



## Availing of Overseas Employment Facilitation Services (for Applicants)

### ABOUT THE SERVICES

METRO PESO assists various overseas placement agencies in conducting their recruitment in Naga.

The office makes sure that these agencies are authorized by the Philippine Overseas Employment Administration (POEA). It also monitors the status of workers placed overseas.

Hired applicants who need financial assistance for their placement fee may avail of the Metro PESO Overseas Placement Assistance Program or may be referred to financing institutions or banks which offer financial assistance to hired overseas applicants.

<b>Department / Office:</b>		<b>METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens G2G - Government to Government		
<b>Who may avail</b>		Jobseekers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Résumé / Bio-data with picture		To be submitted by the Jobseekers		
• NBI Clearance		National Bureau of Investigation (NBI)		
• Birth Certificate		Local Civil Registrar (LCR) or Philippine Statistics Office (PSA)		
• Employment / Training Certificates		Previous Employer		
• License (for professional or skilled workers)		PRC, TESDA		
• Passport		Department of Foreign Affairs (DFA)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Wait for Announcements  Overseas agencies may conduct recruitment at Metro PESO anytime of the year.  Announcements for recruitment come through social media, newspapers, television, radio or posters.  You may also personally inquire at Metro PESO or visit the city website.		FEES shouldered by the employers	1 day	EPHRAIM D. CALLEJA Administrative Aide VI
2. Prepare Requirements  If recruitment will be conducted at Metro			1 day	



PESO, prepare and bring the requirements enumerated above, as well as other documents that the recruitment agency may require.				
<p>3. Application and Interview</p> <p>Fill-out the agency application form. You are usually required to undergo an interview.</p> <p>Other documents, if any, are prepared after your qualifications have been assessed.</p>			20 minutes	The agency representative
	<p>4. Placement Assistance</p> <p>Hired applicants may request for placement assistance under the Metro PESO Overseas Placement Assistance Program (OPAP), or may be referred to other financing institutions that offer financial assistance to hired overseas applicants.</p>		2 weeks	<p>FLORENCIO T. MONGOSO, JR. CGDH II (Metro PESO Manager II)</p> <p>EPHRAIM D. CALLEJA Administrative Aide VI</p>
<b>TOTAL</b>		P	2 weeks, 2 days, and 20 minutes	

**METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE**

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For more information, please contact:

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