



Internal/External

5. SERVICENAME: SPECIAL PROGRAMS – JOBS FAIR

Description of the Service: To provide employment & avoid job mismatch among job seekers suited at their qualifications.

Office or Division:	CITY PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	Simple			
Type of Transaction:	GOVT TO GOVT / SCHOOLS / NGO			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - Letter of Intent - Invitation Letter to different company - List of Graduates - Venue - Job Fair Permit/Clearance - Progress Report/Placement 		Colleges/Universities/NGO/HOST PESO Office & DOLE – IFO Hosts Hosts DOLE – IFO DOLE – IFO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent for scheduled jobs fair.	Receive the letter.	NONE	2 minutes	John Paul Pataueg <i>PESO Staff</i>
2. Secure permit/clearance for job fair.	Prepare and submit the attached skills registry with job vacancies and qualifications to DOLE-IFO	NONE	5 minutes	John Paul Pataueg <i>PESO Staff</i>



3. Wait for notification to secure permit to jobs fair.	Issue notice and release of permit/clearance for the jobs fair.	NONE	10 minutes	Paolo Janairo M, Sanidad <i>CGDH/PESO Manager</i> <i>Head DOLE – IFO</i> <i>Focal Person DOLE - IFO</i>
4. Seek for ocular inspection of the venue for activity.	Make necessary inspection for the flow of said jobs fair and arrangement.	NONE	3 minutes	Paolo Janairo M. Sanidad <i>CDGH/PESO Manager</i> <i>Head DOLE – IFO</i> <i>Focal Person DOLE - IFO</i>
5. Submit jobs fair report and forms for posting.	Receive, file and record.	NONE	5 minutes	John Paul Pataueg <i>PESO Staff</i>
TOTAL			20 minutes	