



**MUNICIPAL GOVERNMENT OF BANSUD  
FRONTLINE SERVICES**

**CITIZEN'S CHARTER**

**2<sup>nd</sup> Edition Series of 2023**

## I. Mandate

The Constitution of the Philippines, states that the local governments “shall enjoy local autonomy”, and in which the Philippine president exercises “general supervision”. Congress enacted the Republic Act 7160 otherwise known as the Local Government Code of 1991 to “provide for a more responsive and accountable local government structure instituted through a system of decentralization with effective mechanisms of recall, initiative, and referendum, allocate among the different local government units their powers, responsibilities, and resources, and provide for the qualifications, election, appointment and removal, term, salaries, powers and function and duties of local officials, and all other matters relating to the organization and operation of local units.”

## II. Vision

### **BANSUD**

#### **“A ROBUST AGRICULTURAL TOWN”**

A town with a well-kept, balanced environment where peace and opportunities for development abound, inhabited by God-centered, healthy, educated and empowered citizenry in a participatory governance.

The province’s leading supplier of quality banana and other agricultural products.

## III. Mission

To enhance the delivery of basic services for the entire Bansud Citizenry.

To utilize all resources that will contribute to the rapid growth of the economic through a concerted effort, capable of providing the need of an urbanizing community

## IV. Service Pledge

The Officials and Employees of the Municipal Government of Bansud do hereby pledge and commit to:

- Deliver efficient government service to the entire Bansud citizenry through the core values of Integrity with utmost Professionalism in Responsive and Client-Friendly working environment.
- Serve all applicants or department concerned prior to the end of official working hours and during lunch break shall be attended to.



**PUBLIC SERVICE EMPLOYMENT OFFICE**  
**Frontline Services**

## List of Services

<b>Municipal Government of Bansud Frontline Services</b>	<b>1</b>
<b>Mandate, Mission, Vision and Service Pledge</b>	<b>2</b>
<b>PESO</b>	<b>3</b>
<b>List of Services</b>	<b>4</b>
Comprehensive Educational Assistance Program	<b>5-6</b>
Livelihood assistance for distressed OFW and displaced workers	<b>7</b>
Aid to PUV drivers	<b>8</b>
Assistance for online Passport appointment	<b>9</b>
Issuance of Certification	<b>10</b>
Recruitment activities	<b>11-12</b>
Tulong Panghanapbuhay sa ating Disadvantaged/displaced workers (TUPAD)	<b>12</b>
Special Program for Employment of Students and out-of-school youth	<b>13</b>
Government Internship Program (GIP)	<b>14</b>
Registration of workers association	<b>15</b>
Assistance to OFWs and their families	<b>16</b>



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF BANSUD**



**OFFICE OF THE MUNICIPAL MAYOR**  
**PUBLIC EMPLOYMENT SERVICE OFFICE**

**CITIZEN'S CHARTER**

**COMPREHENSIVE EDUCATIONAL ASSISTANCE PROGRAM**

To give the underprivileged but deserving incoming college students and unemployed youth opportunities to pursue college education, take and pass board examination in their field of specialization and equip them with skills training program with the end view of developing them into a productive and upright citizen. In the month of April and August educational assistance applications are accepted and processed.

<b>Office/Division</b>	Office of the Municipal Mayor – Public Employment Service Office
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2B
<b>Who may avail</b>	Students and Out-of-School Youth

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p><b>FOR BACHELOR'S DEGREE COURSES</b></p> <ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. 3 pcs passport size ID Picture</li> <li>3. Official Enrolment Certificate or Statement of Account</li> <li>4. Photocopy of Card/Semestral Grades</li> <li>5. Punong Barangay's certification as to residency, good moral character and occupation of parents/guardians</li> <li>6. Certificate of Indigency</li> </ol>	<ol style="list-style-type: none"> <li>1. PESO</li> <li>2. From applicant</li> <li>3. School</li> <li>4. School</li> <li>5. From respective Barangay where applicants reside</li> <li>6. Municipal Social Welfare and Development Office (MSWDO)</li> </ol>
<p><b>FOR SKILLS TRAINING</b></p> <ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. 3 pcs passport size ID Picture</li> <li>3. Official Enrolment Certificate</li> <li>4. Certificate from the training provider that the student is qualified for assessment</li> <li>5. Barangay Clearance</li> </ol>	<ol style="list-style-type: none"> <li>1. PESO</li> <li>2. From applicant</li> <li>3. School</li> <li>4. School</li> <li>5. From respective Barangay where applicants reside</li> </ol>
<p><b>FOR BOARD EXAMINATION</b></p> <ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. 3 pcs passport size ID Picture</li> <li>3. Transcript of Records or any proof of graduation</li> <li>4. Assessment Fee / Statement of Account</li> <li>5. Official Receipt</li> <li>6. Certificate of Indigency</li> </ol>	<ol style="list-style-type: none"> <li>1. PESO</li> <li>2. From applicant</li> <li>3. School</li> <li>4. Licensed Review Center</li> <li>5. Licensed Review Center</li> <li>6. Municipal Social Welfare and Development Office (MSWDO)</li> </ol>

<p>7. Punong Barangay's certification as to residency, good moral character and occupation of parents/guardians</p> <p><b>FOR STUDENTS UNDER ALTERNATIVE LEARNING SYSTEM</b></p> <ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. 3 pcs passport size ID Picture</li> <li>3. Official Enrolment Certificate</li> <li>4. Barangay Clearance</li> </ol> <p><b>FOR SENIOR HIGH SCHOOL (Indigenous People)</b></p> <ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. 3 pcs passport size ID Picture</li> <li>3. Official Enrolment Certificate</li> <li>4. Barangay Clearance</li> <li>5. Certificate proving legitimacy as IPs</li> </ol>		<p>7. From respective Barangay where applicants reside</p> <ol style="list-style-type: none"> <li>1. PESO</li> <li>2. From applicant</li> <li>3. School</li> <li>4. From respective Barangay where applicants reside</li> </ol> <ol style="list-style-type: none"> <li>1. PESO</li> <li>2. From applicant</li> <li>3. School</li> <li>4. From respective Barangay where applicants reside</li> <li>5. Tribal Leader</li> </ol>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiry	Endorse the applicant to PESO Manager for initial interview	None	5 minutes	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
2. Fill-out the application form and submit the documentary requirements	Receive and check the completeness of duly accomplished application form and requirements	None	7 minutes	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
	Verifies submitted documents whether the applicant is qualified to avail	None	3 minutes	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
	After verification informed the applicants on the status of their application	None	3 minutes	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
<b>TOTAL</b>			<b>18 minutes</b>	

<b>LIVELIHOOD ASSISTANCE FOR DISTRESSED OFW AND DISPLACED WORKERS</b>				
Provide sustainable livelihood opportunities to all affected workers of pandemic, reduce poverty and inequality by generating employment workers and poor households.				
<b>Office/Division</b>	Office of the Municipal Mayor – Public Employment Service Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C			
<b>Who may avail</b>	Distressed OFW, Displaced Worker and Self-employed Worker			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>FOR DISTRESSED OFW</b> <ol style="list-style-type: none"> <li>1. Letter Addressed to Municipal Mayor</li> <li>2. Livelihood Proposal</li> <li>3. Application Form</li> <li>4. 2 pcs. Passport size picture</li> <li>5. Photocopy of Passport and/or other travel document like employment contract, working visa, OWWA Membership, POLO Endorsement and Overseas Employment Certificate</li> <li>6. Medical Certificate</li> <li>7. Certificate of Residency, Good Moral, Indigency and Unemployment</li> </ol>		<ol style="list-style-type: none"> <li>1. From applicant</li> <li>2. From applicant</li> <li>3. PESO</li> <li>4. From applicant</li> <li>5. From applicant</li> <li>6. Government Physician</li> <li>7. Respective Barangay where applicants reside</li> </ol>		
<b>FOR DISPLACED WORKERS</b> <ol style="list-style-type: none"> <li>1. Letter Addressed to Municipal Mayor</li> <li>2. Livelihood Proposal</li> <li>3. Application Form</li> <li>4. 2 pcs. Passport size picture</li> <li>5. Photocopy of Employment Certificate and/or photocopy of Lay Off letter due to COVID-19 and other calamities</li> <li>6. Medical Certificate</li> <li>7. Barangay Clearance</li> <li>8. Certificate of Indigency and unemployment</li> </ol>		<ol style="list-style-type: none"> <li>1. From applicant</li> <li>2. From applicant</li> <li>3. PESO</li> <li>4. From applicant</li> <li>5. Old Company</li> <li>6. Government Physician</li> <li>7. Respective Barangay where applicants reside</li> <li>8. Respective Barangay where applicants reside</li> </ol>		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquiry	Endorse the applicant to PESO Manager for initial interview	None	3 minutes	Mariedel P. Espino Jhyff C. Hernandez
2. Fill-out the application form and submit the complete documentary requirements	Receive and check of duly accomplishment applicant form and submitted requirements	None	10 minutes	Mariedel P. Espino Jhyff C. Hernandez
	Verifies submitted documents whether the applicant is qualified to avail	None	3 minutes	Mariedel P. Espino Jhyff C. Hernandez
	After verification informed the applicants on the status of their application	None	3 minutes	Mariedel P. Espino Jhyff C. Hernandez
<b>TOTAL</b>			<b>19 minutes</b>	

## AID TO PUV DRIVERS

Provide financial assistance to indigent workers in the transport sector				
<b>Office/Division</b>	Office of the Municipal Mayor – Public Employment Service Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C			
<b>Who may avail</b>	PUV Drivers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. 2 pcs 2 x 2 ID picture</li> <li>3. Barangay Clearance &amp; Certificate of Indigency</li> <li>4. Photocopy of Registration or Mayor's Permit of the vehicle</li> <li>5. Photocopy of Student Permit</li> <li>6. Photocopy of Driver's License</li> <li>7. Certification</li> </ol>			<ol style="list-style-type: none"> <li>1. PESO</li> <li>2. From applicant</li> <li>3. Respective Barangay where applicants reside</li> <li>4.</li> <li>5. From applicant</li> <li>6. From applicant</li> <li>7. TODA where he belong</li> </ol>	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out the application form and submit the complete documentary requirements	Receive and evaluate all submitted requirements	None	3 minutes	Mariedel P. Espino
	Verifies submitted documents whether the applicant is qualified to avail	None	2 minutes	Mariedel P. Espino Jhyff C. Hernandez
	After verification informed the applicants on the status of their application	None	5 minutes	Mariedel P. Espino
	Oriented the qualified beneficiary	None	5 minutes	Marydel M. Rodriguez
<b>TOTAL</b>			<b>15 minutes</b>	



<b>ASSISTANCE FOR ONLINE PASSPORT APPOINTMENT</b>				
Provide an assistance to clients for passport appointment				
<b>Office/Division</b>	<b>Office of the Municipal Mayor – Public Employment Service Office</b>			
<b>Classification</b>	<b>Simple</b>			
<b>Type of Transaction</b>	<b>G2C</b>			
<b>Who may avail</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>FOR NEW APPLICANT</b> 1. PSA Birth Certificate 2. PSA Marriage Contract 3. 2 Valid ID's  <b>FOR RENEWAL</b> 1. Old Passport 2. 2 Valid ID's 3. PSA Marriage Contract (for change of status)		1. From applicant 2. From applicant 3. From applicant  1. From applicant 2. From applicant 3.		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the documentary requirements	Receive and evaluate all submitted documents	None	2 minutes	Mariedel P. Espino
	Visit the site of <a href="http://passport.gov.ph">passport.gov.ph</a> and encode the information needed	None	5 minutes	Mariedel P. Espino
	Print-out the appointment schedule	None	3 minutes	Mariedel P. Espino
<b>TOTAL</b>			<b>10 minutes</b>	

## ISSUANCE OF CERTIFICATION

<b>Office/Division</b>	Office of the Municipal Mayor – Public Employment Service Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C			
<b>Who may avail</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>FOR SCHOLARSHIP</b> 1. Certificate of Indigency  <b>FOR EMPLOYMENT</b> <i>(check and verify the authenticity of applicants as beneficiaries of various programs)</i>		1. Municipal Social Welfare and Development Office (MSWDO)		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the necessary requirement	Receives the required document	None	2 minutes	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
2. Proceed to Municipal Treasurer's Office (MTO) to pay prescribed fee	Receive payment and issue Official Receipt	₱ 50.00	5 minutes	Melody Hernandez
3. Return to the PESO and present the official receipt from MTO	Prepare the certification	None	5 minutes	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
	Sign the certification	None	* 1 minute	Hon. Ronaldo M. Morada Marydel M. Rodriguez
5. Receive the certification	Get a duplicate copy, record and release the certification	None	1 minute	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
<b>TOTAL</b>			<b>14 minutes</b>	

\* Depends on the availability of the signatory

## RECRUITMENT ACTIVITIES

Provides equality of overseas and local employment opportunities for all job seekers and employers	
<b>Office/Division</b>	<b>Office of the Municipal Mayor – Public Employment Service Office</b>
<b>Classification</b>	<b>Simple</b>
<b>Type of Transaction</b>	<b>G2B</b>
<b>Who may avail</b>	<b>Licensed Recruitment Agencies</b>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>FOR SPECIAL RECRUITMENT ACTIVITIES</b></p> <ol style="list-style-type: none"> <li>Letter of Intent addressed to the Local Chief Executive</li> <li>Company Profile</li> <li>Proof of Business Name Registration</li> <li>Valid POEA License (Photocopy)</li> <li>Updated Job Order Balances/Verified Manpower Request</li> <li>No Objection Certificate</li> <li>Approved Special Recruitment Authority</li> <li>Job Vacancy Advertisement</li> <li>Terminal Report</li> </ol> <p><b>FOR LOCAL RECRUITMENT ACTIVITIES</b></p> <ol style="list-style-type: none"> <li>Letter of Intent addressed to the Local Chief Executive</li> <li>Company Profile</li> <li>Proof of Business Name Registration</li> <li>Job Order/Vacancies</li> <li>Business Permit</li> <li>Job Vacancy Advertisement</li> <li>Terminal Report</li> </ol>	<ol style="list-style-type: none"> <li>Licensed Recruitment Agency</li> <li>Licensed Recruitment Agency</li> <li>DTI/BIR /DOLE/SEC</li> <li>Department of Migrant Workers</li> <li>Principal Employers abroad</li> <li>Local Chief Executive</li> <li>Department of Migrant Workers</li> <li>Licensed Recruitment Agency</li> <li>Licensed Recruitment Agency</li> </ol> <ol style="list-style-type: none"> <li>Licensed Recruitment Agency</li> <li>Licensed Recruitment Agency</li> <li>DTI/BIR /DOLE/SEC</li> <li>Employers</li> <li>Municipality where the business is located</li> <li>Licensed Recruitment Agency</li> <li>Licensed Recruitment Agency</li> </ol>

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Intent addressed to the Local Chief Executive (LCE) attention to PESO Manager	Receive and checks the submitted documents ( <i>for SRA: Verifies the license status of requesting agencies in <a href="http://dmw.gov.ph">dmw.gov.ph</a>.)</i>	None	5 minutes	Mariedel P. Espino
	Prepare No Objection Certificate (NOC)	None	3 minutes	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
2. Secure the NOC for approval of LCE	Sign the No Objection Certificate (NOC)	None	1 minute *	Hon. Ronaldo M. Morada Marydel M. Rodriguez
	Emails the NOC to the requesting agency	None	3 minutes	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
2.1 <i>for SRA</i> : Submits the approved SRA to PESO	Receive the copy of SRA	None	5 minutes	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang

	Assists the recruitment agency	None	10 minutes	Mariedel P. Espino Jhyff C. Hernandez
<b>TOTAL</b>			<b>32 minutes</b>	

\* Depends on the availability of the signatory

<b>TULONG PANGHANAPBUHAY SA ATING DISADVANTAGED/DISPLACED WORKERS (TUPAD)</b>				
Provides emergency employment for displaced worker, underemployed and seasonal workers for a minimum period of 10 days.				
<b>Office/Division</b>	<b>Office of the Municipal Mayor – Public Employment Service Office</b>			
<b>Classification</b>	<b>Simple</b>			
<b>Type of Transaction</b>	<b>G2C</b>			
<b>Who may avail</b>	<b>Underprivileged constituents of 13 Barangays</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. OSEC Form 3 – List of Beneficiaries 2. Valid ID 3. Daily Time Record 4. Accomplishment Report and Picture		1. DOLE/PESO 2. From the client 3. Beneficiary 4. Beneficiary		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Valid ID's	Interview the applicant and verify his/her presented valid ID's	None	3 minutes	Marydel M. Rodriguez Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
	Check and Review the information written in OSEC Form C	None	5 minutes	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
<b>TOTAL</b>			<b>8 minutes</b>	

## SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS AND OUT-OF-SCHOOL YOUTH

This program aims to provide temporary employment to poor but deserving students and youth of Basudeños				
<b>Office/Division</b>	Office of the Municipal Mayor – Public Employment Service Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C			
<b>Who may avail</b>	Currently enrolled as College students and Out-of-School Youth who aiming to go back school			
	Bonifide residents of Bansud ( <i>Atleast 15-30 years old</i> )			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Intent addressed to the Local Chief Executive 2. Application Form		1. From applicant 2. PESO		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out and submit application form	Receive and check the duly accomplishment application form	None	5 minutes	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
	Endorse the applicant to the PESO Manager for interview	None	2 minutes	Mariedel P. Espino Jhyff C. Hernandez Philip Rainer D. Lagang
	Interview the applicant	None	5 minutes	Marydel M. Rodriguez
2. Submit the request letter addressed to the LCE together with a sketch of house location	Conduct house to house validation	None	30 minutes	Mariedel P. Espino Jhyff C. Hernandez
<b>TOTAL</b>			<b>37 minutes</b>	

### GOVERNMENT INTERNSHIP PROGRAM (GIP)

This program offered by the Department of Labor and Employment (DOLE) which aims to provide opportunities for young workers to severe general public in government agencies/entities project and programs at the national and local level.

<b>Office/Division</b>	Office of the Municipal Mayor – Public Employment Service Office
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C
<b>Who may avail</b>	Unemployed and Underemployed College Graduates Bonifide residents of Bansud <i>(Atleast 18-35 years old)</i>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. National Skills Registration Program (NSRP) Form 2. Personal Data Sheet (PDS)		1. PESO 2. From applicant		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit NSRF Form	Receive and check the duly accomplishment form	None	3 minutes	Mariedel P. Espino Jhyff C. Hernandez
	Endorse to PESO Manager for Interview	None	2 minutes	Mariedel P. Espino Jhyff C. Hernandez
	Interview the applicants	None	5 minutes	Marydel M. Rodriguez
	Advise the applicants to wait any announcement regarding to his/her application	None	3 minutes	Mariedel P. Espino Jhyff C. Hernandez
<b>TOTAL</b>			<b>8 minutes</b>	

## REGISTRATION OF WORKERS ASSOCIATION

Process the application of registration of workers association for the mutual aid and protection of its members and other legitimate purposes.

<b>Office/Division</b>	<b>Office of the Municipal Mayor – Public Employment Service Office</b>
<b>Classification</b>	<b>Simple</b>
<b>Type of Transaction</b>	<b>G2C</b>
<b>Who may avail</b>	<b>NGOs, POs and CSOs</b>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. RWAS Form	1. PESO/ DOLE
2. Name of the association officers and their addresses	2. From NGOs, POs and CSOs
3. Minutes of Organizational Meeting and Attendance Sheet	3. From NGOs, POs and CSOs
4. List of Members	4. From NGOs, POs and CSOs
5. Financial Report if in existence for at least one (1) year	5. From NGOs, POs and CSOs
6. If less than 1 year, and has not collected any amount, certification to this effect.	6. From NGOs, POs and CSOs
7. Constitution and by-laws accompanied by the names and signatures of ratifying members	7. From NGOs, POs and CSOs
8. Minutes of adoption or ratification of the constitution and by-laws, date/s when ratification was made and list of ratifying members	8. From NGOs, POs and CSOs
9. Minutes of adoption or ratification is not required if it is done simultaneously with the organizational meeting and the same is reflected in the minutes of the organizational meeting including the date/s when ratification was made and list of ratifying members	9. From NGOs, POs and CSOs

CLIENTS STEPS	AGENCY ACTION	FEES TO BE COLLECTED	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out RWAS form and submit the complete documentary requirements	Receive and evaluates all documentary requirements	None	5 minutes	Mariedel P. Espino
	Prepare endorsement letter to DOLE	None	3 minutes	Mariedel P. Espino
	Endorse to DOLE	None	3 minutes	Marydel M. Rodriguez
<b>TOTAL</b>			<b>8 minutes</b>	

### ASSISTANCE TO OFWS AND THEIR FAMILIES

Process the application of registration of workers association for the mutual aid and protection of its members and other legitimate purposes.

<b>Office/Division</b>	Office of the Municipal Mayor – Public Employment Service Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C			
<b>Who may avail</b>	Overseas Filipino Workers (Landbased and Seabased)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Case Intake Sheet Form 2. Photocopy of Passport 3. Employment Contract		1. PESO/ OWWA 2. OFW Applicant 3. OFW Applicant		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out Case Intake Sheet Form	Receives and checks the completeness of duly accomplishment Case Intake Sheet	None	5 minutes	Marydel M. Rodriguez Mariedel P. Espino
	Endorse the applicant to PESO Manager for interview	None	2 minutes	Mariedel P. Espino
	Interview the applicant	None	7 minutes	Marydel M. Rodriguez
	Refers the application documents to OWWA, POEA and DFA to avail the OFW assistance services thru call and e-mail	None	10 minutes	Marydel M. Rodriguez
<b>TOTAL</b>			<b>24 minutes</b>	