Availing of Summer Employment for Enrolment (Employers)

ABOUT THE SERVICES

THE Summer Employment for Enrolment (SEFE) aims to help students in senior high school, out of school youth, college students, and dependents of displaced or to be displaced workers who are poor but deserving, to have source of employment every summer and gain needed funds for payment of tuition and other academic fees comes the opening of classes. This program was created under City Ordinance No. 2019-041, enacted June 19, 2019.

Every student- beneficiary shall work for twenty (20) days in the City Government of Naga, with compensation of not lower than the regional minimum wage rate.

Department / Office:		**METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE**		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens G2B - Government to Businesses G2G - Government to Government		
Who may avail		Senior High School & College Students		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
• Accomplish Metro PESO SEFE Request Form 2		• Metro Naga Public Employment Service Office (Metro PESO) CEC Section.		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Pre-Employment Phase Secure and accomplished SEFE forms 2 signed by the office head and submit to Metro PESO CEC staff.		P		EPHRAIM D. CALLEJA Administrative Aide VI
	2. Employment Phase Issuance of Red Cross Insurance ID should be distributed to SEFE beneficiaries. Metro PESO will refer base on the accomplished Form 2.			EPHRAIM D. CALLEJA Administrative Aide VI EMELITA B. CLAVO Administrative Aide IV ANGELICA L. GUTTIERREZ Administrative Aide II (Casual)
	3. Post-Employment Phase			

	SEFE beneficiaries should submit Daily Time Record (DTR) and Accomplishment Report signed by the office head for payroll.			ANGELICA L. GUTTIERREZ Administrative Aide II (Casual)
	TOTAL	P		

METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE
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