



Securing Local Employment Referrals for Employers

ABOUT THE SERVICES

METRO PESO assists employers by conducting preliminary screening of applicants and referring to them applicants who meet their set standards.

This service is FREE OF CHARGE.

Employers may call or visit Metro PESO to post job vacancies. Job vacancies are posted and distributed every Monday.

Department / Office:		METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Employers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Company Profile (one time submission) • SEC Registration one time submission) • Business Permit (yearly) 		To be submitted by the employer to Metro PESO		
<ul style="list-style-type: none"> • List of Vacancies, Qualifications and Requirements • If Private Employment Agency <ul style="list-style-type: none"> - PEA License - Authority to recruit issued by DOLE 				
RO5 Regional Director <ul style="list-style-type: none"> • If Job Contracting / Sub-Contracting Agency <ul style="list-style-type: none"> - DO No. 174 issued by DOLE - Copy of Contract from Job Contracting Parties 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements Complete Requirements should be submitted at Metro PESO CEC Section		P	5 – 10 minutes	JAN MARIE SHAIRA S. SANCHEZ Administrative Aide I (Casual) EPHRAIM D. CALLEJA Administrative Aide VI EMELITA B. CLAVO Administrative Aide IV
	2. Validation and Job Posting Employers should fill-		5 – 10 minutes	EMELITA B. CLAVO Administrative Aide IV



	<p>out Skills Registration Program (NSRP Reg. Form 2) and Company Profile to be given by Metro PESO (CEC Staff)</p> <p>CEC staff will check and validate requirements of the employer establishments.</p> <p>CEC Staff should encode the Registration Program (NSRP Reg. Form 2) in PESO Employment Information System (PEIS) as required by DOLE and Company Profile for PESO profile.</p>			<p>JAN MARIE SHAIRA S. SANCHEZ Administrative Aide I (Casual)</p>
	<p>3. Data entry, Job Matching and Hiring</p> <p>CEC Staff will post the solicited vacancies of the employer and do job matching to applicants.</p> <p>Referral letter from the Metro PESO will be issued to applicants and will be submitted to employers for evaluation.</p> <p>List of vacancies will be posted to BEC's, and Naga City Website.</p>		<p>2 – 5 minutes</p>	<p>FLORENCIO T. MONGOSO, JR. CGDH II (Metro PESO Manager II)</p> <p>JAN MARIE SHAIRA S. SANCHEZ Administrative Aide I (Casual)</p> <p>MARIE JOY F. RELLAMA Administrative Aide I (Casual)</p> <p>QUEENY D. DARIA (Job Order)</p>
	<p>4. Vacancy Update</p> <p>Inform the CEC staff if the referred applicant(s) is hired or not.</p> <p>During Thursdays and Fridays, the CEC staff will call the employer and inquire</p>		<p>1 day</p>	<p>MARIE JOY F. RELLAMA Administrative Aide I (Casual)</p> <p>QUEENY D. DARIA (Job Order)</p> <p>JAN MARIE</p>



	whether the vacancies have been filled-up or will still be included in the following week's list of vacancies.			SHAIRA S. SANCHEZ Administrative Aide I (Casual)
	TOTAL	P	1 day and 25 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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