



Availing of Overseas Employment Facilitation Services (for Employers)

ABOUT THE SERVICES

OVERSEAS PLACEMENT agencies may seek the assistance of Metro PESO in conducting recruitment activities in Naga.

They may use the facilities and equipment of the office, and may request for staff support. This service is offered FREE OF CHARGE.

Department / Office:		METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Overseas Placement Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter of Intent addressed to the City Mayor thru the City PESO Manager 		To be submitted by the requesting overseas placement agencies		
<ul style="list-style-type: none"> Special Recruitment Authority (SRA) from POEA 		Philippine Overseas Employment Administration (POEA)		
<ul style="list-style-type: none"> Confirmed Job Order(s) from principal employer(s) 		Philippine Overseas Employment Administration (POEA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Recruitment Notification Notify our office through a letter of intent to conduct Special Recruitment Activity (SRA) for overseas employment.			3 minutes	EPHRAIM D. CALLEJA Administrative Aide VI
	2. No Objection Certificate CEC staff will prepare a No Objection Certification (NOC) and verify from POEA the legitimacy of the recruitment agencies and existence of Job orders.		2 hours	EPHRAIM D. CALLEJA Administrative Aide VI
	3. Submit Requirements The requirements stated in the No Objection Certification can be submitted personally or sent through e-mail.		1 day	EPHRAIM D. CALLEJA Administrative Aide VI



	<p>4. Recruitment</p> <p>Conduct recruitment activities. Facilities and equipment of the Metro PESO provide FREE OF CHARGE.</p> <p>To maximize the number of applicants, agencies are encouraged to advertise in various local media.</p>	<p>Newspapers, TV and Radio Ads FEES shoulder by the employer</p>	<p>2 days</p>	<p>EPHRAIM D. CALLEJA Administrative Aide VI</p> <p>EMELITA B. CLAVO Administrative Aide IV</p> <p>ANGELICA L. GUTIERREZ Administrative. Aide II (Casual)</p>
	<p>5. Reporting</p> <p>Overseas placement agencies are required to submit a Terminal Report, as required in the SRA, at the end of the recruitment period.</p> <p>A separate Deployment Report should also be submitted after the hiring period.</p>		<p>1 day</p>	<p>FLORENCIO T. MONGOSO, JR. CGDH II (Metro PESO Manager II)</p> <p>EPHRAIM D. CALLEJA Administrative Aide VI</p>
TOTAL		P	4 days, 2 hours and 3 minutes	

METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE

G/F DOLE Bldg., J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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