

|                                                                                                              |                                                                                                                                   |                                                            |                   |                                                                               |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------|
| of the Mayor to determine the schedule/date of interview and inform the PESO about the job opening/vacancies |                                                                                                                                   |                                                            |                   |                                                                               |
| 2. Submit/Email Letter of Request addressed to the Office of the Municipal Mayor and attach all requirements | 2.Receives letter and assesses submitted document<br>2.1. Verify to the POEA status of the requesting overseas recruitment agency | None                                                       | 10 minutes        | <b>Jocelyn M. Valencia</b><br>AdA 1/PESO Manager                              |
| 3. Pay the required fees                                                                                     | 3.Issues Official Receipt                                                                                                         | Mayors Permit<br>PhP100.00<br>Occupational Fee<br>Php35.00 | 5 minutes         | <b>Dhebbby C. Lomibao</b><br>RCC 1-Casual<br><b>Marissa O. Parua</b><br>RCC 1 |
|                                                                                                              | 3.1.Issues No Objection Certificate (NOC)/letter signed /approved by the PESO Manager                                             | None                                                       | 10 minutes        | <b>Jocelyn M. Valencia</b><br>AdA 1/PESO Manager                              |
| 4. Receives No Objection Certificate (NOC)                                                                   | Releases NOC                                                                                                                      | None                                                       | 2 minutes         | <b>Jocelyn M. Valencia</b><br>AdA 1/PESO Manager                              |
| 5. Submits terminal report after the interview of applicants                                                 | 5.Accepts submitted terminal report- Follow-up job placement report                                                               | None                                                       | 2 minutes         | <b>Jocelyn M. Valencia</b><br>AdA 1/PESO Manager                              |
| <b>TOTAL</b>                                                                                                 |                                                                                                                                   | <b>PhP 135.00</b>                                          | <b>29 minutes</b> |                                                                               |

