

1. Availment of Overseas Employment Facilitation Service (For Applicants)

PESO Tanza assists in the Special Recruitment Activity or recruitment of applicants or overseas workers. PESO Tanza and DOLE makes sure that these agencies are authorized by POEA.

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		
Bio-data with picture (1 Original)		Applicant		
NBI Clearance (1 Original)		NBI		
Birth Certificate (PSA Copy) (1 Original)		Philippine Statistics Authority (PSA)		
Employment Training Certificates (Original and Photocopy 1 each)		Previous Employer		
License (for Professional / Skilled Workers) (1 Original & 1 Photocopy)		PRC/LTO and/or any Government license issuing agency		
Passport (Original & 1 Photocopy)		DFA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Applicant looking for job may go to barangay hall or look at social media platforms for announcements.	1. Announcement of the Special Recruitment Activity through Barangay Coordinators and through Social Media and different platforms	None	10 Minutes	<i>PESO Manager</i> PES Office 2 nd Flr. Tanza Command Center Bldg.
2. Complete the requirements and go to the announced venue, date and time for application and interview	2. Check, verify the requirements and proceed for interview.	None	1 Day	<i>PESO Manager</i> PES Office 2 nd Flr. Tanza Command Center Bldg.
TOTAL:			1 Day & 10 Minutes	

(Availment of Overseas Employment Facilitation Service) is covered by DOLE and POEA Rules and Regulations.