



# **PROVINCIAL PUBLIC EMPLOYMENT SERVICE OFFICE (PPESO)**



## Management of Employment Facilitation Service

<b>Office or Division:</b>	Provincial Public Employment Service Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens			
<b>Who may avail:</b>	Job-Seekers			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
Accomplished Client's Registration Form online Resume (updated) NBI/Barangay Clearance (latest issued)				Job Applicant's concern
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire about requesting referral for employment	Entertain inquiry and provide steps on the process of requesting referral for employment	none	5 minutes	<b>Demetrio C. Villanueva III</b> <i>Labor and Employment Officer II</i>
2. Prepare basic and valid pre-employment referral requirements thru Client's Registration Form online	Receive and verify pre-employment referral requirements		3 minutes	<b>Demetrio C. Villanueva III</b> <i>Labor and Employment Officer II</i>
3. Select three (3) preferred best matched vacant positions from the current list of job vacancies solicited	Select best matched job positions		12 mins	<b>Demetrio C. Villanueva III</b> <i>Labor and Employment Officer II</i>
	Coordinate with companies to confirm vacancy including job application details		25 mins	<b>Jona Marie B. Bautista</b> <i>Manpower Development Assistant</i>
	Send the list of job matched vacant position/s to choose from via electronic mail		10 mins	<b>Demetrio C. Villanueva III</b> <i>Labor and Employment Officer II</i>
4. Select the preferred job-matched position and company from the list of job matched vacancies and inform PPESO	Fill out National Manpower Registry Form		11 minutes	<b>Camille S. Abundo</b> <i>Labor and Employment Assistant</i>



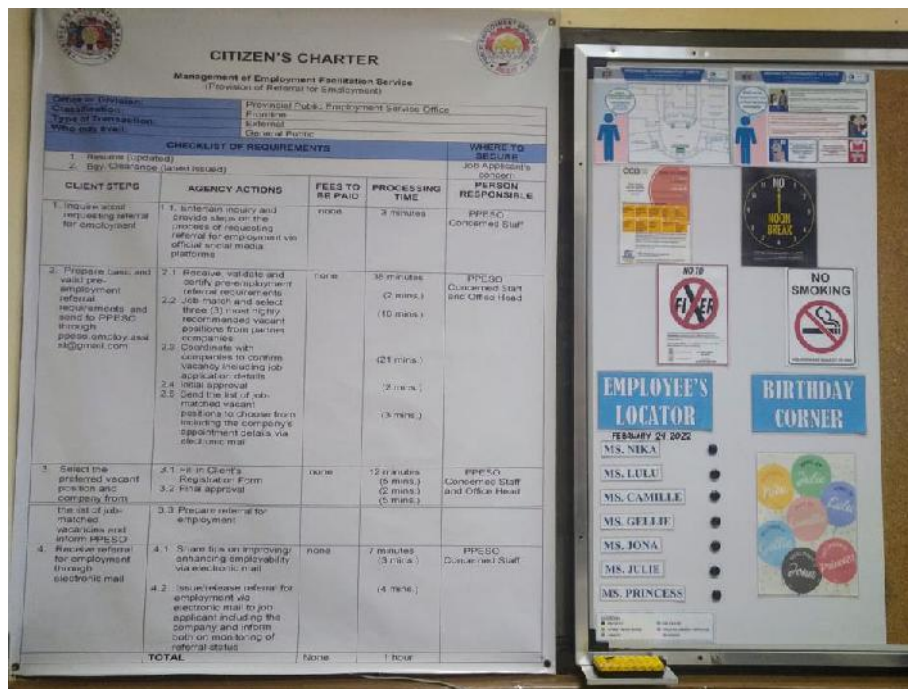
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5. Receive tips on improving/ enhancing employability via electronic mail	Approval		2 minutes	<b>Denese S. Cajulis</b> <i>Officer-in-charge, Prov'l PESO</i>
	Share tips on improving/ enhancing employability via electronic mail		5 minutes	<b>Camille S. Abundo</b> <i>Labor and Employment Assistant</i>
6. Receive referral for employment via electronic mail	Prepare referral for employment		10 minutes	<b>Jona Marie B. Bautista</b> <i>Manpower Development Assistant</i>
	Issue/release referral for employment via electronic mail to the job applicant and the company, and inform both on monitoring of referral status		7 minutes	
	<b>TOTAL</b>	<b>none</b>	<b>1 hr. 30 mins.</b>	



**PROOF OF POSTING**



**Cavite Provincial Public Employment Service Office Citizen's Charter posted at the Office Entrance.**



**Cavite Provincial PESO's Citizen's Charter posted at the Bulletin Board inside the Office.**



## COMMUNICATION PLAN

Aside from the Citizen's Charter posted in conspicuous places in the office premises, the Citizen's Charter of the Provincial Public Employment Service Office (PPESO) is communicated through posting at the official Cavite website where various clients (local and overseas) with labor and employment concerns can be informed about the services provided by PPESO. The PPESO clients include jobseekers, employers, returning overseas Filipino workers (OFWs), 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 official Cavite website can also be viewed 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.

## CONTACT INFORMATION

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