

PUBLIC EMPLOYMENT SERVICE OFFICE

ABOUT PESO

The Public Employment Services Office or PESO is a non-fee charging multi-employment service facility or entity established or accredited pursuant to Republic Act No. 8759 otherwise known as the PESO Act of 1999.

To carry out full employment and equality of employment opportunities for all, and for this purpose, to strengthen and expand the existing employment facilitation service machinery of the government particularly at the local levels there shall be established in all capital towns of provinces. PESO shall be community-based and maintained largely by Local Government Units (LGUs). PESO shall be linked to the regional offices of the Department of Labor and Employment (DOLE), for coordination and technical supervision, and to the DOLE central office, to constitute the national employment service network.

Assistance in the Conduct of Special Recruitment Activity (SRA) – for overseas employment (land based or sea based)

ABOUT THE SERVICE:

ALL LAND OR SEA-BASED LICENSED RECRUITMENT AGENCY may seek PESO-Pilar's assistance in conducting special recruitment activities in the municipality.

PESO-PILAR makes sure that the agency seeking assistance is authorized by the Philippine Overseas Employment Administration (POEA) and shall in no way allow any land based or sea based licensed recruitment agency with incomplete documents to conduct Special Recruitment Activities (SRA).

They may use the facilities and equipment of the office and may request for staff support.

This service is offered FREE OF CHARGE.

REQUIREMENTS:

For the recruitment agency/employer

- Letter of intent and copies of Accreditation Certification
- Confirmed Job Orders from principal employers abroad

Both must be duly approved by the Philippine Overseas Employment Administration (POEA).

For the applicants

- Bio-data (*to include complete job description*) with picture
- NSO Authenticated Birth Certificate
- NBI clearance for abroad
- Employment/Training Certificate
- Valid Passport
- Photocopy of WQT, *for welders*
- Whole body picture (formal attire), *for waiters/waitresses*

SCHEDULE OF APPLICATION:

Walk-in applicants may also inquire PESO-Pilar, MONDAY to FRIDAY, 8:00AM-12:NN and 1:00PM-5:00PM, for registration.

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Recruitment Notification OVERSEAS AGENCY shall notify PESO-Pilar of its intention to conduct SRA by means of LETTER OF INTENT one (1) week prior to the conduct of SRA.	1 day	SOLOMON P. SINSON PESO Coordinator MYLENE A. CANLAS Clerk II
2. Referral to Mayor/Approval PESO Coordinator refers/endorses the letter to the Mayor for approval. Mayor signs the letter.	30 minutes 2 minutes	SOLOMON P. SINSON PESO Coordinator Hon. ALICIA D. PIZARRO Municipal Mayor
3. Response to Agency PESO-Pilar will send Letter of No Objection, upon approval of the Mayor.	15 minutes	SOLOMON P. SINSON PESO Coordinator Hon. ALICIA D. PIZARRO Municipal Mayor
4. Announcement of SRA Upon receipt of the letter of no objection, the agency will coordinate with and send streamers and flyers to PESO-Pilar for posting and distribution, respectively, prior to the conduct of SRA. NOTE: <i>To maximize the number of applicants, agencies are encouraged to conduct public announcement in Pilar, with PESO assistance, or even advertise in various local media prior to the conduct of SRA.</i>	1 day	SOLOMON P. SINSON PESO Coordinator MYLENE A. CANLAS Clerk II

<p>5. Notification of Registered Applicants/Registration of Applicants</p> <p>PESO-Pilar notifies, through text, registered applicants.</p> <p>Walk-in applicants may inquire and fill up DOLE application form for registration.</p> <p>Advise them to bring required documents on the scheduled date of SRA.</p>	<p>1 day</p> <p>30 minutes</p>	<p>SOLOMON P. SINSON PESO Coordinator</p> <p>MYLENE A. CANLAS Clerk II</p>
<p>6. Conduct of SRA</p> <p>The agency, with the assistance of PESO-Pilar, will conduct SRA. The facilities and equipment of the office can be used by the agency FREE OF CHARGE.</p> <p>Applicants fill up the agency's application form and submit the required documents. After reviewing or processing of application and documents, applicants will be called one by one for initial interview.</p> <p>All applicants who passed the interview will undergo a written examination.</p>	<p>1-2 days</p> <p><i>(depends on the schedule of the agency)</i></p>	<p>SOLOMON P. SINSON PESO Coordinator</p>
<p>7. Reporting</p> <p>Overseas placement agencies are required to submit a TERMINAL REPORT immediately after the conduct of SRA to know the total number of applicants who passed the initial interview and examination for possible recruitment.</p> <p>NOTE: <i>As part of the monitoring function of PESO-Pilar, all agencies are required to submit, through fax or mail, a DEPLOYMENT REPORT to inform PESO-Pilar of the number of applicants deployed abroad (no definite period and depends on the recruitment process of the agency).</i></p>	<p>2 hours</p>	<p>MYLENE A. CANLAS Clerk II</p>

Assistance in the Conduct of Special Recruitment Activity (SRA) – for local employment

ABOUT THE SERVICE:

Local establishments, sub-contractor agencies, or companies may also seek the assistance of PESO-Pilar in conducting special recruitment activity.

They may use the facilities and equipment of the office free of charge and may request for staff assistance.

Local employers may leave their job orders with complete job description to PESO-Pilar for job matching.

REQUIREMENTS:

For the recruitment agency/employer:

- Confirmed job orders of the company, establishment, etc
- Company profile

For the applicants:

- Bio-data (*to include complete job description*) with picture
- Barangay Certification
- Employment/Training Certificate
- Photocopy of WQT, *for welders*
- Whole body picture (in formal attire), *for waiters/waitresses*

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Recruitment Notification The employer/agency/ company will notify PESO-Pilar of its desire to conduct SRA and all the details one (1) week prior to its conduct. Refer/Endorse the request to the Mayor for approval.	30 minutes 30 minutes	SOLOMON P. SINSON PESO Coordinator MYLENE A. CANLAS Clerk II
2. Approval of Request Mayor signs the request for approval.	15 minutes	Hon. ALICIA D. PIZARRO Municipal Mayor

<p>3. Notification of Agency</p> <p>PESO notifies agency of the approval.</p> <p>NOTE: Employer/agency/company will also provide streamers, flyers, etc. for posting and distribution.</p>	<p>30 minutes</p>	<p>SOLOMON P. SINSON PESO Coordinator</p>
<p>4. Notification of Registered Applicants</p> <p>PESO-Pilar notifies, through text, registered applicants.</p> <p>Walk-in applicants may inquire and fill up DOLE application form for registration.</p> <p>Advise them to bring required documents on the scheduled date of SRA.</p>	<p>1 day</p> <p>30 minutes</p>	<p>MYLENE A. CANLAS Clerk II</p>
<p>5. Conduct of SRA</p> <p>The agency, with the assistance of PESO-Pilar, will conduct SRA. The facilities and equipment of the office can be used by the agency FREE OF CHARGE.</p> <p>Applicants fill up the agency's application form and submit the required documents. After reviewing or processing of application and documents, applicants will be called one by one for initial interview.</p> <p>All applicants who passed the interview will undergo a written examination.</p>	<p>1-2 days</p> <p><i>(depends on the schedule of the agency)</i></p>	<p>SOLOMON P. SINSON PESO Coordinator</p> <p>MYLENE A. CANLAS Clerk II</p>

<p>6. Reporting</p> <p>Agencies are required to submit a TERMINAL REPORT immediately after the conduct of SRA to know the total number of applicants who passed the initial interview and examination for possible recruitment.</p> <p>NOTE: <i>As part of the monitoring function of PESO-Pilar, agency concerned is required to submit a RECRUITMENT REPORT to inform PESO-Pilar of the number of applicants hired (no definite period and depends on the recruitment process of the agency).</i></p>	<p>2 hours</p>	<p>SOLOMON P. SINSON PESO Coordinator</p> <p>MYLENE A. CANLAS Clerk II</p>
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Referral of Applicants for Special Program for Employment of Students (SPES)

ABOUT THE SERVICE:

The Special Program for Employment of Students (SPES) aims to help poor but deserving students and out-of-school youth in pursuing their education by encouraging their employment during summer vacation. The program was created under Republic Act 7323 enacted on March 30, 1992.

Participating government agencies and private companies employ students and out-of-school youth for a minimum of 15 but not more than 45 days. They are required to pay only 60% of the prevailing minimum wage in the area. The remaining 40% is paid by the Department of Labor and Employment (DOLE) upon the student's presentation of his/her enrolment form for the next school year.

TO QUALIFY FOR THE PROGRAM, participating firms and government agencies must have employed at least 50 workers at any given time during the past 12 months.

SPES is implemented every year.

Students and out of school youth (OSY) applying under SPES must meet the following criteria:

- 15 to 25 years old
- Enrolled during the present school year/semester immediately preceding the summer vacation or a drop-out who intends to enroll again
- Certification of poor, low or no income
- No failing grades

REQUIREMENTS:

For student/OSY

- Registration Form with I.D. pictures – 3 copies
- Any of the following to attest to the applicant's age:
 - Birth or baptismal certificate
 - Affidavit of 2 disinterested parties
- Any of the following to attest to the applicant's rating:
 - Form 138
 - Certification from the school registrar that the student has passed during the previous semester or school year
 - Certified true copy of the student's class card where the passing grade could be determined
- Any of the following to attest to the applicant's family income:
 - Latest Income Tax Return of the parents/guardian.
 - Certification from the employer that the parents/guardian of the applicant have been displaced from his work.

HOW TO AVAIL OF THE SERVICE (for student/OSY applicants):

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Request for service and present all required documents.	2 minutes	SOLOMON P. SINSON PESO Coordinator MYLENE A. CANLAS Clerk II
2. Check requirements and provide SPES application form.	3 minutes	
3. Fill up and submit SPES Application.	10 minutes	
4. Check entries and prepare referral letter.	10 minutes	
5. Issue referral letter and advise applicant to proceed to PESO Capitol.	2 minutes	

Referral of Applications for Employment **ABOUT THE SERVICE:**

PESO – PILAR provides employment assistance to applicants or job seekers through referrals.

CAREER GUIDANCE AND COUNSELING is also offered to assist the applicants in going about the recruitment process in different companies.

The office gives 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.

For JOB OPPORTUNITIES, employers may call or visit PESO to post or send by fax their job vacancies. PESO assists them by conducting preliminary screening of applicants and referring to them applicants who meet their set standards.

Employers are required to give the following details:

- Name and address of the requesting company
- Person to whom the referral letter will be addressed
- Contact number/Company telephone number
- Job Vacancies/Vacant Positions
- Number of persons to be hired
- Qualification and requirements of desired applicants

REQUIREMENTS:

Applicants – local (to be submitted in a folder):

- Curriculum Vitae/Resume with 2" x 2" picture
- Transcript of Records or form 138, for high school graduates
- Police Clearance or NBI Clearance.
- Extra picture, preferably 1" x 1"
- Employment Certificates, if available.

Applicants – abroad (to be submitted in a folder):

- Bio-data (*to include complete job description*) with picture
- NSO Authenticated Birth Certificate
- NBI clearance for abroad
- Employment/Training Certificate
- Valid Passport
- Photocopy of WQT, *for welders*
- Whole body picture (formal attire), *for waiters/waitresses*

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Request for service and submit all required documents.	2 minutes	SOLOMON P. SINSON PESO Coordinator
2. Register in the log book.	2 minutes	

3. Verify documents and provide DOLE application form.	2 minutes	MYLENE A. CANLAS Clerk II
4. Fill up and submit application form.	10 minutes	
5. Interview applicant and conduct career counseling.	10 minutes	SOLOMON P. SINSON PESO Coordinator
6. After interview and counseling, conduct job matching from the list of current job orders/vacancies/opportunities.	5 minutes	SOLOMON P. SINSON PESO Coordinator
7. Prepare referral letter and endorse it to the Mayor.	5 minutes	MYLENE A. CANLAS Clerk II SOLOMON P. SINSON PESO Coordinator
8. Proceed to the Mayor's Office. Present all documents and introduce applicant.	10 minutes	SOLOMON P. SINSON PESO Coordinator
9. Mayor signs the letter.	2 minutes	Hon. ALICIA D. PIZARRO Municipal Mayor
10. Issue referral letter to the applicant and advise him/her to proceed to the concerned company.	2 minutes	SOLOMON P. SINSON PESO Coordinator

Referral of Applicants for Manpower Skills Training Programs

ABOUT THE SERVICE:

PESO-PILAR refers applicants who want to enroll in the Manpower Skills Training Programs being offered by two (2) existing Technical Education and Skills Development Authority (TESDA) Training Centers in Bataan.

Likewise, the Provincial Government, in partnership with EEI, is providing training at SUNRISE Company in Samal, Bataan.

THE PROGRAM seeks to promote industry and manpower development scheme to make both the LABOR FORCE and MANAGEMENT globally competitive.

TRAINING COURSES OFFERED

- TESDA MARIVELES
 - ✓ Machining NC II
 - ✓ Building Wiring Installation NC II

- ✓ Masonry NC II
- ✓ Consumer Electronics Servicing NC II
- ✓ Dress Making NC II
- ✓ Welding

- TESDA ORION OFFERED.

- ✓ Electronics
- ✓ Welding

- BATAAN GOVERNMENT and EEI JOINT TRAINING PROJECT

- ✓ Pipefitter
- ✓ Steel Workers
- ✓ Fabricators
- ✓ Welders

REQUIREMENTS:

- Complete set of resume with pictures
- Endorsement from the Punong Barangay
- Barangay clearance
- Police clearance
- Medical Certificate
- Valid Passport

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Request for service and state desired training course. Present complete requirements.	3 minutes	SOLOMON P. SINSON PESO Coordinator MYLENE A. CANLAS Clerk II
2. Check requirements, prepare referral letter and endorse it to the Mayor.	5 minutes	
3. Proceed to the Mayor's Office. Present all documents and introduce applicant.	10 minutes	SOLOMON P. SINSON PESO Coordinator
4. Mayor signs the letter.	2 minutes	Hon. ALICIA D. PIZARRO Municipal Mayor
5. Issue referral letter to the applicant and advise him/her to proceed to the training center.	2 minutes	SOLOMON P. SINSON PESO Coordinator

Referral of Application for DOLE Integrated Livelihood Program (DILP)

ABOUT THE SERVICE:

DILP Components

1. **LIVELIHOOD ENHANCEMENT** – to enable the existing livelihood undertakings of self-employed workers in the informal economy grow into viable and sustainable businesses that provide income at far with the minimum wage earners.
2. **LIVELIHOOD RESTORATION** – to enable the workers in the informal economy who were affected by natural calamities, disasters and armed conflict restore their lost livelihood resources.
3. **LIVELIHOOD FORMATION** – to enable the long-term unemployed poor in the informal economy to engage in livelihood undertaking to make them productive, particularly the youth, differently-abled persons and indigenous peoples.

PRIORITY GROUPS (target clients)

- Farmers
- Fishers folks
- Ambulant vendors or peddlers
- Tricycle or Pedicab drivers and operators
- Long term unemployed poor

REQUIREMENTS:

GROUPS / COOPERATIVES

- Certificate of Registration
- By Laws
- DOLE Application Form for Assistance
- Financial Statements
- List of Officers and Members
- Board Resolution Authorizing the Request for Assistance
- Endorsement

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach PESO coordinator/staff and present documents. State full name of organization, exact address, kind of existing business or livelihood project.	10 minutes	SOLOMON P. SINSON PESO Coordinator

2. Verify/check all documents, prepare referral letter and endorse it to the Mayor.	10 minutes	MYLENE A. CANLAS Clerk II
3. Proceed to the Mayor's Office. Present all documents and introduce applicant.	10 minutes	SOLOMON P. SINSON PESO Coordinator
4. Mayor signs the letter.	2 minutes	Hon. ALICIA D. PIZARRO Municipal Mayor
5. Issue referral letter to the applicant and advise them to proceed to DOLE Regional Office.	2 minutes	SOLOMON P. SINSON PESO Coordinator

NOTE: DOLE Regional Office will notify PESO Pilar of the status of the application after a month.

Referral of Application for OWWA Assistance programs

ABOUT THE SERVICE:

OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA-MIGRANT DESK) is offering the following loan programs:

1. Pre-departure Loan (PDL) – it is a loan granted to OFW to defray the cost of their pre-departure requirements such as placement/processing fees, subsistence allowance, clothing allowance and pocket money.

WHO CAN AVAIL

- OFWs who have processed their travel papers legally with valid overseas employment contracts

DOCUMENTARY REQUIREMENTS

- Duly accomplished PDL application form.
- Passport and Visa.
- Duly processed Employment Contract.
- Overseas Employment Certificate.
- Proof of OWWA Membership.
- Two (2) valid Identification Cards.

2. Family Assistance Loan (FAL) – it is a loan granted to currently employed OWWA – member or OFW for their legitimate dependents/families who suffered or affected during emergency situations

DOCUMENTARY REQUIREMENTS

- Duly accomplished FAL application form.

- Two valid IDs
 - Passport and Visa.
 - Proof of OWWA Membership.
3. OWWA EDUCATION FOR DEVELOPMENT SCHOLARSHIP PROGRAM (EDSP) – it is a scholarship grant offered to qualified beneficiaries/dependents of OWWA members who would like to enroll in any 4-5 year baccalaureate course.

QUALIFICATIONS

- Filipino Citizen
- beneficiary/dependent of an OWWA member
- Not more than 21 years of age
- High school graduate
- in good health
- Passed college admission test of the school where student intends to enroll

DOCUMENTARY REQUIREMENTS

- Accomplished Application form (2 sets)
- 1" x 1" ID Pictures (2 copies)
- Proof of relationship to member/copy of Birth Certificate of Applicant
- Form 137 or transcript of records
- Proof of OWWA contributions

4. OWWA – OFW GROCERIA PROJECT – it is a livelihood assistance project, as an interest-free loan and extended in the form of merchandise, goods worth fifty thousand pesos (P50,000.00).

WHO CAN AVAIL OF OFW GROCERIA

- OFW family circles composed of OFW families organized by OWWA Community Development Organizers
- OFW returnees and displaced OFWs
- OFW federations, organizations and cooperatives

DOCUMENTARY REQUIREMENTS

- Application form
- Business plan
- Proof of OWWA contributions of OFW relatives
- Registration with any of the following:
 - SEC
 - CDA
 - DTI
 - DOLE
- Articles of Incorporation and By – Laws for corporation

- Constitution and By – Laws for organizations/associations
- Certification from organization members authorizing officers to contract loan
- Oath of undertaking

HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Approach staff, inquire about the programs, and submit the corresponding requirements.	5 minutes	SOLOMON P. SINSON PESO Coordinator MYLENE A. CANLAS Clerk II
2. Verify requirements and interview the applicant.	10 minutes	SOLOMON P. SINSON PESO Coordinator
3. Prepare referral letter and endorse it to the Mayor.	10 minutes	MYLENE A. CANLAS Clerk II SOLOMON P. SINSON PESO Coordinator
3. Proceed to the Mayor's Office. Present all documents and introduce applicant.	10 minutes	SOLOMON P. SINSON PESO Coordinator
4. Mayor signs the letter.	2 minutes	Hon. ALICIA D. PIZARRO Municipal Mayor
5. Issue referral letter to the applicant and advise them to proceed to OWWA San Fernando.	2 minutes	SOLOMON P. SINSON PESO Coordinator

NOTE: OWWA San Fernando has the final decision/approval of applications and will inform PESO–PILAR or PILAR OWWA Migrant Desk if the loan will be released.