

1. Request for Job Fair / Special Recruitment

This service is being requested by government agencies and private companies to the Office of PESO for the conduct of job fair to residents of the municipality.

Office of Division	Office of the PESO			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may Avail:	All requesting agencies / companies			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Letter Request (2 original copy)		Office of the requesting agency / company		
2. Company Profile (3 copies)		Office of the requesting agency / company		
3. BIR Certificate of Registration (1 photocopy)		Office of the requesting agency / company		
4. Latest Business Permit (1 photocopy		Office of the requesting agency / company		
5. SEC/DTI Registration (1 photocopy)		Office of the requesting agency / company		
6. PhilJob.net Certificate (1 photocopy)		Office of the requesting agency / company		
7. List of vacancies with qualifications (with No. of vacancy per position and place of assignment		Office of the requesting agency / company		
8. Company SSS Certificate (1 photocopy)		Office of the requesting agency / company		
9. Company Philhealth (1 photocopy)		Office of the requesting agency / company		
10. Company Official contact person with complete contact details and position		Office of the requesting agency / company		
11. DOLE Certificates (for agencies only)		Office of the requesting agency / company		
12. Certificate of Compliance Occupational Safety and Health		Office of the requesting agency / company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up logbook	1. Facilitate filling up	None	1 min.	Jannette R. Raganit

				Designated PESO Manager Office of the PESO
2. Submit letter request	2.1. Receive letter and interview client	None	6 mins.	Jannette R. Raganit Designated PESO Manager Office of the PESO
	2.2. Forward letter request to Mayor's Office for approval and identification of venue	None	5 mins.	Jannette R. Raganit Designated PESO Manager Office of the PESO
3. Receive letter or approval	3. Release letter of Mayor's approval & give final instructions	None	3 mins	Jannette R. Raganit Designated PESO Manager Office of the PESO
TOTAL PROCESSING TIME			15 MINUTES	