

**PUBLIC EMPLOYMENT SERVICE OFFICE**

*SERVICE RENDERED: Employment Opportunities*

**Schedule of Availability of Service:**

8:00 AM – 5:00 PM with no noon break

Monday – Friday

**Who May Avail of the Service:**

All Citizens of the Municipality

**What are the Requirements:**

1) RESUME/BIODATA

**Duration:** 8 minutes

**How to Avail of the Service:**

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>ST</sup>	Submit resume/biodata or National Skills Registration Program (NSRP) Form.	Receive NSRP Form and Provide checklist of positions of job vacancies.  Prepare recommendation letter	3 minutes  5 minutes  <b>TOTAL : 8 minutes</b>	Arvin Castro Sarah Jane Liwanag  Arvin Castro Sarah Jane Liwanag	Resume/biodata

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**PUBLIC EMPLOYMENT SERVICE OFFICE**

**SERVICE RENDERED:** *SPECIAL PROGRAM OF THE EMPLOYMENT OF STUDENTS (SPES)*

**Schedule of Availability of Service:**

8:00 AM – 5:00 PM with no noon break  
Monday – Friday

**Who May Avail of the Service:**

All Citizens of the Municipality

**What are the Requirements:**

- 1) RESUME/BIODATA
- 2) Birth Certificate (Photocopy)
- 3) Barangay Clearance (original)
- 4) Certificate of Indigency (original)
- 5) Valid IDs (Photocopy)
- 6) For Students (Form 138/Registration Card/Class Card) (Photocopy)  
Out-of-School Youth (Certificate of Out-of-School Youth from barangay/DSWD) (original)

**Duration:** 50 minutes

**How to Avail of the Service:**

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>ST</sup>	Submit resume/biodata or National Skills Registration Program (NSRP) Form.	Assist, Interview and Evaluate applicant.	5 minutes	Arvin Castro Sarah Jane Liwanag	All Requirements
2 <sup>nd</sup>	Submit all requirements for the SPES Program	Evaluate and verifies requirements and advice the client to attend for orientation.	5 minutes	Arvin Castro Sarah Jane Liwanag	All Requirements
3 <sup>rd</sup>	Attend SPES orientation	Conducts SPES orientation	30 minutes	DOLE Personnel Arvin Castro Sarah Jane Liwanag	All Requirements
4 <sup>th</sup>	Fill out employment contract and other necessary documents	Assist and Inform applicant when the program will commence	10 minutes <b>TOTAL : 50 minutes</b>	DOLE Personnel Arvin Castro Sarah Jane Liwanag	All Requirements

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**PUBLIC EMPLOYMENT SERVICE OFFICE****SERVICE RENDERED: TULONG PANGKABUHAYAN SA ATING DISADVANTAGE/DISPLACED WORKERS (TUPAD)****Schedule of Availability of Service:**

8:00 AM – 5:00 PM with no noon break

Monday – Friday

**Who May Avail of the Service:**All Citizens of the Municipality**What are the Requirements:**

- 1) Barangay Clearance (original)
- 2) Certificate of Indigency (original)
- 3) Valid IDs (Photocopy)

**Duration:** 50 minutes**How to Avail of the Service:**

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>ST</sup>	Submit all requirements	Assist, Interview and Evaluate applicant.	5 minutes	Arvin Castro Sarah Jane Liwanag	All Requirements
2 <sup>nd</sup>	Submit all requirements for the TUPAD Program	Evaluate and verifies requirements and advice the client to attend for orientation.	5 minutes	Arvin Castro Sarah Jane Liwanag	All Requirements
3 <sup>rd</sup>	Attend TUPAD orientation	Conducts TUPAD orientation	30 minutes	DOLE Personnel Arvin Castro Sarah Jane Liwanag	All Requirements
4 <sup>th</sup>	Fill out employment contract and other necessary documents	Assist and Inform applicant when the program will commence	10 minutes <b>TOTAL : 50 minutes</b>	DOLE Personnel Arvin Castro Sarah Jane Liwanag	All Requirements

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**PUBLIC EMPLOYMENT SERVICE OFFICE****SERVICE RENDERED:** *GOVERNMENT INTERNSHIP PROGRAM (GIP)***Schedule of Availability of Service:**8:00 AM – 5:00 PM with no noon break  
Monday – Friday**Who May Avail of the Service:**All Citizens of the Municipality**What are the Requirements:**

- 1) RESUME/BIODATA
- 2) Birth Certificate (Photocopy)
- 3) Barangay Clearance (original)
- 4) Certificate of Indigency (original)
- 5) Valid IDs (Photocopy)
- 6) For Highschool/Tech-Voc/College Graduates (Form 138/Registration Card/Class Card) (Photocopy)  
Out-of-School Youth (Certificate of Out-of-School Youth from barangay/DSWD) (original)

**Duration:** 50 minutes**How to Avail of the Service:**

Steps	Applicant / Client	Service Provider / Office Activity	Duration of Activity (Under Normal Circumstances)	Person in charge	Required documents / Fees
1 <sup>ST</sup>	Submit resume/biodata or National Skills Registration Program (NSRP) Form.	Assist, Interview and Evaluate applicant.	5 minutes	Arvin Castro Sarah Jane Liwanag	All Requirements
2 <sup>nd</sup>	Submit all requirements for the GIP Program	Evaluate and verifies requirements and advice the client to attend for orientation.	5 minutes	Arvin Castro Sarah Jane Liwanag	All Requirements
3 <sup>rd</sup>	Attend GIP orientation	Conducts GIP orientation	30 minutes	DOLE Personnel Arvin Castro Sarah Jane Liwanag	All Requirements
4 <sup>th</sup>	Fill out employment contract and other necessary documents	Assist and Inform applicant when the program will commence	10 minutes <b>TOTAL : 50 minutes</b>	DOLE Personnel Arvin Castro Sarah Jane Liwanag	All Requirements

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