



REPUBLIC OF THE PHILIPPINES
PROVINCE OF QUEZON
MUNICIPALITY OF QUEZON

OFFICE OF THE MUNICIPAL MAYOR
PUBLIC EMPLOYMENT SERVICE OFFICE



PUBLIC EMPLOYMENT SERVICE OFFICE EXTERNAL SERVICES





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1. Employment Facilitation

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Quezon, Quezon residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resume/Bio Data		Not applicable		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Online Job Registration – Applicants will register by sending their applications to LGU Quezon PESO's email address: pesoquezon.quezon@gmail.com	1. Processing/ Evaluation of applicant's data	None	10 minutes	PESO Staff
	2. Job matching		10 minutes	PESO Manager
	3. Refer to company/ employer list of applicants matched from job vacancy/ies		10 minutes	
	TOTAL		30 minutes	
B. Walk-in Job Registration – Applications will register at LGU Quezon PES Office	1. Processing/ Evaluation of applicant's data	None	10 minutes	PESO Staff
	2. Job matching		10 minutes	PESO Manager
	3. Refer to company/ employer list of applicants matched from job vacancy/ies		10 minutes	
	TOTAL		30 minutes	

Provision of employment opportunities to residents of Quezon, Quezon through job matching and referrals.





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2. Special Program for the Employment of Students (SPES)

A DOLE-initiated program, SPES provides assistance to poor but deserving

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Citizens			
Who may avail:	Quezon, Quezon residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent		Not applicable		
2. Resume/Bio Data		Not applicable		
3. SPES Application Form		Quezon, Quezon PES Office		
4. Birth Certificate		Philippine Statistics Authority		
5. Form 138 for High School and Senior HS		School last attended		
6. Recent grades		School last attended		
7. School registration/Certificate of Enrolment		School last attended		
8. Certificate of Indigency		Barangay		
9. MSWDO Certification (Out-of-school youth)		Municipal Social Welfare and Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Online Job Registration – Applicants will register by sending their applications to LGU Quezon PESO's email address: pesoquezon.quezon@gmail.com	1. Processing/ Evaluation of applicant's data	None	10 minutes	PESO Staff
	2. Job matching		10 minutes	PESO Manager
	3. Refer to office/ department where skills of the applicant		10 minutes	
	TOTAL		30 minutes	
B. Walk-in Job Registration – Applications will register at LGU Quezon PES Office	1. Processing/ Evaluation of applicant's data	None	10 minutes	PESO Staff
	2. Job matching		10 minutes	PESO Manager
	3. Refer to office/ department where skills of the applicant		10 minutes	
	TOTAL		30 minutes	

students in pursuing their education by encouraging employment during school breaks.





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3. Extension of OWWA Services and Assistance

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Overseas workers and/or their families residing in Quezon, Quezon			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client will go the OFW help desk at the LGU PES Office and log his basic information in the registration sheet	1. Interview the client on his/her concerns or assistance needed 2. Coordinate with the OWWA Provincial or Regional Office for the concern/request of the client 3. Inform the client of the result of coordination with the OWWA	None	30 minutes	<i>PESO Staff/Manager</i>
TOTAL		None	30 minutes	

Provision of assistance to overseas workers and their families through coordination with the Overseas Workers Welfare Administration.

