

4. Employment Facilitation for Employers

PESO office invites companies to conduct Job Fair or Local Recruitment Activity (LRA) in the Municipality or Companies request PESO for the assistance in conducting Local Recruitment Activity. The companies provide PESO their vacancies and necessary documents to be posted in the bulletin board.

Office/Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent (Original)		Company/ Applicant		
Company Profile (Original		Company /Applicant		
List of Vacancies in Companies (Original and 1 Photocopy)		Company/ Applicant		
Number of Persons to be hired		Company/Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Visit the office and submit the requirements	1. Receive and verify the requirements.	None	4 Minutes	<i>PESO Staff</i> PES Office 2 nd Flr. Tanza Command Center Bldg.
	1.1 Photocopy the List of Vacancies to be posted (1) PESO Bulletin, barangays and on social media.	None	5 Minutes	<i>PESO Staff</i> PES Office 2 nd Flr. Tanza Command Center Bldg.
2. Schedule of Job Fair or Local Recruitment Activity (LRA)	2. Post job vacancies through social media and PESO Bulletin Board.	None	3 Minutes	<i>PESO Staff</i> PES Office 2 nd Flr. Tanza Command Center Bldg.
3. Conduct Job Fair or LRA	3. Registration and completion of NMRS	None	20 Minutes	PESO Staff PESO Manager PES Office 2 nd Flr. Tanza Command Center Bldg.

4. HR Personnel from company will conduct screening and interview job applicants	4. Assist the company HR personnel in the screening and interviewing of applicants	None	1 or More Days	PESO Staff PESO Manager PES Office 2 nd Flr. Tanza Command Center Bldg.
TOTAL:		None	2 Days & 32 Minutes	

(Employment Facilitation for Employers) is qualified for multi-stage processing.