



PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)
 PESO Office, 2nd Floor., City Hall Annex Building , Tabaco City

SERVICE	STEPS	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION	
CORE SERVICES A. Labor Market Information B. Referral and Placement	1	Information and dissemination and posting of job openings.	2 -3 minutes	None	PESO Staff	None	G2C	Simple
	2	Referred to different local/overseas employment agencies	5 minutes	Resume				
PROGRAMS IMPLEMENTED 1. Special Program for Employment of Students (SPES) 2. Jobs Fair 3. PESO Employment Information System (PEIS) 4. DOLE Government Internship Program (GIP) 5. DOLE Integrated Livelihood and Emergency Employment	1	Registration of Students	1 minute	1. School Certification 2. Application Form 3. Affidavit of Undertaking				
	2	Registration of Job Seekers	5 minutes	1. Resume 2. Supporting Documents				
	3	Filling-up of Skills Registry System Form	4 minutes	None				
	4	Evaluation of GIP Beneficiaries	1 - 3 days (will depend on the	1. Resume 2. GIP Application Form 3. Birth Certificate 4. Transcript of Records/ Diploma 5. Community Tax Certificate				



Program (DILEEP)	5	Implementation and Identification of TUPAD Beneficiaries under DILEEP Program of DOLE	1 month	1. Beneficiary Profile 2. Community Tax Certificate				
	6	Identification and filling-up of Child Labor Form	5 minutes	1. Child Labor Profiling Form				
	7	Registration of Kasambahay	2 - 3 minutes	1. KR Form No. 4 & No. 2				