



Public Employment Services Office

External



I. Conduct of Job Fair

An employment strategy which brings together in one venue, the employers and jobseekers for immediate matching and hiring.

As a safety measure, the office of the Public Employment Services Office (PESO) follows a schedule scheme for applicants to ensure social distancing. Face masks shall at all times be worn by the employer representatives, PESO staff and the applicants.

Office or Division:	Employment Facilitation Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Jobseekers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Bio-data/resume (1 copy, original)			Jobseeker	
2. Proof of Education (1 copy, photocopy)			Jobseeker	
3. Proof of Experience and Training (1 copy, photocopy)			Jobseeker	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Online registration of jobseeker	1. PESO staff encodes personal data of applicants in the computer	None	10 minutes / applicant	PESO staff
2. Jobseeker will apply personally to any hiring or recruitment agency or business establishment present in the venue	2. Assist the jobseekers by locating the space provided for the hiring agencies. Social distancing and use of face masks shall be strictly enforced	None	1 minute / applicant	Recruitment agency or Hiring agency
	TOTAL	None	11 minutes	

II. Referral and Placement Services

Referral is a process of directing pre-screened jobseekers to employers with vacancies matching their qualifications, while placement is the result of a successful referral. All transactions shall be done through the counter to minimize human-to-human interaction.

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Classification:	Simple		
Type of Transaction:	G2C		
Who may avail:	Jobseekers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Bio-data/resume (1 copy, original)		Jobseeker	
2. Proof of Education (1 copy, photocopy)		Jobseeker	



3. Proof of Experience and Training (1 copy, photocopy)		Jobseeker		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Jobseeker will submit the duly filled up registration form together with the requirements	1. Staff will assess requirements, interview the client and assist in the online registration and job matching. Social distancing and use of face mask shall be strictly enforced during the interview.	None	10 mins	PESO Staff
2. Jobseeker will apply personally or online to any hiring or recruitment agency/ establishment	2. If Special Recruitment Activity is being conducted in the PESO, job seeker will be referred automatically for possible job placement. If there is no Special Recruitment Activity scheduled at the PESO, jobseeker is being referred to hiring agencies registered in the PESO.	None	1 minute	PESO Staff
TOTAL		None	11 minutes	

