

3. Employment Referrals (For Applicants)

PESO Tanza provides employment assistance to job seekers through referral. Career guidance and counseling is also offered to assist the applicants about the recruitment process in different companies.

Office/Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume (1 Original)		Applicant		
National Manpower Registry System (NMRS) Form (1 Original)		PESO Staff		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES-SING TIME	PERSON RESPONSIBLE
1. Submit Resume and register and accomplished NMRS Form	1. Receive the application and provide the NMRS Form	None	10 Minutes	<i>PESO Staff</i> PES Office 2 nd Flr. Tanza Command Center Bldg.
2. Wait for the Referral Letter	2. Prepare the Referral Letter and give to the applicant	None	5 Minutes	<i>PESO Staff</i> PES Office 2 nd Flr. Tanza Command Center Bldg.
TOTAL:		None	15 Minutes	