



OFFICE OF THE MUNICIPAL MAYOR
PUBLIC EMPLOYMENT SERVICE OFFICE

CITIZEN'S CHARTER

APPLICATION FOR EDUCATIONAL ASSISTANCE

To give the underprivileged but deserving youth and unemployed the opportunities to pursue college education, take and pass board examination and skills training program with the end view of developing them into productive and upright citizens. In the month of April to August educational assistance are accepted and processed.

Office/Division	Office of the Municipal Mayor – Public Employment Service Office
Classification	Simple
Type of Transaction	G2C – All
Who may avail	Students and Out of School Youth

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

<ol style="list-style-type: none"> Accomplished application form with three (3) pieces passport size ID picture Official Enrolment Certificate or Statement of Account Two (2) photocopy of Senior High School grades or grades from previous semester (if college) Barangay certification as to residency, good moral character and occupation of parents Certificate of Indigence from the Municipal Social Welfare Development Officer 	<p>School</p> <p>Barangay</p> <p>Municipal Social Welfare and Development Office</p>
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CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	Give the logbook to the client	None	1 minute	PESO Staff
2. Interview	Interview Applicant	None	5 minutes	Marydel M. Rodriguez
3. Fill-up application form	Provide application form to the applicant and assist them in filling up application	None	10 minutes	PESO Staff

4. Comply the documentary requirements and submit to PESO	Receive the required documents and check for completeness	None	5 minutes	PESO Staff
5. Attend Orientation	Notify all qualified applicants and made an orientation including parents	None	5 minutes	PESO Staff
	Processing of assistance	None	1 week	PESO Staff
	Payment of assistance to private school and monthly allowance for those who are studying in public school	None	1 day	Marydel M. Rodriguez PESO Staff
TOTAL			8 days and 21 minutes	

REFERRAL AND PLACEMENT SERVICES				
Provide equality of employment opportunities for all.				
Office/Division	Office of the Municipal Mayor – Public Employment Service Office			
Classification	Simple			
Type of Transaction	G2C – All			
Who may avail	Unemployed and underemployed constituents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Personal Data Sheet (PDS) 2. CSC Form 212		PESO		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	Give the logbook to the client	None	1 minute	PESO Staff
2. Present Personal Data Sheet/Filled-up CSC Form 212	Check the submitted PDS/Form 212	None	5 minutes	PESO Staff
3. Fill-up PESO Employment Information System Form	Provide PEIS form to the applicant	None	2 minutes	PESO Staff
4. Interview	Conduct initial interview to applicant	None	10 minutes	Marydel M. Rodriguez
	Refer applicants to national and local recruitment agencies if there are job vacancies	None	5 minutes	Marydel M. Rodriguez
5. Proceed to the hiring agency	Prepared endorsement/recommendations/referral to the hiring agency	None	5 minutes	Marydel M. Rodriguez
TOTAL			28 minutes	

LIVELIHOOD AND SELF EMPLOYMENT SERVICES

Provide person with entrepreneurship qualities, access to the various livelihood and self-employment programs offered by the government at the municipal and barangay levels by undertaking referrals for such program.

Office/Division	Office of the Municipal Mayor – Public Employment Service Office			
Classification	Simple			
Type of Transaction	G2C – All			
Who may avail	Informal workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter to the Mayor				
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	Give the logbook to the client	None	1 minute	PESO Staff
2. Submit request letter	Evaluate the request letter submitted	None	3 minutes	PESO Staff
3. Interview	Interview applicant for livelihood assistance and orient application of standard and procedure on business proposal preparation	None	30 minutes	PESO Staff
4. Prepare business proposal	Assist applicants in the preparation of the business proposal	None	1 hour	PESO Staff
5. Submit the prepared business proposal	Evaluate and review proposal for submission to concerned agency	None	30 minutes	Marydel M. Rodriguez
	Encode business proposal	None	30 minutes	PESO Staff
	Endorse/submit the final livelihood proposal to DOLE	None	1 day	Marydel M. Rodriguez
TOTAL			1 day, 1 hour & 34 minutes	

ASSISTANCE TO OFWs AND THEIR FAMILIES

Provide assistance to returning OFW's and their families through repatriation, livelihood, training and education of their children.

Office/Division Office of the Municipal Mayor – Public Employment Service Office

Classification Simple

Type of Transaction G2C – All

Who may avail OFW and Families of OFW

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

1. Photocopy of Passport
2. Photocopy of Employment Contract

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	Give the logbook to the client	None	1 minute	PESO Staff
2. Interview	Interview the OFW/Family Member	None	3 minutes	Marydel M. Rodriguez Mariedel P. Espino
3. Submit requirements	Check and evaluate the required documents	None	30 minutes	PESO Staff
4. Fill-up Case Intake Sheet	Provide Case Intake Sheet	None	3 minutes	PESO Staff
5. Return to PESO the properly filled-up form	Evaluate the submitted Case Intake Sheet	None	15 minutes	Mariedel P. Espino
	Assist applicant in filling-up Case Intake Sheet	None	3 minutes	PESO Staff
6. Return to PESO the properly filled-up form	Evaluate the submitted Case Intake Sheet	None	15 minutes	Mariedel P. Espino
	Refer to OWWA, POEA, DFA the request assistance of OFW through phone and email	None	30 minutes	Marydel M. Rodriguez

	the necessary documents			
TOTAL			1 hour & 52 minutes	

REGISTRATION OF WORKERS ASSOCIATION
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Process the application for registration of workers association for the mutual aid and protection of its members or for other legitimate purposes.

Office/Division	Office of the Municipal Mayor – Public Employment Service Office
Classification	Simple
Type of Transaction	G2C – All
Who may avail	Workers Association

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<ol style="list-style-type: none"> 1. Name of the organization 2. By-laws of the organization 3. Minutes of Meeting of the organization 4. Filled-up RWAS Form 	PESO Office
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CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	Give the logbook to the client	None	1 minute	PESO Staff
2. Inquire on the requirements for workers registration	Discuss the requirements and give the RWAS form to fill-up	None	10 minutes	Marydel M. Rodriguez Mariedel P. Espino
3. Submit the complete documentary requirements	Received and evaluate	None	1 hour	Marydel M. Rodriguez Mariedel P. Espino
	Documents forwarded to DOLE for registration	P 75.00	3 days	Marydel M. Rodriguez Mariedel P. Espino
TOTAL			3 days, 1 hour & 11 minutes	

AID TO PUV DRIVERS				
Provide financial assistance to indigent workers in the transport sector.				
Office/Division	Office of the Municipal Mayor – Public Employment Service Office			
Classification	Simple			
Type of Transaction	G2C – All			
Who may avail	UV Drivers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Photocopy of Student's License 2. Photocopy of Driver's License 3. Certification from Tricycle Operators & Drivers Association 4. Certificate of Indigency		TODA where he belong Barangay		
CLIENTS STEPS	AGENCY ACTION	FEEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	Give the logbook to the client	None	1 minute	PESO Staff
2. Inquire on the requirements for workers registration	Discuss the requirements and give Aid to PUV Form to fill-up	None	2 minutes	Mariedel P. Espino Philip Rainer D. Lagang
3. Submit the complete documentary requirements	Received and evaluate	None	10 minutes	Marydel M. Rodriguez
	Process the assistance	None	3 days	Mariedel P. Espino
TOTAL			3 days & 13 minutes	

ONLINE PASSPORTING SERVICES

To assist the clients on how to apply for a new and renewal of passport to DFA online Passport Application System.

Office/Division	Office of the Municipal Mayor – Public Employment Service Office			
Classification	Simple			
Type of Transaction	G2C – All			
Who may avail	Bansudenos			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Photocopy of PSA Birth Certificate 2. Photocopy of PSA Marriage Certificate 3. Photocopy of passport 				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	Give the logbook to the client	None	1 minute	PESO Staff
2. Interview	Interview the client	None	5 minutes	Marydel M. Rodriguez Mariedel P. Espino
3. Present the requirements	Evaluate the requirements	None	10 minutes	Marydel M. Rodriguez
	Encode to DFA System	None	30 minutes	Mariedel P. Espino
TOTAL			46 minutes	