



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/ Public Employment Division			
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		Applicant		
SRS Form		Public Employment Service Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. New Applicant 1. Submit resume and secure PESO/SRS form at Window 2, 3 or 4.	1.1 Check resume and provide PESO/SRS Form.	None	2 minutes	Job Placement Officer
	1.2 Request the client to sign the attendance sheet.	None	1 minute	Job Placement Officer
2. Fill-out PESO/SRS form and submit to window 2, 3 or 4	2.1 Request the client to sign the attendance sheet	None	5 minutes	Job Placement Officer
	2.2 Update and validate applicant's record;	None	3 minutes	Job Placement Officer
	2.3 Job matching and referral;	None	10 minutes	Job Placement Officer



3. Secure referral form at Window 2, 3, or 4	3.1 Issuance of referral form.	None	2 minutes	Job Placement Officer
		Total	23 minutes	
B. Old Applicant				
1. Present PESO ID and submit resume at Window 2, 3, 4;	1.1 Request the client to sign the attendance sheet	None	1 minute	Job Placement Officer
	1.2 Update and validate applicant's record;	None	5 minutes	Job Placement Officer
	1.3 Job matching and referral	None	10 minutes	Job Placement Officer
2. Secure referral form at Window 2, 3, or 4	2.1 Issuance of referral form.	None	2 minutes	Job Placement Officer
		Total	18 minutes	