



Availing of Summer Employment for Enrolment (for 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		
<ul style="list-style-type: none"> Accomplish Metro PESO SEFE Request Form 2 		<ul style="list-style-type: none"> 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.		2 days	FLORENCIO T. MONGOSO, JR. CGDH II (Metro PESO Manager II) 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.		2 days	ANGELICA L. GUTTIERREZ Administrative Aide II (Casual)
TOTAL		P	4 days	

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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