



**PUBLIC EMPLOYMENT SERVICE OFFICE
(PESO)**

1. Career Clinic and Employment Coaching

The Career Clinic and Employment Coaching is part of its mandate as per Republic Act 8759 also known as the PESO ACT that states that the office should give Career Guidance and Counseling to the future workforce of the City. This program provide students with adequate information on employment and labor market information. Moreover, it seeks to encourage the youth choose career that matches their interest and skills. The program encourage the Grade 10 students to continue the process of learning in order for them to become gainful members of the society.

Office/Division:	Public Employment Service Office Career Guidance and Counseling			
Classification:	Complex			
Types of Transaction:	G2C – Government to Client			
Who may avail:	Grade 10 Students			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Invitation Letter 		<ul style="list-style-type: none"> • Schools, Guest Speakers 		
<ul style="list-style-type: none"> • Proposal Letter • Attendance Sheet • Certificate of Attendance • Certificate of Appearance • Feedback Form 		<ul style="list-style-type: none"> • Career Guidance and Counseling Division 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. School				
1. Client submits a letter to PESO to conduct seminar	1. PESO prepares letter to the Mayor for the approval of the proposal. Once approved, PESO prepares letter to the DepEd in the conduct of the seminar.	None	Half Day	<i>Admin. Officer IV Career Guidance and Counseling</i>
2. Client prepares the Memo to the students for the conduct of the seminar	2. Prepares letter to the Guest Speakers in the conduct of the seminar.	None	15 minutes	<i>Admin. Officer IV and Admin. Officer I Career Guidance and Counseling</i>

3. Client prepares the List of Participants for the seminar.	3. Provide Attendance Sheet for the conduct of the seminar	None	1 hour	<i>Admin. Officer I Career Guidance and Counseling</i>
4. Client submits the Pre-registration Sheet to PESO	4. Receives the documents and file	None	1 hour	<i>Admin. Officer I Career Guidance and Counseling</i>
5. Client prepares the venue for the seminar.	5. Conducts the seminar as per schedule.	None	1 hour	<i>Admin. Officer IV and Admin. Officer I Career Guidance and Counseling</i>
B. Students				
1.Fill out the Attendance Sheet	1.Monitors the registration activity.	None	2 minutes	<i>Admin. Officer I Career Guidance and Counseling</i>
2.Client Answers Career Inventory Test.	2.Guide the students in accomplishing the Career Inventory Test.	None	15 minutes	<i>Admin. Officer I Career Guidance and Counseling</i>
3.Participates in the seminar.	3.Conducts the seminar with Representative Speakers from DEPED, and Private Schools	None	Half Day	<i>Admin. Officer IV and Admin. Officer I Career Guidance and Counseling</i> <i>Speakers DOLE SSS PHILHEALTH</i>
4.Receives snacks from the approved budget request to the Mayor	4.PESO take pictures for liquidation purposes.	None	5 minutes	<i>Admin. Officer I Career Guidance and Counseling</i>
5.Evaluates the seminar	5.Collects the Feedback Form and provide Feedback Report to the PESO Manager and generate report	None	1 hour	<i>Admin. Officer I Career Guidance and Counseling</i>
	6.Encoding of NSRP forms on the PESO Employment Information System (PEIS)	None	1 week	<i>Admin. Aide I Internal Management System Division</i>
TOTAL		None		

2. Government Internship Program (GIP)

The GIP is a program under KABATAAN 2000 (Executive Order No. 139 s. 1993), which aims to provide opportunities and engage young workers to serve the general public in government agencies/entities projects and programs at the national and local level. The PESO provides young workers, particularly the poor/indigent young workers an opportunity to demonstrate their talents and skills in the field of public service with the ultimate objective of attracting the best and the brightest who want to pursue a career in government service, particularly in the fields and disciplines related to labor and employment.

Office/Division:	Public Employment Service Office / Career Guidance and Counseling			
Classification:	Complex			
Types of Transaction:	G2C – Government to Client			
Who may avail:	1 st Time Jobseekers			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> RIASEC/ Mental Ability Test/ MDQ Turn Over/ Evaluation Form 		<ul style="list-style-type: none"> Career Guidance and Counseling Division 		
<ul style="list-style-type: none"> Prepare GIP Application Form NSRP Form 1 Rev. 3 		<ul style="list-style-type: none"> Internal Management System Division 		
<ul style="list-style-type: none"> Certification of <u>Indigency</u> Certification of Residency 		<ul style="list-style-type: none"> Respective Barangay Hall 		
<ul style="list-style-type: none"> TOR certificate of Graduation Diploma 		<ul style="list-style-type: none"> Respective Schools/ Universities/ Colleges 		
<ul style="list-style-type: none"> Voters ID 		<ul style="list-style-type: none"> COMELEC 		
<ul style="list-style-type: none"> Care Card 		<ul style="list-style-type: none"> Peoples Coordinating Office (PCO) 		
<ul style="list-style-type: none"> Bio-data/Resume 2 pcs. of 1x1 picture 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Preparation				
1. Client received Call/Text Blast	1. Prepare applicants master list and database	None	Half Day	LEO1 Career Guidance and Counseling
2. Undergo Occupational Assessment (OA)	2. Administer Test <ul style="list-style-type: none"> RIASEC Mental Ability Test 	None	35 minutes per applicants	Admin. Office IV and LEO1 Career Guidance and Counseling

		<ul style="list-style-type: none"> Management Developmental Questionnaire and checks the Exam and encode to Career Data Base 			
3. Undergo Initial Interview		3. Evaluates the Applicants	None	15 minutes per applicants	<i>Admin. Office IV and LEO1 Career Guidance and Counseling</i>
4. Undergo Final Interview		4. Submits application documents to Internal Management System Division and prepares letter of request for background investigation to PCO	None	30 minutes per applicants	<i>Sup. Admin. Officer Internal Management System Division</i>
B. Implementation					
1.Submission of Requirements		1.Check GIP Requirements	None	2 days	<i>LEO1 Career Guidance and Counseling</i>
2.Job Offer		2.Prepare contract	None	5 minutes	<i>Sup. Admin. Officer Internal Management System Division</i>
3.Undergo orientation to new hire GIP/s.		3.Conduct orientation to the newly hired GIP/s	None	30 minutes	<i>Admin. Office IV and LEO1 Career Guidance and Counseling</i>
4.Contract Signing and Deployment		4.Create Master list	None	10 minutes	<i>Sup. Admin. Officer Internal Management System Division</i>
5.Payroll Generation		5. Prepare <ul style="list-style-type: none"> Attendance Sheet DTR Accomplishment Report 	None	1 hour	<i>Sup. Admin. Officer Internal Management System Division</i>
6.Exit Interview and Commenting on Feedback Forms		6. Conduct exit interview and generate report	None	30 minutes	<i>Admin. Office IV Career Guidance and Counseling</i>
		7. Encoding of NSRP forms on	None	1 week	<i>Admin. Aide I</i>

	the PESO Employment Information System (PEIS)			Internal Management System Division
TOTAL		None		

3. In-House Job Fair

The Jobs Fair is an employment facilitation strategy aimed to fast-track the meeting of jobseekers and employers/overseas recruitment agencies in one venue at a specific date to reduce cost, time and effort particularly on the part of the applicants. This is open to all unemployed, skilled and unskilled workers, fresh college graduates, graduates of training institutions, displaced workers and employees seeking advancement. During the Jobs Fair, applicants select vacancies suited to their qualifications and employers could interview and hire on the spot qualified workers. Several agencies are invited to provide self-employed and training assistance.

Office/Division:	Public Employment Service Office Employment Promotion Division			
Classification:	Simple			
Types of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • NSRP Form 1 Rev. 3 • DOLE Registration Form • Terminal Forms • Attendance Sheet • List of Job Openings • Feedback form 		<ul style="list-style-type: none"> • Employment Promotion Division 		
<ul style="list-style-type: none"> • Test Materials • Endorsement Slip 		<ul style="list-style-type: none"> • Career Guidance and Counseling Division 		
<ul style="list-style-type: none"> • Bio-data / Resume with Picture 				
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Preparation				
1. Company send request letter of intent for job fair schedule	1. Received company request letters	None	2 weeks prior to Job Fair Activity	<i>Admin. Asst. 1</i> Employment and Promotion Division
2. Sending of Job Vacancies Solicited	2. Assess and Disseminate Job Vacancies and Job Fair Information	None	1 week prior to Job Fair Activity	<i>Admin. Asst. 1</i> Employment and Promotion Division
B. Job Fair Proper				
1. Attend PELSOS-OA (Pre-Employment and Life Skills Orientation Seminar -	1. Conduct Pre-Employment and Life Skills Orientation Seminar -	None	45 minutes	<i>LEO 1</i> Career Guidance and Counseling Division

Occupational Assessment) & Filling-up of NSRP	Occupational Assessment and assess the NSRP Forms of the Jobseekers			
2.Jobseekers Registration	2.Register and give the NSRP Form 1 Rev. 3 to the Jobseekers	None	2 minutes	<i>Admin. Asst. 1 Employment and Promotion Division</i>
3.Wait for the name to be called and Registration to the Companies Representatives	3.Register to the Companies Attendance	None	1 minute	<i>Company Representatives</i>
4.Actual interview of the jobseekers	4.Interview the jobseekers and advised if Hired on the spot, Qualified, Near Hired and not qualified by the company representative	None	5 – 10 minutes	<i>Company Representatives</i>
5.Commenting on Feedback Form	5.Preparing of reports for in-house job fair	None	1 hour	<i>Admin. Officer II Employment and Promotion Division</i>
	6.Monitoring of Jobseekers status and company placement report	None	2 weeks	<i>Admin. Asst. 1 Employment and Promotion Division</i>
	7.Encoding of NSRP forms on the PESO Employment Information System (PEIS)	None	1 week	<i>Admin. Aide I Internal Management System Division</i>
TOTAL		None		

4. Labor Education for Graduating Students (LEGS)

The Labor Education for Graduating Students (LEGS) Seminar is included in the PESO mandate as per Republic Act 8759 also known as the PESO ACT that states that the office should give pre-employment and occupational counseling, career guidance, mass motivation and values development skills. Moreover, this program gives the graduating students knowledge about labor standards and the mandated benefits before applying for a job. Representatives from Department of Labor and Employment (DOLE), Social Security System (SSS) and Philippine Health Insurance Corporation (PHILHEALTH) delivered orientation on social protection programs to graduating senior high school, TVET, TVL and college students in the City.

Office/Division:	Public Employment Service Office / Career Guidance and Counseling			
Classification:	Complex			
Types of Transaction:	G2C – Government to Client			
Who may avail:	Graduating Students			
CHECKLIST OR REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Invitation Letter 			<ul style="list-style-type: none"> • Schools, Guest Speakers 	
<ul style="list-style-type: none"> • Proposal Letter • Attendance Sheet • Certificate of Attendance • Certificate of Appearance • Terminal Report 			<ul style="list-style-type: none"> • Career Guidance and Counseling Division 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. School				
1. Client submits a letter to PESO for the conduct seminar	1. Prepares letter to the Mayor for the approval of the proposal and DepEd in the conduct of the seminar. Once approved, PESO prepares letter of confirmation to schools	None	Half Day	<i>Admin. Officer / Career Guidance and Counseling Division</i>
2. Client prepares the Memo to the students for the conduct of the seminar	2. Prepares letter to the Guest Speakers in the conduct of the seminar.	None	5 minutes	<i>Admin. Officer / Career Guidance and Counseling Division</i>

3. Client prepares the List of Participants for the seminar	3. Provide Attendance Sheet for the conduct of the seminar.	None	1 hour	<i>Admin. Officer I Career Guidance and Counseling Division</i>
4. Client submits the Pre-registration Sheet to PESO	4. Receives the document and file	None	Half Day	<i>Admin. Officer IV and Admin. Officer I Career Guidance and Counseling Division</i>
5. Client prepares the venue for the seminar.	5. Conducts the seminar as per schedule.	None	1 hour	<i>Admin. Officer IV and Admin. Officer I Career Guidance and Counseling Division</i>
B. Implementation				
1.Fill out the Attendance Sheet	1.Monitors the registration activity.	None	2 minutes	<i>Admin. Officer I Career Guidance and Counseling Division</i>
2.Fill out of NSRP Form 1 Rev. 3	2.Checking and guiding the students in accomplishing the form. PESO collects the NSRP Form after the seminar.	None	15 minutes	<i>Admin. Officer I Career Guidance and Counseling Division</i>
3.Participates in the seminar.	3.Conduct LEGS Orientation/ Seminar <ul style="list-style-type: none"> • Labor Market Information LMI • Social Protection • DOLE • SSS • Phil Health 	None	Half Day	<i>Admin. Officer IV and Admin. Officer I Career Guidance and Counseling Division</i> <i>Speakers DOLE SSS PHILHEALTH</i>
4.Receives snacks from the approved budget request to the Mayor.	4.Give and take pictures for liquidation purposes. Partner Schools	None	5 minutes	<i>Admin. Officer I Career Guidance and Counseling Division</i>
5.Evaluates the seminar.	5.Collects the Feedback Form and provide Feedback Report to the PESO Manager and generate report	None	1 hour	<i>Admin. Officer I Career Guidance and Counseling Division</i>
	6.Encoding of NSRP forms on the PESO	None	1 week	<i>Admin. Aide I</i>

	Employment Information System (PEIS)			Internal Management System Division
		TOTAL	None	

5. Mayor's Clearance

Under Chapter II of Miscellaneous Fees of the City Ordinance No. 93-35, the City Government of Muntinlupa through PESO facilitates the issuance of Mayor's Clearance and Certification to individuals residing in Muntinlupa City in support for foreign or local employment, firearms licensing, PNP / AFP requirements, and other legal purpose.

Office/Division:	Public Employment Service Office Employment Promotion Division			
Classification:	Simple			
Types of Transaction:	G2C – Government to Client			
Who may avail:	Residents only			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Police/ NBI Clearance 		<ul style="list-style-type: none"> Police Department Satellite Office/ National Bureau of Investigation Satellite Office 		
<ul style="list-style-type: none"> Barangay Clearance 		<ul style="list-style-type: none"> Respective Barangay Hall Muntinlupa 		
<ul style="list-style-type: none"> Court Clearance (METC & RTC) 		<ul style="list-style-type: none"> City Hall of Justice 		
<ul style="list-style-type: none"> Community Tax Certificate 		<ul style="list-style-type: none"> Barangay Hall/Business Permit & Licensing Office (BPLO) 		
<ul style="list-style-type: none"> Bio-data/ Resume with picture 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requirements Inquiry	1. Give a copy of the list of requirements	None	2 minutes	<i>Admin. Asst. 1</i> Employment and Promotion Division
2. Submit Requirements	2. Check the requirements	None	5 minutes	<i>Admin. Asst. 1</i> Employment and Promotion Division
3. Payment	3. Check the official receipt & ask where the clearance will be used <ul style="list-style-type: none"> For Local Employment Travel Abroad Military / P.N.P. Enlistment Marriage Abroad 	Mayor's Clearance = P20.00 Certified True Copy = P15.00 City Ordinance 93-35	5 minutes	<i>Admin. Asst. 1</i> Employment and Promotion Division

	<ul style="list-style-type: none"> Securing permit to carry firearms 			
4. Wait for the name to be called	4. Encode the details on the Mayor's Clearance	None	5 minutes	<i>Admin. Asst. 1</i> Employment and Promotion Division
5. Signing & Affixation of Thumb mark and Validation	5. Check if the clearance is properly signed and has the client's thumb print and signed by the authorized signatories.	None	2 minutes	<i>PESO Manager</i> Public Employment Service Office <i>Sup. Admin Officer</i> Internal Management System Division <i>Admin Officer II</i> Employment and Promotion Division
6. Submission of Documents Photo Copy	6. Compile the Document's Photo Copy	None	10 minutes	<i>Admin. Asst. 1</i> Employment and Promotion Division
7. Log book registration and Clearance releasing	7. Ask the client to sign in the log book (QF/PESO/E44) before releasing of Mayors Clearance	None	2 minutes	<i>Admin. Asst. 1</i> Employment and Promotion Division
TOTAL			P35.00	

6. Mega Jobs Fair

The Jobs Fair is an employment facilitation strategy aimed to fast-track the meeting of jobseekers and employers/overseas recruitment agencies in one venue at a specific date to reduce cost, time and effort particularly on the part of the applicants. This is open to all unemployed, skilled and unskilled workers, fresh college graduates, graduates of training institutions, displaced workers and employees seeking advancement. During the Jobs Fair, applicants select vacancies suited to their qualifications and employers could interview and hire on the spot qualified workers. Several agencies are invited to provide self-employed and training assistance.

Office/Division:	Public Employment Service Office Employment Promotion Division			
Classification:	Highly Technical			
Types of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • NSRP Form 1 Rev. 3 • DOLE Registration Form • Terminal Forms • Attendance Sheet • List of Job Openings • Feedback form 		<ul style="list-style-type: none"> • Employment Promotion Division 		
<ul style="list-style-type: none"> • Bio-data / Resume with Picture 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Preparation				
1. Advertisement/ Announcement	1. Disseminate Job Fair Information and Create a Letter Request	None	4 weeks prior to Job Fair Activity	<i>Admin. Asst. 1</i> Employment and Promotion Division
2. Received an invitation	2. Signing and sending company invitations	None	10 minutes	<i>PESO Manager</i> Public Employment Service Office <i>Admin. Asst. 1</i> Employment and Promotion Division
3. Company confirmation and Sending of	3. Create a list of confirmed companies and prepare materials	None	1 week	<i>Admin. Asst. 1</i> Employment and Promotion Division

Updated Job Vacancies				
B. Job Fair Proper				
1.Attend PELSOS (Pre-Employment and Life Skills Orientation Seminar)	1.Conduct Pre-Employment & Life Skills Orientation Seminar	None	15 minutes	<i>LEO 1 Employment and Promotion Division</i>
2.Filing-up of NSRP Form 1.Rev.3	2.Check the NSRP Forms of the Jobseekers	None	2 minutes	<i>Admin. Officer I and LEO 1 Employment and Promotion Division</i>
3.Jobseekers Registration to the Companies Representatives	3.Register to the Companies Attendance	None	1 minute	<i>Company Representatives</i>
4.Actual interview of the jobseekers	4. Interview the jobseekers and advised if Hired on the spot, Qualified, Near Hired and not qualified by the company representative	None	5 – 10 minutes	<i>Company Representatives</i>
5.Commenting on Feedback Form	5. Preparing of reports for Mega Jobs Fair	None	1 day	<i>Admin. Officer II Employment and Promotion Division</i>
	6. Monitoring of Jobseekers status	None	2 weeks	<i>Admin. Asst. 1 Employment and Promotion Division</i>
	7. Encoding of NSRP forms on the PESO Employment Information System (PEIS)	None	2 weeks	<i>Admin. Aide I Internal Management System Division</i>
TOTAL		None		

7. Muntinlupa City Tripartite Industrial Peace Council (MCTIPC)

By virtue of City Ordinance No. 17-071, the MCTIPC was institutionalized in the City of Muntinlupa. Last 2015 the MCTIPC was constituted through a Memorandum of Understanding in May 22 between the City Government of Muntinlupa, DOLE with representative from the management and labor sector of the city's business community. Through the MCTIPC the aims to maintain harmony, mutual trust and respect for the interest and welfare of the employers and employees within the territorial jurisdiction of the Muntinlupa City.

Office/Division:	Public Employment Service Office / Employment Promotion Division			
Classification:	Highly Technical			
Types of Transaction:	G2B – Government to Business Entity			
Who may avail:	Companies Located in the City			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Company Invitation Letter with Confirmation 		<ul style="list-style-type: none"> Different Companies located in Muntinlupa 		
<ul style="list-style-type: none"> Attendance Sheet Certificate of Appreciation for Speakers Certificate of Participation with Certificate of Appearance (Locator) Evaluation Form 		<ul style="list-style-type: none"> Employment Promotion Division (EPD) 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Preparation				
1. Receiving an invitation for MCTIPC Seminar/Orientation	1. Preparation and signing of Company Invitations & Registration Form	None	30 minutes	<i>PESO Manager</i> Public Employment Service Office <i>LEO 1</i> Employment Promotion Division
2. Company Confirmation	2. Create a list of confirmed companies and prepare materials	None	Arbitrary	<i>LEO 1</i> Employment Promotion Division
3. Program Flow	3. Preparation and signing of Certificate of Appreciation for Speakers, Certificate of Participation	None	Arbitrary	<i>PESO Manager</i> Public Employment Service Office <i>LEO 1</i>

	and Appearance for the representatives			Employment Promotion Division
B. Implementation				
1.Registration	1.Attendance of Management and Labor representative of Different Companies on the attendance	None	2 minutes	<i>Company representatives from both management and labor sector</i>
2.Participating in the <ul style="list-style-type: none"> • Seminar/ Orientation • Meeting • Learning 	2.Conduct of <ul style="list-style-type: none"> • Seminar/ Orientation • Meeting • Learning 	None	Arbitrary	<i>PESO Manager Public Employment Service Office</i> <i>Sup. Admin. Officer Internal Management System Division</i> <i>LEO 1 Employment Promotion Division</i> Department of Labor and Employment
3.Receiving of Certificates	3.Releasing of Certificates of Appreciation, Participation and Appearance to the guest speakers and participants	None	10 minutes	<i>LEO 1 Employment Promotion Division</i>
4.Commenting on Feedback Form	4. Preparation of Terminal Reports	None	3 days	<i>LEO 1 Employment Promotion Division</i>
TOTAL		None		

8. Pre-Employment and Life Skills Orientation Seminar – Occupational Assessment (PELSOS-OA)

The PELSOS-OA main purpose is to prepare applicants in the interview/ screening of the employer during the In-house Jobs Fair.

Furthermore, this activity helps the applicant to gain confidence during exam and interview with the employer. The activity is apportion in the following manner (1) Occupational Assessment - to help the applicant choose the right job based on their aptitude, (2) Pre-employment Orientation and Life Skills Orientation is an activity of PESO that discuss job Interview tips and job openings related to their educational back ground, interest and skills.

Office/Division:	Public Employment Service Office / Career Guidance and Counseling			
Classification:	Simple			
Types of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • NSRP Form 1 Rev. 3 • Attendance Sheet • Terminal Report 		<ul style="list-style-type: none"> • Career Guidance and Counseling Division and Employers Promotion Division 		
<ul style="list-style-type: none"> • Test Materials • Feedback Form • Endorsement Slip 		<ul style="list-style-type: none"> • Career Guidance and Counseling Division 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/Applicants received a Call/Text Blast Advertisement/ Announcement	1. Encode Job Vacancy to PELSOS-OA Data Base and Prepares the list, venue and materials for In House Jobs Fair	None	1 day prior to Job Fair Activity	LEO 1 Career Guidance and Counseling Division
2. Client need to Undergo PELSOS-OA (Pre-Employment and Life Skills Orientation Seminar- Occupational Assessment)	2. Conduct PELSOS-OA (Pre-Employment and Life Skills Orientation Seminar- Occupational Assessment)	None	45 minutes	LEO 1 Career Guidance and Counseling Division

3. Undergo Matching	Job	3. Conduct Matching	Job	None	3 – 5 minutes per person	<i>LEO 1</i> Career Guidance and Counseling Division
4. Commenting on feedback form	on	4. Report Generation		None	1 hour	<i>LEO 1</i> Career Guidance and Counseling Division
				TOTAL	None	

9. Regular Referral Program

Referral is a process of directing pre-screened jobseekers to employers with vacancies matching their qualifications, while placement is the result of a successful referral.

Office/Division:	Public Employment Service Office Employment Promotion Division			
Classification:	Simple			
Types of Transaction:	G2C – Government to Client			
Who may avail:	Residents only			
CHECKLIST OR REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • NSRP Form 1 Rev. 3 • Attendance Sheet 			<ul style="list-style-type: none"> • Employment Promotion Division 	
<ul style="list-style-type: none"> • Applicant Potential Test • Endorsement Slip 			<ul style="list-style-type: none"> • Career Guidance & Counseling Division 	
<ul style="list-style-type: none"> • Bio-data / Resume 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Jobseekers Registration	1. Registered and give the NSRP Form to the Jobseekers	None	2 minutes	<i>Admin. Asst. 1</i> Employment and Promotion Division
2. Attend PELSOS-OA (Pre-Employment and Life Skills Orientation Seminar - Occupational Assessment) & Filling-up of NSRP	2. Conduct Pre-Employment and Life Skills Orientation Seminar - Occupational Assessment and check the NSRP Forms of the Jobseekers	None	45 minutes	<i>LEO 1</i> Career Guidance and Counseling Division
3. Job Matching	3. Conduct job Matching	None	2 – 3 minutes	<i>LEO 1</i> Career Guidance and Counseling Division
4. Wait for the name to be called	4. Encoding, Printing and Signing of job referral letter	None	2 minutes	<i>PESO Manager</i> Public Employment Service Office <i>Admin. Asst. 1</i> Employment and

				Promotion Division
5. Releasing of Job referral letter	5. Ask the client to sign on the log book (QF/PESO/E45) and release the Job Referral Letter	None	1 minute	<i>Admin. Asst. 1</i> Employment and Promotion Division
6. Commenting on Feedback Form	6. Monitor the placement report of the company and Generate report	None	1 month	<i>Admin. Asst. 1</i> Employment and Promotion Division
	7. Encoding of NSRP forms on the PESO Employment Information System (PEIS)	None	1 week	<i>Admin. Aide I</i> Internal Management System Division
TOTAL		None		

10. Single Entry Approach (SENA) Labor Help Desk

Single Entry Approach (SEnA) is an administrative approach to provide a speedy, impartial, inexpensive, and accessible settlement procedure of all labor issues or conflicts to prevent them from ripening into full-blown disputes or actual labor cases. It was first introduced through Department Order 107-10 and later institutionalized through the enactment of Republic Act 10396 in 2013 providing for a 30-day mandatory conciliation-mediation for issues arising from labor and employment (i.e., governed by employee-employer relations). As a form of conciliation-mediation intervention, the main objective is to effect amicable settlement of the dispute among the differing parties wherein a neutral party, the SEnA Desk Officer (SEADO), assists the parties by giving advice, or offering solutions and alternatives to the problems.

Office/Division:	Public Employment Service Office / Employment Promotion Division			
Classification:	Highly Technical			
Types of Transaction:	G2B – Government to Business Entity G2C – Government to Client			
Who may avail:	All			
CHECKLIST OR REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Request for Assistance Form (Per Department Order No. 107, Series of 2010) 			<ul style="list-style-type: none"> Employment Promotion Division 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Request for Assistance	1. Registration to Logbook (QF/PESO/E47)	None	1 minute	LEO 1 and Admin. Asst. 1 Employment Promotion Division
2. Assessment of Labor Issues and Concerns by hearing both employer and employee concerns	2. Conduct and Assessment of <ul style="list-style-type: none"> Request for Assistance Form Initiates pre-conference assessment, counseling. Identify issues; narrow down the disagreements ; exert efforts for parties to 	None	Arbitrary	LEO 1 and Admin. Asst. 1 Employment Promotion Division

	<p>arrive at voluntary settlement</p> <ul style="list-style-type: none"> • Monitor the existing and for further assessment pending cases 			
3. Commenting on Feedback Form	3. Report to Mayors Office for the status of the complaints (Monthly report) signed by PESO Manager	None	3 Hour	<i>PESO Manager</i> Public Employment Service Office
TOTAL		None		

11. Special Program for Employment of Students (SPES – Government)

SPES or the Special Program for the Employment of Student (RA 7323/9571) is an employment bridging program during summer or Christmas vacation that aims to augment the family's income of poor but deserving students, OSY, or dependents of displaced workers who intend to finish their education. The beneficiary must be at least 15 to 24 years old. The SPES beneficiaries will receive a total of P503.00 per day for a period of 20 days. The salary of the beneficiary is divided into two: 60% from the LGU and 40% from the DOLE. The beneficiaries likewise are insured with GSIS for a period of one year.

Office/Division:	Public Employment Service Office			
Classification:	Complex			
Types of Transaction:	G2C – Government to Client			
Who may avail:	Junior and Senior High School; Out of School Youth (15-24 yrs. old)			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> NSRP Form 1 Rev. 3 (1 Original) SPES Form (1 Original, 1 photocopy) Employment Contract (1 Original, 1 photocopy) Oath of Undertaking (1 Original, 1 photocopy) Feedback Form (1 Original) 		<ul style="list-style-type: none"> Internal Management System Division - PESO 		
<ul style="list-style-type: none"> Certificate of Indigency - if parents have no work (1 Original, 1 photocopy) 		<ul style="list-style-type: none"> Respective Barangay Hall 		
<ul style="list-style-type: none"> Income Tax Return - if parents have work (2 photocopy) 		<ul style="list-style-type: none"> Bureau of Internal Revenue 		
<ul style="list-style-type: none"> Birth Certificate (2 photocopy) 		<ul style="list-style-type: none"> Philippine Statistics Authority 		
<ul style="list-style-type: none"> Copy of Final Grades (2 photocopy) 		<ul style="list-style-type: none"> Respective Schools 		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
A. Online Registration				
1. Client check or PESO page for Advertisement/ Announcement	1.Posting of announcements through social media (Facebook)	None	2 weeks prior to the registration	<i>Admin. Aide / Internal Management System Division</i>
2.Client registered online	2.Register and Appointment Schedule to PESO Microsite	None	Arbitrary	<i>Admin. Aide / Internal Management System Division</i>

3.Submission of Requirements/ Initial Interview of Applicants based on schedule	3. Review necessary requirements and conduct an initial interview	None	20 minutes	<i>PESO Staff Public Employment Service Office</i>
4.Documentation, Requirements Process and Encoding	4. Encoding of SPES profile to database and Submit necessary requirements and forms to DOLE	None	Arbitrary	<i>Admin. Aide I Internal Management System Division</i>
B. On the day Registration				
1.Client check our PESO page, Barangay for Advertisement/ Announcement	1.Posting of accouchements through social media (Facebook), Tarpaulin	None	2 weeks prior to the registration	<i>Admin. Aide I Internal Management System Division</i>
2.Submission of Requirements/ Initial Interview of Applicants	2. Review necessary requirements and conduct an initial interview	None	20 minutes	<i>PESO Staff Public Employment Service Office</i>
3.Documentation, Requirements Process and Encoding	3. Encoding of SPES profile to database and Submit necessary requirements and forms to DOLE	None	Arbitrary	<i>Admin. Aide I Internal Management System Division</i>
C. Implementation				
1. Attend Life Skills Training/ Orientation and Commenting on Feedback Form	1. Conduct Life Skills Training and orientation	None	Half Day	<i>PESO Manager Public Employment Service Office</i> <i>Sup. Admin. Officer I Internal Management System Division</i> <i>Admin. Officer IV Career Guidance and Counseling Division</i>
2. Deployment	2.Deployment to various offices in City Government of Muntinlupa	None	1 hour	<i>Sup. Admin. Officer I Internal Management System Division</i>

3. Monitoring of Attendance	3. Checking of daily attendance	None	Arbitrary	<i>Sup. Admin. Officer I</i> Internal Management System Division
4. Submission of DTR with Accomplishment Report	4. Submission of daily time record (DTR) attached with Accomplishment Report	None	1 Day	<i>Sup. Admin. Officer I</i> Internal Management System Division <i>Admin. Aide I</i> Internal Management System Division
	5. Check the attendance and prepare daily time record (DTR) attached with Accomplishment Reports and generate the payroll	None	1 Week	<i>Sup. Admin. Officer I</i> Internal Management System Division <i>Admin. Aide I</i> Internal Management System Division
	6. Submit documents and forms to DOLE and terminal reports.	None	Arbitrary	<i>Admin. Aide I</i> Internal Management System Division
	7. Encoding of NSRP forms on the PESO Employment Information System (PEIS)	None	1 week	<i>Admin. Aide I</i> Internal Management System Division
TOTAL		None		

12. Tulong Panghanapbuhay para sa ating Displaced/Disadvantage (TUPAD-LGU)

TUPAD or the Tulong Panghanap Buhay para sa Ating Disadvantaged/Displaced Workers which is a component of the DOLE Integrated Livelihood and Emergency Employment Program (DILEEP), which has been localized by the City to focus on providing emergency employment for underemployed/disadvantaged workers. As part of the City Government of Muntinlupa's supports on the Writ Mandamus issued by the Supreme Court in maintaining the quality of waterways in the city suitable for fish propagation and growth of other aquatic resources and preservation of our natural resources. The Public Employment Service Office (PESO) in cooperation with the Muntinlupa City Disaster Risk Reduction Management Office (MCDRRMO) and Lake Management Office (LMO) initiated the Tulong Panghanap-buhay sa Ating Disadvantage Workers (TUPAD) - Disaster Mitigation "Cleaning waterways, Restoring the Rivers" program for the continuous and proper management of Rivers and Waterways.

The TUPAD - DISASTER MITIGATION "Cleaning of Waterways, Restoring the Rivers" Workers has provided the opportunity to augment an extra means of living thru this program, as it aims to enable the unemployed poor and seasonal workers of our city to engage in short-term community works to provide them with temporary wage employment in time of calamity (Typhoon and special needs) for a period of 10 days. They performed dredging and de-clogging of canals, river clean-up, cleaning and clearing along the river banks and hauling of garbage with proper garbage disposals.

Office/Division:	Public Employment Service Office			
Classification:	Highly Technical			
Types of Transaction:	G2C – Government to Client			
Who may avail:	Muntinlupa Residents (18 – 60 yrs. old)			
CHECKLIST OR REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • NSRP Form 1 Rev. 3 • Beneficiary Profile • (PM-NCR-03.07-F.03-R.01) • Certificate of Indigency • Photocopy of Cedula • Care Card/Valid ID 		<ul style="list-style-type: none"> • Internal Management System Division - PESO 		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up forms	1. Filling of beneficiary profile and NSRP form 1 Rev. 3	None	5 minutes	<i>Admin. Asst. I</i>

				Internal Management System Division <i>Coordinators</i> Barangay
2. Submission of Requirements	2. Checking and assessment of requirements <ul style="list-style-type: none"> • Encoding of Master list • Attendance • Contract • Printing of IDs 	None	2 – 5 days	<i>Admin. Asst. I</i> Internal Management System Division
3. Received a Call/Text for the Orientation	3. Inform the TUPAD beneficiaries for the Orientation through text blast and call	None	30 minutes	<i>Admin. Asst. I</i> Internal Management System Division
4. Undergo Orientation	4. Conduct orientation and Life skills Seminar	None	Half Day	<i>PESO Manager</i> Public Employment Service Office <i>Sup. Admin. Office</i> Internal Management System Division <i>Admin. Officer IV</i> Career Guidance and Counseling Division <i>Admin. Asst. I</i> Internal Management System Division
5. Deployment of TUPAD Beneficiaries	5. Deploy the beneficiaries to their respective area of work	None	20 minutes	<i>Admin. Asst. I</i> Internal Management System Division <i>Division Head</i> Lake Management Office
6. TUPAD Beneficiaries will be monitored	6. Monitor the work of the TUPAD beneficiaries	None	2 days	<i>Admin. Asst. IV and Admin. Asst. I</i> Internal Management System Division <i>Division Head</i>

				Lake Management Office
7. Submitting of Reports and Attendance	7. Receive the attendance and the soft copy of pictures taken before and after the clean up	None	Arbitrary	<i>Admin. Asst. IV and Admin. Asst. I</i> Internal Management System Division
8. Submitting of Daily Time Record and Accomplishment Report	8. Received of Daily Time Record and Accomplishment Report <ul style="list-style-type: none"> Finalize the submitted attendance and check the daily time record (DTR) attached with the accomplishment report 	None	2 - 3 days	<i>Admin. Asst. IV and Admin. Asst. I</i> Internal Management System Division Leader TUPAD
	9. Submit terminal reports and Generate the payroll	None	1 – 2 days	<i>Admin. Asst. IV and Admin. Asst. I</i> Internal Management System Division
	10. Encoding of NSRP forms on the PESO Employment Information System (PEIS	None	1 week	<i>Admin. Aide I</i> Internal Management System Division
TOTAL		None		

