



Management of Employment Facilitation Service

Office or Division:		Provincial Public Employment Service Office		
Classification:		Frontline		
Type of Transaction:		External		
Who may avail:		General Public		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
<ul style="list-style-type: none"> • Resume (updated) • Bgy. Clearance (latest issued) 				Job Applicant's concern
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about requesting referral for employment	1.1 Entertain inquiry and provide steps on the process of requesting referral for employment via official social media platforms	none	3 minutes	PPESO Concerned Staff
2. Prepare basic and valid pre-employment referral requirements and send to PPESO through ppeso.employ.assist@gmail.com	2.1 Receive, validate and certify pre-employment referral requirements 2.2 Job-match and select three (3) most highly recommended vacant positions from partner companies 2.3 Coordinate with companies to confirm vacancy including job application details 2.4 Initial approval 2.6 Send the list of job-matched vacant positions to choose from including the company's appointment details via electronic mail		38 minutes (2 mins.) (10 mins.) (21 mins.) (2	PPESO Concerned Staff and Office Head



			mins.) (3 mins.)	
3. Select the preferred vacant position and company from the list of job-matched vacancies and inform PPESO	3.1 Fill-in Client's Registration Form 3.2 Final approval 3.3 Prepare referral for employment		12 minutes (5 mins.) (2 mins.) (5 mins.)	PPESO Concerned Staff and Office Head
4. Receive referral for employment through electronic mail	4.1 Share tips on improving/enhancing employability via electronic mail 4.2 Issue/release referral for employment via electronic mail to job applicant including the company and inform both on monitoring of referral status		7 minutes (3 mins.) (4 mins.)	PPESO Concerned Staff
	TOTAL	None	1 hour	

PROOF OF POSTING





Cavite Provincial Public Employment Service Office Citizen's Charter posted at the Office Entrance and at PPESO Bulletin Boards

COMMUNICATION PLAN

Aside from the Citizen's Charter posted in the conspicuous places in the office premises, the Citizen's Charter of the Provincial Public Employment Service Office (PPESO) is communicated to the clientele through posting at the official PPESO Facebook Page where various clients (local and overseas) with labor and employment concerns can view and inform about the services provided by PPESO. The PPESO clients include jobseekers, employers, returning overseas Filipino workers, displaced workers, migratory workers, persons with disabilities (PWDs), students, out-of-school youth (OSYs), researchers, parents, labor market information (LMI) users, planners, and others.

The PPESO Fanpage is also accessible by various stakeholders including partner national agencies i.e. Department of Labor and Employment (DOLE) with its attached agencies. The attached agencies include Overseas Workers Welfare Administration (OWWA), Philippine Overseas Employment Administration (POEA), Bureau of Labor and Employment (BLE), Department of Foreign Affairs (DFA), and others. Aside from DOLE, other partners/stakeholders are Technical Education and Skills Development Authority (TESDA), Department of Trade and Industry (DTI), and other agencies with employment-related programs and services. At the local level, PPESO stakeholders include offices at the Provincial Government of Cavite, City/Municipal LGUs through its Public Employment Service Office.

The Cavite Provincial PESO Messenger is another platform being used by PPESO to communicate with the clientele. The Citizen's Charter is posted as well through this vehicle reaching more clients from different walks of life. This platform is likewise more accessible to clients who could immediately inquire and send their concerns regarding public employment facilitation.

CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Provincial Public Employment Service Office (PPESO-Cavite)	2 nd Floor, West Wing, Provincial Capitol Building, Trece Martires City, Cavite 4109	Telephone: (046) 419-1760 Telefax: (046) 419-1760 Email Address: ppeso_cavite@yahoo.com Facebook Page: Cavite-Provincial PESO Fanpage