CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



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OFFICE OF THE CITY PUBLIC EMPLOYMENT SERVICE OFFICER

External Services

1. Job Referral Issuance

A non-fee charging service that registers job seekers, matches their qualifications against updated job vacancies from accredited establishments and formally endorses for possible employment. It adheres the R.A. 8759 otherwise known as the PESO Act of 1999.

Office or Division:	Office of the City Public Employment Service Manager
Classification:	Simple
Type of Transaction:	Government to Client (G2C)
Who may avail:	All active job applicants/job seekers, at least 18 years old.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Resume / Biodata with latest picture (one (1) original copy)	Client
2. Valid Government-Issued I.D. (at least two (2) I.D., bring original for verification and one (1) photocopy):	Client
a. PhilID- Philippine Identification Card	PSA-Philippine Statistics Authority
b. UMID- Unified Multi-Purpose ID	SSS-Social Security System/GSIS-Government Service Insurance System
c. Passport	DFA-Department of Foreign Affairs
d. PRC ID- Professional Regulation Commission ID	PRC Regional Office or Offsite Service Center
	LTO-Land Transportation Office
e. Driver's License	GSIS- Government Service Insurance System
f. GSIS e-card	SSS- Social Security System
g. SSS Card	COMELEC- Commission on Election
h. Voter's ID or Certification	BIR-Bureau of Internal Revenue
i. TIN ID- Tax Identification Number ID	PHLPost Office
j. Philippine Postal ID	
3. Endorsement Letter from PESO Manager (for non – resident of Meycauayan) (two (2) original copy)	Public Employment Service Office of Municipalities / Cities where the applicant resides.
4. School Credentials (bring original for verification and one (1) photocopy, whichever is applicable):	Client
a. TOR- Transcript of Records	School Last Attended
b. Form 137 or Form 138	School Last Attended
c. Diploma	School Last Attended
d. Training Certificate	School or Training Center conducted assessment
5. National Skills Registration Program (NSRP) Form No.1	Office of the City Public Employment Service Manager

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit filled – out NSRP Form No. 1 and requirements to PESO staff for verification	1.1 Accept filled-out NSRP Form No.1 and requirements	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	1.2 Verify completeness and validity of submitted documents Note: If requirements are incomplete, PESO Staff will immediately return the documents, cite the missing items and instruct client to complete before proceeding. For complete requirements, proceed to next step.	None	5 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
2. Submit for interview and job matching of PESO staff	2.1 Interview and assess client's qualifications	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	2.2 Match client's qualifications with vacant position in the list of updated job vacancies from accredited establishments Note: If there is no immediate	None	25 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager

	successful job match, PESO staff will inform the client, discuss alternative options (e.g., training referral, livelihood programs) and place client's profile in the active file for future matching			
3. Wait for Job Referral Letter	3.1 Prepare Job Referral Letter	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	3.2 Review Job Referral Letter	None		PESO Manager Office of the City Public Employment Service Manager Or Labor and Employment Officer I Office of the City Public Employment Service Manager
	3.3 Approve/sign Job Referral Letter	None	10 minutes	PESO Manager Office of the City Public Employment Service Manager Or Labor and Employment Officer I Office of the City Public Employment Service Manager
4. Receive Job Referral Letter from PESO staff	4.1 Release Job Referral Letter	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager
5. Sign Job Referral Log Book	5.1 Record Job Referral Letter in Job Referral Log Book	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	5.2 Assist client to sign in Job Referral Log Book	None	2 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager

6. Fill-out Client Feedback Form at front desk	6.1 Provide Client Feedback Form	None	5 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
7. Submit accomplished Client Feedback Form at Client Feedback Form Drop Box	7.1 Assist client to put the accomplished Client Feedback Form to Client Feedback Form Drop Box	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager
8. Obtain instruction from the PESO staff	Instruct client to proceed to the company/employer	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager
	TOTAL		**50 minutes**	
NOTE: End of process for Job Referral Issuance				
Encoding and Reporting				
	Encode NSRP Form No. 1 of registered applicants to PESO Employment Information System (PEIS)	None	2 days	Labor and Employment Officer I Office of the City Public Employment Service Manager
	Follow up with employer for Placement Report of referred applicants via email and phone	None	7 business days	Labor and Employment Officer I Office of the City Public Employment Service Manager
	Update PEIS for monthly consolidation of registered, referred and placed applicants	None	2 business day	Labor and Employment Officer I Office of the City Public Employment Service Manager

	Prepare report for monthly Statistical Performance Reporting System (SPRS) for submission to Department Of Labor and Employment (DOLE) every 20th day of the succeeding month	None	3 business days	Labor and Employment Officer I Office of the City Public Employment Service Manager
	TOTAL		14 business days	

1. Establishment Accreditation (New and Renewal)

Official recognition granted to local and international establishments, enabling to solicit job vacancies through the Public Employment Service Office (PESO). This process ensures the establishment is compliant with labor laws and regulatory requirements. It also helps protect job seekers by ensuring they apply only to verified and reputable establishments/companies, especially during job fairs, recruitment activities and government employment programs.

Office or Division:	Office of the City Public Employment Service Manager
Classification:	Simple
Type of Transaction	Government to Business (G2B)
Who may avail:	Local and International Establishments/Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Primary Requirements	
a) Letter of Intent to City Mayor thru the PESO Manager (one (1) original copy)	Establishment/Company
b) Valid Company ID of the signatory of the letter (bring original for verification and one (1) photocopy)	Establishment/Company
c) Authorization Letter for company representative (one (1) original copy)	Establishment/Company
d) Valid Company ID of authorized representative (bring original for verification and one (1) photocopy)	Establishment/Company

e) Company Profile (one (1) photocopy) f) BIR Form 2303 Certificate of Registration or Certificate of Tax Exemption (if exempted) (bring original for verification and one (1) photocopy) g) Certificate of No Pending Case (bring original for verification and one (1) photocopy) h) Business Permit (bring original for verification and one (1) photocopy) i) Updated List of Job Vacancies with number of slots, qualifications and job descriptions/ Approved Job Orders for Overseas Recruitment Agency (bring original for verification and one (1) photocopy) j) Philjobnet Registration (one (1) printed screenshot copy) k) PESO Application Slip (one (1) original and one (1) photocopy) l) National Skills Registration Program (NSRP) Form 2 (one (1) original copy)		Establishment/Company Bureau of Internal Revenue Department of Labor and Employment Business Processing Licensing Office Establishment/Company Philjobnet.gov.ph Office of the City Public Employment Service Manager Office of the City Public Employment Service Manager
2. Secondary requirements based on business type		
a) DTI Certification (bring original for verification and one (1) photocopy)	For Private Direct Hire	Department of Trade and Industry,
b.) SEC Registration (bring original for verification and one (1) photocopy)		Security and Exchange Commission
a) Valid Private Employment Agency (PEA) License (bring original for verification and one (1) photocopy)	For Private Employment Agency	Department of Labor and Employment

b) Cooperative Development Authority (CDA) Certification (bring original for verification and one (1) photocopy)		Cooperative Development Authority
c) DOLE 174-17 Certificate of Registration (bring original for verification and one (1) photocopy)		Department of Labor and Employment
d) List of Clients (one (1) photocopy)]		Establishment/Company
e) Recruitment Process (one (1) photocopy)		Establishment/Company
a) Philippine Contractors Accreditation Board (PCAB) License (bring original for verification and one (1) photocopy)	For Private Construction Company	Philippine Contractors Accreditation Board (PCAB) Office
a) Department Migrant Worker (DMW) License (bring original for verification and one (1) photocopy)	For Private Overseas Recruitment Agency	Department of Migrant Worker
3. For Renewal of Accreditation		
a) Letter of Intent to City Mayor thru the PESO Manager (one (1) original copy)		Establishment/Company
b) Valid Company ID of the signatory of the letter (bring original for verification and one (1) photocopy)		Establishment/Company

c) Authorization Letter for company representative (one (1) original copy)	Establishment/Company
d) Valid Company ID of authorized representative (bring original for verification and one (1) photocopy)	Establishment/Company
e) PESO Accreditation (original copy)	Office of the City Public Employment Service Manager
f) Certificate of No Pending Case (bring original for verification and one (1) photocopy)	Department of Labor Employment
g) Business Permit (bring original for verification and one (1) photocopy)	Business Permit and Licensing Office
h) Updated List of Job Vacancies with number of slots, qualifications and job descriptions / Approved Job Orders for Overseas Recruitment Agency (bring original for verification and one (1) photocopy)	Establishment/Company

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out NSRP Form No. 2, accomplished Application Slip and requirements to PESO staff	1.1 Accept filled-out NSRP Form 2, accomplished Application Slip and requirements	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	1.2 Verify the completeness and validity of submitted documents Note: If requirements are incomplete, PESO Staff will immediately return the documents, issue a Return Slip detailing all missing or deficient documents. Only upon re-submission of all complete documents will accept the application and the process begin.	None		Labor and Employment Officer I Office of the City Public Employment Service Manager

	For complete requirements, proceed to next step.		20 minutes	
2. Submit for interview of PESO staff	2.1 Interview client on recruitment process	None	15 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
3. Wait for approval	3.1 Review application and documents	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	3.2 Approve/sign PESO Accreditation	None	10 minutes	PESO Manager Office of the City Public Employment Service Manager Or Labor and Employment Officer I Office of the City Public Employment Service Manager
4. Receive PESO Accreditation from PESO staff	4.1 Release PESO Accreditation	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager
5. Sign Establishment Log Book	5.1 Record the accreditation to establishment log book	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	5.2 Assist client to sign Establishment Log Book	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager

6. Fill-out Client Feedback Form at the front desk	6.1 Provide Client Feedback Form	None	5 minutes	Labor and Employment Officer I Office of the City Public Employment Service
7. Submit accomplished Client Feedback Form at Client Feedback Form Drop Box	7.1 Assist client to put accomplished Client Feedback Form to Client Feedback Form Drop Box	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager
	TOTAL		**53 minutes**	
Note: End of process for Establishment Accreditation				
Encoding and Reporting:				
	Encode NSRP Form 2 of accredited establishments to PESO Employment Information System (PEIS)	None	2 business days	Labor and Employment Officer I Office of the City Public Employment Service Manager
	Follow up updated job vacancies list from accredited establishments/companies via email or telephone		7 business days	Labor and Employment Officer I Office of the City Public Employment Service Manager
	Update Vacancy Solicitation Report for list of job vacancies solicited from accredited establishments/companies.	None	2 business day	Labor and Employment Officer I Office of the City Public Employment Service Manager
	Prepare monthly Statistical Performance Reporting System (SPRS) for submission to Department Of Labor and Employment (DOLE) every 20th day of the succeeding month	None	3 business days	Labor and Employment Officer I Office of the City Public Employment Service Manager
	TOTAL		**14 business days**	

3.Special Program for the Employment of Students and Out-of-School Youth (SPES) Implementation

Initiated by the Department of Labor and Employment, the Special Program for the Employment of Students and Out-of-School Youth (SPES) provides placement and employment assistance during school vacation to poor but deserving students in pursuing their education.This phase covers client registration, initial screening and final selection by employer.
This details the three core phases managed by the City Public Employment Service Manager in the implementation of the Special Program for Employment of Students (SPES).

Phase I: Application and Selection

This phase covers client registration, the two-tier interview process (PESO and Employer) and the final selection.

Office or Division:	City Public Employment Service Office
Classification:	Complex
Type of Transaction	Government to Client (G2C)
Who may avail:	Poor but deserving students and out-of-school youths age 15-30 years old and bonafide resident of the City of Meycauayan Bulacan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Bio – Data / Resume with recent picture, include the names, contact numbers, occupations and monthly income of parents/legal guardians (one (1) original copy)	Client
2. SPES Pre-qualification Form (one(1) original copy)	Office of the City Public Employment Service Manager
3. National Skills Registration Program (NSRP) Form No.1 (one (1) original copy)	Office of the City Public Employment Service Manager
4. PSA Birth Certificate (bring original for verification and one (1) photocopy)	Philippine Statistics Authority
5. Latest Form 138 if High School / Senior High School with 1st to 3rd grading period grades (bring original or certified true copy and one (1) photocopy)	School Last Attended
6. Latest First Semester Report of Grades if College Student (bring original or certified true copy and one (1) photocopy)	School Last Attended
7. Barangay Certificate of Low Income, for non-wage earner parents / legal guardians (one (1) original copy and one (1) photocopy)	Barangay Hall where the applicant resides
8. BIR Tax Exemption Certificate, for wage and non-wage earner parents / legal guardians exempted for tax payment (one (1) original and one (1) photocopy)	Bureau of Internal Revenue
9. Income Tax Return of the previous year, for wage earner parents/legal guardians (bring original and one (1) photocopy)	Employer/Bureau of Internal Revenue

10. Certificate of Employment of parents /legal guardians, indicate the position and monthly basic salary (one (1) original copy with dry or wet seal and one (1) photocopy)	Employer
11. Barangay Certificate of Indigency for unemployed parents (one (1) original copy with dry or wet seal and one (1) photocopy)	Barangay Hall where the applicant resides
12. Out-of-School-Youth Certification, for Out of School Youth applicant (one (1) original copy with dry or wet seal and one (1) photocopy)	Barangay Hall where the applicant resides
13. Affidavit of Guardianship, if applicant is under the custody of a relative (one (1) original copy and one (1) photocopy)	Notary Public Office
14. Valid School ID, if applicable or at least one (1) valid ID listed in #16 (bring original for verification and one (1) photocopy with three (3) original signatures)	School Last Attended
15. Latest School Calendar of Activities (one (1) photocopy)	School Last Attended
16. Valid government-issued ID of parents / legal guardians, at least one (1) from the list (bring original for verification and one (1) photocopy with three (3) original signatures) a. SSS UMID ID b. GSIS UMID ID c. Philippine Passport d. Driver's License e. PRC ID f. Postal ID g. Senior Citizen ID h. COMELEC Voter's ID / Certification i. TIN ID with picture j. Philhealth ID with picture k. 4Ps ID l. PWD ID m. SOLO Parent ID n. Philippine National ID	SSS, GSIS, DFA, LTO, PRC, POST OFFICE, OSCA, COMELEC, BIR, PhilHealth, DSWD for 4Ps, PWD and SOLO Parent, and PSA
17. Latest 2x2 ID picture, 2 copies	Client

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit fully accomplished forms and complete requirements to SPES Focal Person	1.1 Review all submitted accomplished forms and complete requirements	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	1.2 Verify all documents for completeness and compliance with DOLE SPES qualifications e.g., age, income threshold, passing grades) Note: If requirements are incomplete, SPES Focal Person will immediately return the documents, cite the missing items and instruct the client to complete before proceeding. For complete requirements, proceed to next step.	None	20 Minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
2. Submit for initial interview and job matching of SPES Focal Person	2.1 Interview and assess client's basic communication skills, motivation and job availability	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	2.2 Match client's qualifications e.g., relevance of skills/education to vacancy of employer	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	2.3 Accomplished SPES Applicant Screening Form	None		Labor and Employment Officer I

	under PESO Section		30 minutes	Office of the City Public Employment Service Manager
3. Attend final interview with assigned employer	3.1 Conduct final interview to assess job suitability, skills match and cultural fit	None		PESO Manager Office of the City Public Employment Service Manager/ Private Employer
	3.2 Accomplished SPES Applicant Screening Form under Final Interview Section	None		PESO Manager Office of the City Public Employment Service Manager/ Private Employer
	3.3 Issue formal notice to client If disapproved, SPES Focal Person immediately re-match the applicant to another employer with available slots that fit their profile For approved, proceed to Phase II	None	1 business day	PESO Manager Office of the City Public Employment Service Manager/ Private Employer
4. Wait for notice of approval from SPES Focal Person via telephone call	4.1 Prepare Official List of SPES beneficiaries recommended for placement	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	4.2 Approve/sign the Official List of SPES Beneficiaries	None	1 business day	
5. Receive notice of approval from SPES Focal Person	Give notice of approval via telephone call	None	2 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
6. Fill out SPES Application Form or SPES Form 2 at PESO front desk	6.1 Provide SPES Form 2	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	6.2 Assist beneficiaries in filling out SPES Form 2	None	45 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager

7. Submit filled out SPES Form 2 to SPES Focal Person	Review filled out SPES Form 2	None	2 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
8. Wait for notice of Orientation via phone	8.1 Instruct to wait for notice of Orientation via phone	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager
	8.2 Prepare Placement Report cum GSIS Insurance Coverage or SPES Form 5	None	30 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
	8.3 Approve/sign Placement Report cum GSIS Insurance Coverage or SPES Form 5	None	60 minutes	PESO Manager Office of the City Public Employment Service Manager/ Budget Officer/ Employer
	8.4 Submit to DOLE the Placement Report cum GSIS Insurance Coverage or SPES Form 5 and SPES Form 2	None	1 business day	Labor and Employment Officer I Office of the City Public Employment Service Manager
	TOTAL		**3 business days, 3 hours and 10 minutes**	

SPES Phase II: Placement, Deployment and Documentation

This phase covers all activities from signing contracts to completing work and submitting post-employment feedback.

Office or Division:	City Public Employment Service Office
Classification:	Highly Technical
Type of Transaction	Government to Client (G2C)
Who may avail:	Poor but deserving students and out-of-school youths age 15-30 years old and bonafide resident of the City of Meycauayan Bulacan
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
ool I.D. or any valid Government I.D. a. Philippine Passport b. Driver's License c. Postal ID d. COMELEC Voter's ID / Certification	DFA, LTO, POST OFFICE, COMELEC, BIR, PhilHealth, DSWD for 4Ps, PWD, and PSA

e. TIN ID with picture f. Philhealth ID with picture g. P4Ps ID h. PWD ID i. Philippine National ID				
y Time Record (DTR)			Office of the City Public Employment Service Manager	
CLIENTS STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Attend SPES Orientation at City Hall	1.Conduct mandatory Orientation on SPES Implementation	None	2 hours	PESO Manager Office of the City Public Employment Service Manager Or Labor and Employment Officer I Office of the City Public Employment Service Manager with SPES Focal Person from Department of Labor and Employment
2. Sign SPES Documentary Forms	2.1 Present SPES Documentary Forms to beneficiaries	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	2.2 Assist beneficiaries in signing SPES Documentary Forms	None	30 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
3. Receive Endorsement Letter from SPES Focal Person	Issue Endorsement Letter	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager
4. Report to assigned employer	Instruct beneficiaries to report to employer	None	1 business day	Labor and Employment Officer I Office of the City Public Employment Service Manager
5. Perform daily assigned tasks	5.1 Instruct beneficiaries for daily assigned tasks	None		Employer
	5.2 Monitor beneficiaries at least twice a week	None		Labor and Employment Officer I

				Office of the City Public Employment Service Manager and Barangay Training and Employment Coordinator (BTEC)
	5.3 Certify Daily Time Record (DTR)	None		Employer
	5.4 Employer accomplish online Beneficiary Performance Assessment Form of DOLE	None	20 days for LGU/ 30 days for Private Establishment	Employer
6. Accomplish online Program Engagement Feedback Form of DOLE	Provide link for online Program Engagement Feedback Form of DOLE	None	10 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
	TOTAL	None	**21 days, 2 hours and 41 minutes for LGU / 31 days, 2 hours and 41 minutes for Private Establishment**	

SPES Phase III: Payout, Financial Claim Processing

This phase details the mandatory two-part salary disbursement (60% Employer Share, 40% DOLE Share)

Office or Division:	City Public Employment Service Office
Classification:	Highly Technical
Type of Transaction	Government to Client (G2C)
Who may avail:	Poor but deserving students and out-of-school youths age 15-30 years old and bonafide resident of the City of Meycauayan Bulacan
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Daily Time Record (DTR) one (1) original copy	Office of the City Public Employment Service Manager

2. SPES Accomplishment Report one (1) original copy and one (1) photocopy 3. Proof of Enrollment bring original for verification and two (2) photocopies a. Registration Card/Form b. Certificate of Enrollment	Client Client School Presently Enrolled

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit certified DTR and Accomplishment Report to SPES Focal Person	1.1 Accept certified DTR and Accomplishment Report	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	1.2 Verify the completeness and validity of documents	None	10 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
2. Wait for notice of payout of 60% share from SPES Focal Person via phone	Instruct to wait for notice of payout via phone	None	5 business day	Labor and Employment Officer I Office of the City Public Employment Service Manager
3. Receive 60% share in cash	Release 60% share	None	1 business day	Labor and Employment Officer I Office of the City Public Employment Service Manager
4. Sign payroll	Present payroll to beneficiaries for signing	None	2 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
5. Wait for notice of payout for 40% salary share	5.1 Instruct to wait for notice of payout for 40% salary share	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	5.2 Submit Accomplishment Report and fully accomplished payroll of 60% salary share to DOLE	None		Labor and Employment Officer I Office of the City Public Employment Service Manager

	5.3 Verify submitted claims documents	None		SPES Focal Person Department of Labor and Employment
	5.4 Endorse the complete folder to DOLE Regional Office for processing of 40% share	None		SPES Focal Person Department of Labor and Employment
	5.5 Process the claim	None	15 business days	SPES Focal Person Department of Labor and Employment - Region 3
6. Submit copy of Proof of Enrollment to DOLE	6.1 Receive copy of Proof of Enrollment	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager SPES Focal Person Department of Labor and Employment
7. Receive check of 40% share from DOLE	7.1 Release the final 40% salary share	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager SPES Focal Person Department of Labor and Employment
8. Sign payroll	8.1 Present payroll to beneficiaries for signing	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager SPES Focal Person Department of Labor and Employment
	TOTAL		**21 business days 15 minutes**	

4. **Government Internship Program (GIP) Application**

A component of KABATAAN 2000 under Executive Order (E.O.) No. 139 s1993 and DOLE Administrative Oder No. 260-15 which aims to provide opportunities and engage young workers to serve general public in government agencies/entities projects and programs at the national and local level.

Office or Division:	Office of the City Public Employment Service Manager
Classification:	Complex
Type of Transaction	Government to Client (G2C)
Who may avail:	Graduate of any 4-Year Course with age up to 30 years old, no work experience and bonafide resident of the City of Meycauayan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Resume with latest picture (two (2) original copy)	Client
2. GIP Application Form (two (2) original copy)	Office of the City Public Employment Service Manager
3. NSRP Form No.1(one (1) original copy)	Office of the City Public Employment Service Manager
4. School Credentials (bring original for verification and one (2) photocopies, whichever is applicable): a. TOR- Transcript of Records b. Diploma or c. Certificate of Graduation	School Last Attended
5. Valid Government-Issued I.D.(at least one (1) I.D., bring original for verification and one (1) photocopy with three original signatures): a. PhilID- Philippine Identification Card b. UMID- Unified Multi-Purpose ID c. Passport d. PRC ID- Professional Regulation Commission ID e. Driver's License f. GSIS e-card g. SSS Card h. Voter's ID or Certification i. TIN ID- Tax Identification Number ID j. Philippine Postal ID	PSA-Philippine Statistics Authority SSS-Social Security System/GSIS-Government Service Insurance System DFA-Department of Foreign Affairs PRC Regional Office or Offsite Service Center LTO-Land Transportation Office GSIS- Government Service Insurance System SSS- Social Security System COMELEC- Commission on Election BIR-Bureau of Internal Revenue PHLPost Office
6. Latest 2x2 ID picture with name tag and signature, 2 pieces	Client

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out NSRP Form No.1 and complete requirements to GIP Focal Person	1.1 Accept filled out NSRP Form No.1 and complete requirements	None		Labor and Employment Officer IOffice of the City Public Employment Service Manager
	1.2 Verify completeness and validity of submitted documents Note: If requirements are incomplete, PESO Staff will immediately return the documents, cite the missing items and instruct client to complete before proceeding. For complete requirements, proceed to next step.	None	10 minutes	Labor and Employment Officer IOffice of the City Public Employment Service Manager
2. Submit for assessment of GIP Focal Person	Assess the client's qualifications	None	5 minutes	Labor and Employment Officer Office of the City Public Employment Service Manager
3. Fill out GIP Application Form at the front desk	Provide client with GIP Application Form	None	5 minutes	Labor and Employment Officer IOffice of the City Public Employment Service Manager
4. Submit filled up GIP Application Form to GIP Focal Person	Review submitted GIP Application Form	None	2 minutes	Labor and Employment Officer IOffice of the City Public Employment Service Manager
5. Wait for final interview of DOLE via phone	Instruct client to wait for phone interview from DOLE GIP Focal Person	None	5 business days	Labor and Employment Officer Office of the City Public Employment Service Manager
6. Wait for notice of approval of application from GIP Focal Person via phone	6.1 Instruct client to wait for notice of approval of application via phone	None	5 business days	Labor and Employment Officer IOffice of the City Public Employment Service Manager

	6.2 Inform client for schedule of Orientation	None	10 minutes	Labor and Employment Officer IOffice of the City Public Employment Service Manager
7. Attend GIP Orientation at DOLE Field Office	Conduct GIP Orientation and discuss reminders/ do's and don'ts	None	2 hours	DOLE Field Office GIP Focal
8. Sign GIP Contract	Assist GIP beneficiary in signing GIP Contract	None	5 minutes	DOLE Field Office GIP Focal
9. Report to assigned office	Endorse GIP beneficiary to assigned office	None	5 minutes	PESO Manager Office of the City Public Employment Service Manager Or Labor and Employment Officer IOffice of the City Public Employment Service Manager
	TOTAL		**10 business days, 2 hours and 42 minutes**	

5. Livelihood Assistance Registration

Under the PESO Act of 1999, the Public Employment Service Office is mandated to facilitate the implementation and/or provision of livelihood and self-employment programs and services. The Livelihood Assistance Registration is a process wherein a client may register and avail different livelihood programs provided by either PESO or its partner agency.

Office or Division:	City Public Employment Service Office
Classification:	Simple
Type of Transaction	Government to Client (G2C)
Who may avail:	18 years old and above, belongs to the marginalized sectors in the City of Meycauayan Bulacan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. DOLE Beneficiary Profile Form (one (1) original copy)	Office of the City Public Employment Service Manager
2. DOLE Business Action Plan (one (1) original copy)	Office of the City Public Employment Service Manager
3. Certificate of Barangay Indigency (one (1) original copy)	Barangay Hall where the client resides
4. National Skills Registration Program (NSRP) Form No.1 (one (1) original copy)	Office of the City Public Employment Service Manager

5. Valid Government-Issued I.D.(at least one (1) I.D., bring original for verification and one (1) photocopy with three original signatures): a. PhilID- Philippine Identification Card b. UMID- Unified Multi-Purpose ID c. Passport d. PRC ID- Professional Regulation Commission ID e. Driver's License f. GSIS e-card g. SSS Card h. Voter's ID or Certification i. TIN ID- Tax Identification Number ID j. Philippine Postal ID	PSA-Philippine Statistics Authority SSS-Social Security System/GSIS-Government Service Insurance System DFA-Department of Foreign Affairs PRC Regional Office or Offsite Service Center LTO-Land Transportation Office GSIS- Government Service Insurance System SSS- Social Security System COMELEC- Commission on Election BIR-Bureau of Internal Revenue PHLPost Office
6. Latest 2 x 2 picture, 2pcs	Client

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Livelihood Program Log Book at the front desk	Assist client to log in the Livelihood Program Log Book	None	1 minute	Labor and Employment Officer IOffice of the City Public Employment Service Manager
2. Fill out DOLE Beneficiary Profile Form, DOLE Business Action Plan and NSRP Form No.1	2.1 Provide client with DOLE Beneficiary Profile Form, DOLE Business Action Plan and NSRP Form No.1	None	1 minute	Labor and Employment Officer Office of the City Public Employment Service Manager
	2.3 Assist client in filling out DOLE Beneficiary Profile Form, DOLE Business Action Plan and NSRP Form No.1	None	45 minutes	Labor and Employment Officer Office of the City Public Employment Service Manager

3. Submit filled-out DOLE Beneficiary Profile Form, DOLE Business Action Plan and NSRP Form No.1 and photocopy of one (1) government-issued ID.	3.1 Receive filled-out DOLE Beneficiary Profile Form, DOLE Business Action Plan and NSRP Form No.1 and photocopy of one (1) government-issued ID	None	1 minute	Labor and Employment Officer Office of the City Public Employment Service Manager
	3.2 Advice client will be contacted for onsite validation	None	1 minute	Labor and Employment Officer Office of the City Public Employment Service Manager
	3.3 Profile client into the Master Beneficiary Roster under Livelihood Program	None	2 minutes	Labor and Employment Officer Office of the City Public Employment Service Manager
Total			**51 minutes**	

6. Skills Training Program Registration

Under the PESO Act of 1999, the Public Employment service Office is mandated to undertake employability enhancement training or seminar for job seekers. The Skills Training Program Registration is a process wherein a client may register and avail different skills training provided by either PESO or its partner training institutions.

At least 18 years old, High School graduate, ALS graduate, College undergraduate or graduate for most training scholarships and bonafide resident of the City of Meycauayan.

Office or Division:	City Public Employment Service Office
Classification:	Simple
Type of Transaction	Government to Client (G2C)
Who may avail:	18 years old and above, belongs to the marginalized sectors in the City of Meycauayan Bulacan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Resume / Bio-data with latest picture (one (1) original copy)	Client
2. Valid Government-Issued I.D.(at least two (2) I.D., bring original for verification and one (1) photocopy):	Client
a. PhilID- Philippine Identification Card	PSA-Philippine Statistics Authority
b. UMID- Unified Multi-Purpose ID	SSS-Social Security System/GSIS-Government Service Insurance System
c. Passport	DFA-Department of Foreign Affairs PRC Regional Office or Offsite Service Center

d. PRC ID- Professional Regulation Commission ID e. Driver's License f. GSIS e-card g. SSS Card h. Voter's ID or Certification i. TIN ID- Tax Identification Number ID j. Philippine Postal ID	LTO-Land Transportation Office GSIS- Government Service Insurance System SSS- Social Security System COMELEC- Commission on Election BIR-Bureau of Internal Revenue PHLPost Office
3. School Credentials (bring original for verification and one (1) photocopy, whichever is applicable): a. TOR- Transcript of Records b. Form 137 or Form 138 c. Diploma d. ALS Certification e.Training Certificate	Client School Last Attended School Last Attended School Last Attended School or Training Center conducted assessment
4. National Skills Registration Program (NSRP) Form No.1 (one (1) original copy)	

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
in the Skills Training ɔgram Log Book at the nt desk	1.1 Assist client to log in the Skills Training Program Log Book	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager
ɔut NSRP Form No.1 the front desk	2.1 Provide client with NSRP Form No.1	None	25 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
mit filled-out NSRP rm No.1 and quirements to Skills aining Program Focal rson	3.1 Verify completeness and validity of submitted form and requirements	None	5 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
mit for assessment of ills Training Program cal Person	4.1 Assess client if what skills training is needed	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	4.2 Advice client will be contacted once	None		Labor and Employment Officer I

	the skills training is available			Office of the City Public Employment Service Manager
	4.3 Profile client into the Master Beneficiary Roster under Skills Training Program	None	15 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
	TOTAL		**46 minutes**	

7. OFW/Migrant Desk Assistance

This provides initial consultation, documentation and referral assistance for Overseas Filipino Workers (OFW) and their families concerning various issues, including welfare cases, labor concerns, repatriation and access to reintegration programs e.g., OWWA or DMW assistance. The LGU PESO OFW/Migrant Desk serves as the first-line intermediary before endorsing the case to the appropriate national agency.

Office or Division:	Office of the City Public Employment Service Manager
Classification:	Simple
Type of Transaction	Government to Client (G2C)
Who may avail:	OFW/Migrant and their families in the City of Meycauayan Bulacan

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Philippine Passport Bio-page (bring original for verification and one (1) photocopy)	Department of Foreign Affairs (DFA)
2. Employment Contract (bring original for verification and one (1) photocopy)	Client
3. Proof of Active/Valid Memebership status: (bring original for verification and one (1) photocopy) a. Overseas Employment Certificate (OEC) b. OWWA Membership Receipt c. e- Card	DMW, OWWA
4. Relevant supporting documents e.g.,(bring original for verification and one (1) photocopy) a. Medical Certificate b. Police Report c. Complaint Letter d. Notice of Termination	Client or Foreign Employer/Agency
For the Family Representative (if OFW is abroad)	

5. Valid Government-Issued ID (bring original for verification and one (1) photocopy) a. PhilID- Philippine Identification Card b. UMID- Unified Multi-Purpose ID c. Passport d. PRC ID- Professional Regulation Commission ID e. Driver's License f. GSIS e-card g. SSS Card h. Voter's ID or Certification i. TIN ID- Tax Identification Number ID j. Philippine Postal ID	PSA-Philippine Statistics Authority SSS-Social Security System/GSIS-Government Service Insurance System DFA-Department of Foreign Affairs PRC Regional Office or Offsite Service Center LTO-Land Transportation Office GSIS- Government Service Insurance System SSS- Social Security System COMELEC- Commission on Election BIR-Bureau of Internal Revenue PHLPost Office
6. Proof of Relationship to OFW: (bring original for verification and one (1) photocopy) a.Marriage Certificate b.Birth Certificate c. If sibling, copy of both Birth Certificate of OFW and representative	Philippine Statistics Authority (PSA)
7. National Skills Registration Program (NSRP) Form No.1 (one (1) original copy)	Office of the City Public Employment Service Manager
8. OWWA Workers Welfare & Assistance Intake Interview Sheet and Salaysay (one (1) original and one (1) photocopy)	Office of the City Public Employment Service Manager

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in the Visitor's Log Book at the front desk	Assist client to log in the Visitor's Log Book	None	1 minute	Labor and Employment Officer I Office of the City Public Employment Service Manager
2. Submit for consultation and intake to OFW/Migrant Desk Officer	Conduct a private interview to gather facts and determine the nature of the case (welfare, labor, repatriation, anti-illegal recruitment)	None	25 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager

3. Fill out NSRP Form No.1 and OWWA Workers Welfare & Assistance Intake Interview Sheet and Salaysay	Instruct client to fill out NSRP Form No.1 and OWWA Workers Welfare & Assistance Intake Interview Sheet and Salaysay	None	25 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
4. Submit filled out forms and documentary requirements to OFW /Migrant Desk Officer	4.1 Receive filled out forms and documentary requirements	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	4.2 Review filled-out forms and validity and completeness of documentary requirements If incomplete requirements, advice client to complete the requirements before forwarding to referred agency to avoid delay	None	6 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
5. Receive all original copy of OWWA Intake Interview Sheet and Salaysay and documentary requirements from OFW/ Migrant Desk Officer	5.1 Release to client all original copy of OWWA Intake Interview Sheet and Salaysay and documentary requirements	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	5.2 File all photocopied forms and requirements at OFW/Migrant Assistance Folder for encoding	None		Labor and Employment Officer I Office of the City Public Employment Service Manager
	5.3 Instruct client to personally submit to appropriate agency as needed	None	3 minutes	Labor and Employment Officer I Office of the City Public Employment Service Manager
	Total		**60 minutes**	