

PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) EXTERNAL SERVICES

1. ISSUANCE OF MAYOR'S PERMIT TO WORK/OCCUPATIONAL CARD

Any individuals who are newly hired by employers and already employed within the territorial jurisdiction of City of Imus are required to secure Mayor's Permit to Work/Occupational Card which they must submit to their respective employers as part of their requirements.

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizen			
WHO MAY AVAIL THE SERVICE	All employed citizens in the City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished application slip		Public Employment Service Office		
Health Card		Imus Health Center		
NBI or Police Clearance		National Bureau of Investigation (NBI) or Police Station		
Community Tax Certificate (Cedula)		City Treasurer's Office		
Referral/Recommendation Letter (If not Imus Resident)		City or Municipality where the client resides		
Barangay Certification and Oath of Undertaking (additional requirements for 1st time Job Seekers Act of 2019 - R.A 11261)		From respective barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry and submit the required documents	1. Assist and assess the requirements.	None	1 minute	Manuel L. Sañez
2. Receive the Order of Payment	2. Release Order of Payment	None	1 minute	Manuel L. Sañez
3. Pay the required fees.	3. Receive the payment and issue the Official Receipt (O.R) and Documentary Stamp Tax	Php 80.00	5 minutes	City Treasurer's Office
4. Submit the Official Receipt (OR). Register in the logbook and Fill-out the NSRP Form 1.	4. Process the request	None	4 minutes	Claire Genova, Raquel Camacho, Joppearl Jill Manuel
5. Receive the document	5. Release the document	None	1 minute	Manuel L. Sañez
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 80.00	12 minutes	

2. ISSUANCE OF MAYOR'S CLEARANCE

Document issued to individuals who need for local employment (PNP, BFP, AFP, Coast Guard), On-the-Job Training Student, Firearms License, and other legal purposes. They must be residing in the City of Imus.

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C - Government to Citizens; G2G - Government to Government			
WHO MAY AVAIL THE SERVICE	All residents of City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished application slip		Public Employment Service Office		
Prosecutor Clearance		Office of the City Prosecutor		
Regional Trial Court (MTC) Clearance		Regional Trial Court, Office of the Clerk of Court		
Municipal Trial Court (MTC) Clearance		Municipal Trial Court, Office of the Clerk of Court		
NBI		National Bureau of Investigation (NBI)		
Barangay Clearance		From respective barangay		
Barangay Certification and Oath of Undertaking (additional requirements for 1st time Job Seekers Act of 2019 - R.A 11261)		From respective barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry and submit the required requirement	1. Assess the requirements.	None	1 minute	Manuel L. Sañez
2. Receive the Order of Payment	2. Release the Order of Payment.	None	1 minute	Manuel L. Sañez
3. Pay the required fee	3. Receive the payment and issue the Official Receipt (O.R) and Documentary Stamp Tax	Php 80.00	5 minutes	City Treasurer's Office
4. Submit the Official Receipt (OR). Register in the logbook and Fill-out the NSRP Form 1.	4.1 Process the Mayor's Clearance	None	4 minutes	Claire Genova, Raquel Camacho, Jopearl Jill Manuel
	4.2 Signature of Local Chief Executive (LCE)	None	5 days	Mayor Alex L. Advincula
5. Register in the logbook and receive the document.	5. Release the document	None	1 minute	Manuel L. Sañez
Fill-out Client Satisfaction Rating Form				
TOTAL		Php 80.00	5 day & 12 mins	

3. ISSUANCE OF APPLICANT REFERRAL LETTER FOR EMPLOYMENT

Applicants undergo a pre-qualification process which consists of job matching and counseling, among others prior to the issuance of a job referral/ recommendation letter addressed to a prospective employer/s.

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizens; G2G - Government to Government			
WHO MAY AVAIL THE SERVICE	All residents of City of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplish Request Slip		Public Employment Service Office		
National Skills Registration Program (NSRP) Form 1		Public Employment Service Office		
Resume		From Applicant		
Other requirements (Barangay Clearance, NBI, Police Clearance, Birth Certificate, TOR/Diploma - if company requires)		From Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry	1.1 Assess the requirements	None	1 minute	Manuel L. Sañez
	1.2 Issue PESO Employment Information System (PEIS) form and Request Slip	None	1 minute	Manuel L. Sañez
2. Accomplish request slip and PESO Employment Information System (PEIS) - NSRP form 1	2. Check the applicant's requirements and inform the available job vacancies that match him/her	None	6 minutes	Regine Velasco
4. Register in logbook.	4. Prepare the Referral Letter	None	2 minutes	Claire Genova, Raquel Camacho
5. Receive the Referral Letter and proceed to the company to process the job application.	5. Issue the applicant's referral letter	None	1 minute	Manuel L. Sañez
Fill-out Client Satisfaction Rating Form				
TOTAL		None	11 minutes	

4. ISSUANCE OF REFERRAL LETTER TO OTHER MUNICIPALITIES AND CITIES

Issued to the applicant as their requirements for processing Mayor's Permit to Work or Occupational Permit to other Municipalities or Cities

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizens			
WHO MAY AVAIL THE SERVICE	All residents of City of Imus			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplish Request Slip			Public Employment Service Office	
Barangay Clearance			From Respective Barangay	
Government Issued ID			From various government agencies	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry	1.1 Assess the requirements.	None	1 minute	Manuel L. Sañez
	1.2 Issue the Request Slip	None		
2. Register in logbook and fill-out the PESO Employment Information System (PEIS)-NSRP form 1	2.1 Check the client's requirements.	None	5 minutes	Claire Genova, Raquel Camacho
	2.2 Prepare the Referral Letter	None		
3. Receive the Referral Letter	3. Issue the Referral Letter	None	1 minute	Manuel L. Sañez
Fill-out Client Satisfaction Rating Form				
TOTAL		None	7 minutes	

5. ISSUANCE OF COMPANY ACCREDITATION

To secure the legality of the papers submitted by the company before they are allowed to join in job matching activities, posting job vacancies and resume browsing.

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2B - Government to Businesses			
WHO MAY AVAIL THE SERVICE	All companies seeking to join the Imus PESO job matching activities and sorting of applicants resume			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Local Company / Manpower Agency				
Letter of Intent				Company
Company Profile				Company
Latest Business Permit				LGU (BPLO)
DOLE Registry of Establishment				Department of Labor and Employment
Certificate of No Pending Cases				Department of Labor and Employment
DO-174 Certificate (for Manpower Agency only)				Department of Labor and Employment
Cooperative Certificate of Registration				Cooperative Development Authority
SEC Registration, DTI Certificate				Securities and Exchange Commission/ Department of Trade and Industry
BIR Certificate				Bureau of Internal Revenue
List of updated Job Vacancies with total number of manpower requirement				Company
For Overseas Company				
Letter of Intent				Company
Company Profile				Company
Copy of POEA License				Philippine Overseas Employment Administration
Approved Manpower-Job Order From POEA				Philippine Overseas Employment Administration
No Pending Cases and DOLE Registered				Department of Labor and Employment
Latest Business Permit				LGU (BPLO)
BIR Certificate				Bureau of Internal Revenue
SEC Registration / DTI Certificate				Securities and Exchange Commission / Department of Trade and Industry
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry	1. Assists and refer the company representative to the assigned focal person	None	1 minute	Manuel L. Sañez

2. Proceeds to the assigned personnel and present/ submit the requirements	2.1 Check the completeness and validate the submitted documents.	None	2 days	Regine C. Velasco
	2.2 Conduct validation to DOLE/POEA (if needed).	None		
	2.3 Signature of City PESO Manager.	None		Clarita T. Casing
	2.4 Message the Company for the availability of the Certificate of Accreditation.	None		Regine C. Velasco
3. Receive the Certificate of Accreditation	3. Release the Certificate of Accreditation	None	1 minute	Regine C. Velasco
Fill-out Client Satisfaction Rating Form				
TOTAL		None	2 days and 2 minutes	

NOTE: If need further evaluation/assessment company/agency will receive their Certificate of Accreditation after 3 days.

6. ISSUANCE OF REFERRAL SLIP FOR ENDORSEMENT TO OWWA ASSISTANCE PROGRAM

All registered members of OWWA can avail many of their services that range from health care, disability and death benefits, scholarships and financial assistance for education and training, workers assistance and on-site services, and social services and family welfare assistance. Referral slip is issued to OWWA members or their families.

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizens; G2G - Government to Government; G2B – Government to Business			
WHO MAY AVAIL THE SERVICE	All registered members of OWWA and their families resident of the City of Imus			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Proof of OFW/OWWA Membership			OWWA	
Overseas Employment Certificate (OEC)			POEA	
Termination Document			From Applicant	
Passport or Travel Documents <ul style="list-style-type: none"> • 2nd page (with Name and Picture) • Latest Departure and Arrival 			From Applicant	
Proof of Relationship to OFW/OWWA Member			From Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry	1.1 Assess and verify the requirements.	None	5 minutes	Regine Velasco
	1.2 Interview the applicant and issue the Case Intake Sheet	None		
2.1 Register in log book	2.1 Prepare the referral/endorsement slip	None	2 minutes	Regine Velasco
2.2. Fill-out the Case Intake Sheet	2.2 Call OWWA representatives for other possible assistance (if needed)	None	20 minutes	Regine Velasco
	2.3 Signature of City PESO Manager.	None	1 minute	Clarita T. Casing
3. Receive the referral/endorsement slip and proceed to OWWA Office	3. Issue the referral/endorsement slip and advise the applicant to proceed to OWWA Office	None	1 minute	Regine Velasco
Fill-out Client Satisfaction Rating Form				
TOTAL		None	29 minutes	

7. SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)

Pursuant to Republic Act No. 7323, as amended by RA 9547 otherwise known as the “Special Program for Employment of Student (SPES)”, is an employment-bridging program that aims to provide temporary employment to disadvantaged youth to augment their family’s income and help ensure that beneficiaries can pursue their education. SPES enhances the employability of youth, who will eventually come to be the country’s future workforce. Along with providing students with experience while earning income, it is also designed to increase employment opportunities for young people in the long term.

OFFICE OR DIVISION	Public Employment Services Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2C - Government to Citizen			
WHO MAY AVAIL THE SERVICE	Students or out-of-school youth (OSY), Resident of Imus and at least 15 but not more than 30 years of age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SPES Form		PESO Office		
Parent Consent with contact info of guardian (for Minor)				
Photocopy of Birth Certificate		Philippine Statistics Authority (PSA)		
Proof of School Registration (Form 138 or certified true copy of Student’s Class Card)		School		
Barangay Clearance		From respective barangay		
Barangay Indigency/ CSWD Indigency/ Copy of Latest ITR or Exemption from BIR		From respective Barangay/ CSWD / BIR		
2 pcs of Passport Size Picture		From Applicant		
For OSY, Out-of-School Youth Certification and Good Moral Character issued by Barangay		From respective barangay		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Public Assistance Information Desk Officer for inquiry	1. Assist and refer the applicant to assigned focal person	None	1 minute	Manuel Sañez
2. Proceed to the assigned personnel and submit the requirements	2.1 Check the qualification of the applicant and the completeness and validity of the documents submitted.	None	3 minutes	Regine Velasco
	2.2 Issue SPES Form to be accomplished by the applicant.	None	3 minutes	
3. Fill-out and submit the accomplished SPES Form and PEIS-NSRP Form 1	3.1 Evaluate the accomplished SPES Form.	None	10 minutes	Regine Velasco
	3.2 Conduct Initial Screening of the applicant.	None		
	3.3 Advise the applicant with regards to the schedule of interview, orientation and signing of contract and deployment	None		
TOTAL		None	17 minutes	

CITIZEN'S CHARTER

