

# PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)



- 1. Issuance of Referral and/or Endorsement Letter**
- 2. Issuance of Letter of No Intent & Issuance of Special Permit to Conduct Special Recruitment Activity (SRA)**



## Issuance of Referral and/or Endorsement Letter

### Service Information

**ABOUT THE SERVICE:** The PESO referral and/or endorsement letter will be issued to the jobseekers who possess the qualification for the required employment to any business establishment operating within the Province of Cebu.

<b>OFFICE OR DIVISION</b>	Public Employment Service Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL</b>	Jobseekers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>Where to Secure</b>	
None			None	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. Issuance of Referral and/or Endorsement Letter</b>				
1. Accomplished Registration Form	1. Received accomplished registration form		5min	Aliuay Punay(Job Order); Miraflor Comendador (PESO Manager)
2. Waiting for the checking of accomplished registration form	2. Checked accomplished registration form		20min	Aliuay Punay(Job Order); Miraflor Comendador (PESO Manager)
3. Waiting for the processing & issuance of Endorsement Letter	3. Process & Issue Endorsement Letter		20min	Aliuay Punay(Job Order); Miraflor Comendador (PESO Manager)
4. Waiting for the signed endorsement letter	4. Signed Endorsement Letter		1day	Municipal Mayor Sun J. Shimura
5. Receive the endorsement letter	5. Released Endorsement Letter		10min	Aliuay Punay(Job Order);
	<b>Total</b>		<b>1day &amp; 55min</b>	



## Issuance of Letter of No Intent & Issuance of Special Permit to Conduct Special Recruitment Activity (SRA)

### Service Information

#### ABOUT THE SERVICE:

1. The Letter of No Intent will be issued as one of the requirements for the issuance of Special Permit to Conduct Special Recruitment Activity (SRA) by the concerned Recruitment Agency.
2. The issuance of Special Permit to Conduct Special Recruitment Activity to the POEA registered Recruitment Agency for hiring local and overseas worker operating within the Province of Cebu.

<b>OFFICE OR DIVISION</b>	Public Employment Service Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2B/G2G – Government to Business/Government to Government			
<b>WHO MAY AVAIL</b>	Recruitment Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>Where to Secure</b>	
1. Letter Request to Conduct SRA 2. Certificate of Renewal/Authority to Operate/Certification 3. Certification 4. Business Permit in the area of operation 5. Job Listing/Job Poster/Hiring Materials 6. PhilJobNet Screenshot 7. SEC Registration 8. Official Representatives ID (photocopied) 9. Company Profile with contact details			1. Recruitment Agency concerned 2. POEA 3. DTI 4. LGUs area of jurisdiction 5. POEA 6. POEA website 7. SEC 8. Recruitment Agency concerned 9. Recruitment Agency concerned	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b><i>Issuance of Letter of No Intent addressed to POEA Regional Director</i></b>				
1. Submission of required documents thru email/walk-in:	1. Received required documents thru email/walk-in	None	20min	Aliuay Punay(Job Order); Mirafior Comendador (PESO Manager)



<p>a. Letter Request stating the SRA date/s and Agency Representative/s who will conduct the SRA</p> <p>2. Certificate of Renewal/Authority to Operate/Certification</p> <p>3. Certification</p> <p>4. Business Permit in the area of operation</p> <p>5. Job Listing/Job Poster/Hiring Materials</p> <p>6. PhilJobNet Screenshot</p> <p>7. SEC Registration</p> <p>8. Official Representatives ID (photocopied)</p> <p>9. Company Profile with contact details</p>				
2. Waiting for the checking of the submitted required documents	2. Checking of the submitted required documents	None	2hrs	Aliuay Punay(Job Order); Miraflor Comendador (PESO Manager)
3. Waiting for the issuance of the Letter of No Intent	3. Issuance of Letter of No Intent	None	30min	Aliuay Punay(Job Order); Miraflor Comendador (PESO Manager)
4. Waiting for the approval of the Letter of No Intent	4. Approval of Letter of No Intent	None	1day	Mayor Sun J. Shimura
5. Pay to the Treasurer's Office the "Permit to Conduct SRA"	5. Payment to the Treasurer "Permit to Conduct SRA" & Issuance of OR	P 200.00	30min	Revenue Collection Clerks: (Ferdinand Monsales, Rita Tulid, Metodio Punay, Earl Benatiro);  Eva P. De Leon (Municipal Treasurer)
	<b>Total</b>	<b>P 200.00</b>	<b>1day, 3hrs &amp; 20min</b>	