



2. EMPLOYERS' ACCREDITATION

The Employers' Accreditation program conducts certification of employers or companies that offer job and training opportunities.

Office or Division:	Public Employment Service Office/ Public Employment Division			
Classification:	Complex			
Type of Transaction:	Government to Businesses (G2B)			
Who may avail:	Direct Companies and Manpower Agencies Local and Abroad			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Permit		Business Permit and Licensing Department		
BIR Certificate (If Non-QC)*		Bureau of Internal Revenue		
SEC/DTI Registration*		Securities and Exchange Commission/ Department of Trade and Industry		
Company Profile*		Applicant		
Job Vacancies with qualification (for local employment)		Applicant		
Job Order (for overseas employment)		Philippine Overseas Employment Administration		
DOLE License (for local manpower agencies)		Department of Labor and Employment		
POEA License (for overseas recruitment agencies)		Philippine Overseas Employment Administration		
List of Clients (for local manpower agencies)		Applicant		
PhilJobnet Registration		Philjobnet.com		
Certificate of No Pending Case*		Department of Labor and Employment – NCR-QCFO		
Letter of Intent addressed to PESO Head		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Window 5	1.1 Receive and check the documentary requirements;	None	10 minutes	Receiving Clerk
		None	1 day	Section Chief / Division Chief



	1.2 Evaluation and verification of application;	None	10 minutes	PESO Manager
	1.3 Approval of accreditation;	None	1 minute	Receiving Clerk
	1.4 Issuance of certificate of accreditation;			
		Total	1 day and 11 minutes	

Note: Only items marked with asterisks (*) are necessary for the renewal of accreditation.

3. WORKERS HIRING FOR INFRASTRUCTURE PROJECTS (WHIP)

The Workers Hiring for Infrastructure Projects (WHIP) program requires construction companies, including the Department of Public Works and Highways and contractors for government-funded infrastructure projects, to hire 30% of skilled and 50% of unskilled labor requirements from the areas where the project is constructed/located.

Office or Division:	Public Employment Service Office/ Public Employment Division			
Classification:	Simple			
Type of Transaction:	Government to Businesses (G2B)			
Who may avail:	Private Construction Companies (Contractor)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent address to PESO Department Head		Employer/ Company		
Notice of Award		Bids and Awards Committee		
Notice to Commence/Proceed		Business Permit and Licensing Department		
List of Labor Requirements		Employer/ Company		
Government Issued IDs of Workers		Government Agencies		
Skills Registry System (SRS) Form		Quezon City Public Employment Service Office		
Pictures of Publications posted in Three (3) Conspicuous Areas		Contractor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE