



Securing Local Employment Referrals for Jobseekers

ABOUT THE SERVICES

METRO PESO provides employment assistance to job seekers through referral. Career guidance and counselling are also offered to assist the applicants in going about the recruitment process in different companies.

The office offers interview tips and guides on writing resumes or application letters, among others. It also assists clients in choosing the position/job that will match their abilities and interests.

Department / Office:		METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Job Seeker		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Curriculum Vitae/Resume with 2" x 2" picture 		To be submitted by the Job hunters		
<ul style="list-style-type: none"> If any, Transcript of Records or graduation certificate (Form 138, for high school graduates) 				
<ul style="list-style-type: none"> Police Clearance (valid for 6 months) or NBI Clearance (valid for 1 year) or Barangay Clearance 				
<ul style="list-style-type: none"> Extra picture, preferably 1" x 1" 				
<ul style="list-style-type: none"> Training Certificates, if available 				
<ul style="list-style-type: none"> Employment Certificates, if available 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements Submit the above requirements to the Community Employment Center (CEC) staff.		P		
2. Fill-out NSRP Form 1 Applicants must fill-out the NSRP Form 1 in a clear, legible manner.			2 - 5 minutes	MARIE JOY F. RELLAMA Administrative Aide I (Casual)
	3. Validation of filled out NSRP Form 1			QUEENY D. DARIA (Job Order)
	4. CEC staff will encode the jobseekers data to include in the Statistical Performance Report System (SPRS) to be		2 - 5 minutes	QUEENY D. DARIA (Job Order) MARIE JOY F. RELLAMA Administrative Aide I



	submitted every 25 th of the month and PEIS.			(Casual)
	5. Run Job Matching Facility			
6. One-on-one Interview Applicants will undergo an interview with CEC staff. Career coaching is also available			5 – 10 minutes	MARIE JOY F. RELLAMA Administrative Aide I (Casual) QUEENY D. DARIA (Job Order)
	7. Referral through the Job Opportunities Bulletin Series (JOBS)			
	8. Issuance of Referral Letter		5 minutes	FLORENCIO T. MONGOSO, JR. CGDH II (Metro PESO Manager II) MARIE JOY F. RELLAMA Administrative Aide I (Casual) QUEENY D. DARIA (Job Order)
	9. Application with the Employer CEC staff will issued a referral letter to the applicants and instructed him/her to proceed to the company he/she chose.			
10. Succeeding Referrals After 6 months applicants must update the NSRP Form 1. A 2 nd referral may be issued to applicants within 6 months, if they haven't yet employed.			5 minutes	MARIE JOY F. RELLAMA Administrative Aide I (Casual) QUEENY D. DARIA (Job Order)
TOTAL		P	30 minutes	

METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE

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For more information, please contact:

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