



## Availing of Summer Employment for Enrollment (for Applicants)

### 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.

<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
<b>Who may avail</b>	Senior High School & College Students
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Duly filled-out Registration Form 1 with Passport Size Picture (3.5cm x 4.5cm)</li> <li>• Photocopy of Birth Certificate or any document indicating date of birth or age. (age must be 15-25).</li> <li>• Any of the following to attest to the applicant's family income:             <ul style="list-style-type: none"> <li>a) Photocopy of latest Income Tax Return (ITR) of parents/legal guardian</li> <li>b) Certification issued by BIR that the Parents/guardians are exempted from payment of tax.</li> <li>c) Original Certificate of Indigence.</li> <li>d) Original Certificate of low income issued by the Barangay or DSWD/CSWD where the applicants resides</li> <li>e) Voter's ID / Affidavit of Parents</li> </ul> </li> <li>• <b>For students</b>, any of the following, in addition to requirements no. 2 &amp; 3.             <ul style="list-style-type: none"> <li>a) Photocopy of proof of average grade 85 and above such as (1) class card or (2) Form 138 of the previous semester or year immediately preceding the application.</li> <li>b) Original copy of Certification by the school Registrar as to passing grade immediately preceding semester/year if grades are not yet available</li> </ul> </li> </ul> <p><b>5 For Out of School Youth (OSY) In</b> addition to requirements no.1 &amp; 2, any of the following:</p> <ul style="list-style-type: none"> <li>a) Original Copy of Certification as OSY</li> </ul>	Metro Naga Public Employment Service Office (Metro PESO) CEC Section.



by DSWD/CSWD b) Or Authorized Barangay Officials Barangay Officials where the OSY resides,				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out SEFE Registry Registration Form  Get a copy of SEFE FORM 1 and fill out with complete and correct information.  Submit the SEFE FORM 1, with Passport size Picture within 1 or 2 days.  Requirements will be evaluated upon submission of applicants.		P	10 minutes	EMELITA B. CLAVO Administrative Aide IV  ANGELICA L. GUTIRREZ Administrative Aide II (Casual)  MARIE JOY A. FLORES Administrative Aide I (Casual)
	2. Assessment of Manpower Requirements  CEC staff will review the SEFE application form and the necessary requirements.  This must be the basis to come up with a line up for possible SEFE beneficiary.		4 days	EPHRAIM D, CALLEJA Administrative Aide VI  EMELITA B. CLAVO Administrative Aide IV  ANGELICA L. GUTIRREZ Administrative Aide II (Casual)
3. SEFE Orientation  Qualified SEFE applicant are required to attend the orientation for the information of details and guidelines of the program			1 hour	CEC PERSONNEL
	4. Evaluation  Qualified SEFE Applicants will be posted on the Metro PESO Bulletin		1 day	EPHRAIM D, CALLEJA Administrative Aide VI  ANGELICA GUTIRREZ Administrative Aide II





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