifaya</b> <i>PESO Staff</i>
3. Request for the information dissemination and other actions as with the approval of PESO Manager.	Accept requested step of employer representative.	NONE	5 minutes	<b>Paolo Janairo M, Sanidad</b> <i>CGDH/PESO Manager</i>
4. Secure signature and approval of release of No Objection Certificate of the PESO.	Release of certificate of no objection for scheduled special recommended activity upon signature and approval of as signatories.	NONE	2 minutes	<b>Paolo Janairo M. Sanidad</b> <i>CDGH/PESO Manager</i>
5. Submit progress report and Overseas Recruitment Form.	Receive, file and record.	NONE	3 minutes	<b>Paolo Janairo M. Sanidad</b> <i>CGDH/PESO Manager</i>
<b>TOTAL</b>			<b>20 minutes</b>	