

1. EMPLOYMENT FACILITATION

The Employment Facilitation program provides services to Quezon City and non-Quezon City residents with employment opportunities through job matching and referrals.

Office or Division:		Public Employment Service Office (PESO)		
Classification:		Simple		
Type of Transaction:		Government to Citizens (G2C)		
Who may avail:		Quezon City Residents and Non-Quezon City Residents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume/Bio Data		Not applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. EMPLOYMENT FACILITATION				
A. Online Job Registration <ul style="list-style-type: none"> Applicant/s will register online using a Google Form through a link provided in the Quezon City Public Employment Service Office Facebook page. 	1. Processing of applicant's data	None	10 minutes	<i>Client Assistance Officer</i>
	2. Job matching		10 minutes	<i>Client Assistance Officer</i>
	3. Refer to company/employer list of applicants matched from job vacancy/ies		10 minutes	<i>Client Assistance Officer</i>
B. Walk-in Applicants	1. Register online using the computer provided by QCPESO.			
	2. Processing of applicant's data	None	10 minutes	<i>Client Assistance Officer</i>
	3. Job matching		10 minutes	<i>Client Assistance Officer</i>

	4. Refer to company/employer list of applicants matched from job vacancy/ies		10 minutes	<i>Client Assistance Officer</i>
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2. EMPLOYER'S ACCREDITATION

The Employer's Accreditation program conducts certification of employers or companies that offer job and training opportunities.

Office or Division:	Public Employment Service Office (PESO)		
Classification:	Complex		
Type of Transaction:	Government to Business (G2B)		
Who may avail:	Direct Companies and Manpower Agencies Local and Abroad		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Business Permit	Business Permit and Licensing Department (BPLD)		
2. BIR Certificate	Bureau of Internal Revenue (BIR)		
3. SEC/DTI Registration	Securities and Exchange Commission (SEC)/ Department of Trade and Industry (DTI)		
4. Company Profile	Not applicable		
5. Job Vacancies with qualification (for local employment)	Philippine Overseas Employment Administration (POEA)/ Department of Labor and Employment (DOLE)		
6. Job Order (for Overseas Employment)	Not applicable		
7. DOLE License (for local manpower agencies)	Department of Labor and Employment (DOLE)		

8. POEA License (for overseas recruitment agencies)	Philippine Overseas Employment Administration (POEA)			
9. List of Clients (for local manpower agencies)	Not applicable			
10. PhilJobnet Registration	Philjobnet.com			
11. Letter of Intent addressed to PESO Head	Not applicable			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. EMPLOYERS' ACCREDITATION				
A. Employers' Online Accreditation <ul style="list-style-type: none"> Employers will register online, together with the list of requirements, using a Google Form through a link provided in the Quezon City Public Employment Service Office Facebook page. 	1. Assessment/ Checking of requirements	None	1 day	<i>Client Assistance Officer</i>
	2. Validation/ Verification of requirements		5 days	<i>Labor and Employment Officer</i>
	3. Approval of Accreditation		3 days	<i>PESO Head</i>
	4. Upon request, issuance of Certificate of Accreditation		1 day	<i>Client Assistance Officer</i>

3. EXTENDED SERVICES

This program handles special projects and services which includes Workers Hiring for Infrastructure Projects (WHIP), *Kasambahay* Program, Jobstart Philippines, Special Program for the Employment of Students and Out-of-School Youth (SPES), Government Internship Program (GIP), Migrant/ Overseas Filipino Program, Call Center Training, Tulong Panghanapbuhay para sa Ating Disadvantaged Workers (TUPAD), DOLE Integrated Livelihood Program (DILP), and Quezon City Tripartite Industrial Peace Council (TIPC).

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	Government to Citizens (G2C)			
Who may avail:	Quezon City Residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Proof of Residency			Barangay Hall	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. EXTENDED SERVICES				
A. Online Registration <ul style="list-style-type: none"> Applicant/s will register online using a Google Form through a link provided in the Quezon City Public Employment Service Office Facebook page. 	<ol style="list-style-type: none"> Validation and endorsement to the respective division/unit Contact the applicant/s 	None	10 minutes 3 days	<i>Client Assistance Officer</i> <i>Project Officer</i>