

TARLAC CITY PUBLIC EMPLOYMENT SERVICE OFFICE (TC PESO)

I. **Mandate:**

The Public Employment Service Office (PESO) is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691.

The PESO aims to ensure prompt and efficient delivery of employment facilitation services as well as to provide timely information on labor market and DOLE Programs.

❖ **Core Services:**

- ✓ Labor Market Information
- ✓ Referral and Placement
- ✓ Employment Coaching and Career Counseling

❖ **Other Integrated Programs Implemented:**

- ✓ Special Program for the Employment of Students (SPES)
- ✓ Job Fairs
- ✓ Local/Special Recruitment Activities
- ✓ PhilJobnet / PESO Employment Information System (PEIS)
- ✓ National Skills Registry Program (NSRP)
- ✓ DOLE Government Internship Program (DOLE-GIP)
- ✓ Tulong Pangkabuhayan para sa Ating Disadvantaged / Displaced Workers (TUPAD)
- ✓ DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)
- ✓ Pre-Employment Orientation Seminar (PEOS)

II. **Vision:**

PESO is a well-managed, trained, dynamic and people-oriented office that contributes to the City's poverty alleviation and economic development by providing reliable and sustainable employment facilitation services.

III. **Mission:**

Promote full employment opportunities to the people of Tarlac City thru job matching and referrals, career coaching, employability skills, enhancement skills training and other livelihood services.

IV. **General objective:**

Ensure the prompt, timely and efficient delivery of employment facilitation

service and provision of Labor Market Information and other DOLE Integrated programs.

v. Specific objectives:

- ✚ Provide a venue where people could explore simultaneously various employment options and actually seek assistance they prefer;
- ✚ Serve as referral and information center for the various services and programs of DOLE and other government agencies present in the area;
- ✚ Provide clients with adequate information on employment and labor market situation in the area; and
- ✚ Network with other PESO within the region on employment for job exchange purposes.

vi. Service pledge:

The PESO maintains its quality policy which ensures the satisfaction of the clients and other interested parties, and compliance with statutory and regulatory requirements relative to the statistics operations and civil registration services. This policy is communicated to ensure that it is understood and applied at all levels of the organization. Comprehension of the Quality Policy is verified through but not limited to, Internal Quality Audits, Management Reviews and during staff meeting.

CORE SERVICES:

1. Employment Facilitation

The Employment Facilitation programs provides services to Tarlac City and non- Tarlac City residents with employment opportunities through job matching and referrals

Referral and Placement

Interested Applicants were Job Match to the solicited vacancies to our partner agencies, if they were qualified, we will refer it to the company for the possible employment. The partner company/locator will submit a placement report of qualified applicants that was been referred by PESO.

OFFICE:	Tarlac City Public Employments Service Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	Government to Citizen (G2C)

WHO MAY AVAIL:	Tarlac City Residents and Non - Tarlac City Residents			
REQUIREMENTS:	1. Letter of Intent 2. Resume			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Online Job Registration Applicant/s will register by sending their applications to Tarlac City Public Employment Service Office's email address: pesotarlaccityapplicants2020@gmail.com	1. Processing of applicant's data.	NONE	2 Minutes	Employment Assistance Officer
	2. Job Matching		3 minutes	Employment Assistance Officer
	3. Refer to company/employer list of applicants matched from job vacancy/ies		3 minutes	Employment Assistance Officer
		TOTAL	8 MINUTES	
B. Walk-in Applicants Applicant/s will register in Applicant/s Registration Log Book provided by TCPESO	1. Processing of applicant's data.	None	2 Minutes	Employment Assistance Officer
	2. Job Matching		3 minutes	Employment Assistance Officer
	Refer to company/employer list of applicants matched from jobvacancy/ies		3 minutes	Employment Assistance Officer
		TOTAL	8 MINUTES	

2. Employers' Accreditation

The Employers Accreditation Program conducts certification of employers or companies that offer job and training opportunities.

OFFICE:	Tarlac City Public Employments Service Office	
CLASSIFICATION:	Complex	
TYPE OF TRANSACTION:	Government to Business (G2B)	
WHO MAY AVAIL:	Direct Companies and Manpower Agencies Local and Abroad	
REQUIREMENTS APPLICANTS:	WHERE TO SECURE:	

1. Letter of Intent	From Company			
2. Updated Business Permit	Business Permit and Licensing Department			
3. BIR Certificate	Bureau of Internal Revenue			
4. DTI/SEC Certificate	Department of Trade and Industry/ Securities and Exchange Commission			
5. Philjobnet Certificate	Department of Labor and Employment/ Philjobnet.com			
6. POEA License (Abroad)	Philippine Overseas Employment Administration			
7. Job Vacancies/POEA Approved Job Orders				
CLIENTS STEPS:	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Employers will submit the letter of intent and their requirements to Tarlac City Public Employment Service Office's email address: cmdeso2016@gmail.com	1. Assessment/ Checking of Requirements	NONE	2 minutes	Clients Assistance Officer
	2. Validation/ Verification of Application		8 minutes	Labor Employment Officer
	3. Approval of Accreditation		2 minutes	PESO Manager
		TOTAL	12 MINUTES	

3. Pre-Employment Orientation Seminar, Career Guidance and Employment Coaching

Career Guidance Seminars and Pre-Employment Orientation Seminar (PEOS) are conducted to guide and educate College Graduating Students, High School graduating students on how to choose the appropriate career. Aside from personality test, presentation of in-demand careers was showed and served as their reference on what career they might also consider to address job mismatch.

OFFICE:	Tarlac City Public Employments Service Office
CLASSIFICATION	simple
TYPE OF TRANSACTION	Government to School Institution
WHO MAY AVAIL:	Graduating College Students, Grade 12 Students and Grade 10 Students
REQUIREMENTS SCHOOLS:	Letter of Intent

CLIENTS STEPS:	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter of invitation or as per schedule of schools for the conduct of Career Coaching	1.Registration of Students	NONE	2 hours	PESO MANAGER

4. Employment Coaching

Activities were also conducted to mass number of applicants and soon to be workers (Graduating College students) to provide knowledge and techniques needed for their job application.

OFFICE:	Tarlac City Public Employments Service Office			
CLASSIFICATION:	simple			
TYPE OF TRANSACTION	Government to Citizen			
WHO MAY AVAIL:	Tarlac City Residents and Non - Tarlac City Residents			
Requirements:	Letter of Intent Updated Resume			
CLIENTS STEPS:	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.Regist ration of Applicants	NONE	1 hour orientation	PESO MANAGER

DOLE Integrated Programs

Workers Hiring for Infrastructure Project (WHIP)

The Workers Hiring for Infrastructure Projects (WHIP) program requires construction companies, including Department of Public Works and Highways and contractor for government-funded infrastructure projects, to hire 30% skilled and 50% unskilled labor requirements from areas where the project is constructed/located.

OFFICE:	Tarlac City Public Employments Service Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	Government to Private Companies
WHO MAY AVAIL:	Private Construction Companies (Contractor)
CHECKILIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Intent address to PESO Department Head	Employer/Company
Notice of Award	Bids and Awards Committee

<p>Notice of Commence/Proceed</p> <p>List of Labor</p> <p>Requirements</p> <p>Government Issued IDs</p> <p>of Workers Skills Registry</p> <p>System (SRS)Forms</p> <p>Pictures of Publications posted in Three (3) Conspicuous Areas</p>	<p>Business Permit and Licensing Department</p> <p>Employer/Company</p> <p>Government Agencies</p> <p>Tarlac City Public Employment Service Office</p> <p>Contractor</p>
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CLIENT STEPS:	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s will fill out the Skills Registry System (SRS) Form of Tarlac City Public Employment Service Office	1. Encoding of Information found in Skills Registry Form	NONE	5 minutes	Client Assistance Officer
2. Together with the SRS Form, client/s will submit all necessary requirements	2. Verification of submitted requirements 3. Endorse to the Project Officer		5 minutes	Client Assistance Officer
	4. Validation of Application by the Project Officer		5 minutes	Client Assistance Officer Project Officer
	5. Issuance of Certificate signed by the office Head		5 minutes	Client Assistance Officer
		TOTAL	20 MINUTES	

Migrant / Overseas Filipino Program

The Migrant / Overseas Filipino Program will provide assistance and services to overseas Filipino workers (OFWs) and their families from different programs of local

and national government.

OFFICE:		Tarlac City Public Employments Service Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		Government to Citizens		
WHO MAY AVAIL:		Tarlac City Residents		
CHECKILIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of residency		1. Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Online OFW Registration and Help Desk.				
1. Client/s will visit the Tarlac City PESO Migrants Resource Center Facebook page and click on registration: https://forms.gle/vK5NbZq3KYamQ75U9	1.Contact client/s through email, call or SMS for validation information and need assessment	NONE	15 minutes	OFW Desk Officer
2. Client/s must finish the form and submit it online	2.Refer the client/s to appropriate agency as needed		10 minutes	OFW Desk Officer
		TOTAL	25 MINUTES	

B. Walk-in Help Desk.				
1. Client/s will directly visit the Tarlac City PESO Help Desk window for migration concerns	1.Registration / Assessment of client's concern 2.Provision of necessary information 3.Refer the clients to appropriate agency as needed	NONE	5 minutes 5 minutes 10 minutes	OFW Desk Officer OFW Desk Officer OFW Desk Officer
		TOTAL	20 MINUTES	

Special Program for the Employment of Students and Out of School Youth (SPES)

Initiated by the Department of Labor and Employment, the Special Program for the Employment of Students and Out-of-School Youth (SPES) provides assistance to poor

but deserving students in pursuing their education by encouraging employment during summer or Christmas vacation.

OFFICE:	Tarlac City Public Employments Service Office		
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	Government to Students		
WHO MAY AVAIL:	Tarlac City Residents		
REQUIREMENTS:		WHERE TO SECURE	
<ul style="list-style-type: none"> Biodata/Resume Birth Certificate Must be Senior High School Student or College student 1st to 3rd year only with NO FAILING GRADES/INC/DROPPED SUBJECTS For students in high school, a photocopy of Form 138 (Student's report Card) as of the 3rd grading period of SY2020-2021 For students in higher education or college, a photo copy of report grades and enrollment registration form. For out of school youth - original copy of OSY issued by Brgy. Chairman/CSWD 		<ul style="list-style-type: none"> Not Applicable Philippine Statistic Authority School last attended School Last attended School Last attended Brgy. Chairman/CSWD 	
<ul style="list-style-type: none"> No failing grade from the recent grading or semester. Combine net income of both parents must not exceed to 161,724.00 per annum. 		<ul style="list-style-type: none"> School Last attended Bureau of Internal Revenue 	
<ul style="list-style-type: none"> Certificate of Indigency SPES Application Form 		<ul style="list-style-type: none"> Brgy. Chairman/CSWD Tarlac City Public Employment Service Office 	

CLIENTS STEPS:	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Walk-in Applicants Applicant/s will register using the registration log provided by the TC PESO	1.Processing of Applicant' s data 2.Job Matching 3.Refer to Company/Employer	NONE	2 minutes 2 minutes 2 minutes	SPES Officer In-Charge SPES Officer In-Charge SPES Officer In-Charge
		TOTAL	6 minutes	

GOVERNMENT INTERNSHIP PROGRAM (GIP)

The Government Internship Program or GIP provides opportunities to young workers and demonstrates their talents and skills in the field of public service.

OFFICE:			Tarlac City Public Employments Service Office	
CLASSIFICATION			Simple	
TYPE OF TRANSACTION			Government to Citizens	
WHO MAY AVAIL:			Tarlac City Residents	
CHECKILIST OF REQUIREMENTS			WHERE TO SECURE	
1. Bio Data / Resume			Not Applicable	
2. Skills Registry Form			Tarlac City PESO/DOLE Field Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Applicant/s will register using the registration log provided by the TC PESO	1.Processing of applicant's data	NONE	2 minutes	Client Assistance Officer
	2.Job Matching		2 minutes	Client Assistance Officer
	3.Refer to company/ Employer		2 minutes	Client Assistance Officer
		TOTAL	6 MINUTES	

Tulong Pangkabuhayan para sa Ating Disadvantaged Workers (TUPAD)

Under the Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers (TUPAD), Barangay Ko, Bahay Ko, of the Department of Labor and Employment, Tarlac City PESO facilitates the temporary employment for disadvantage and displaced workers as well as the underemployed and self -employed workers

OFFICE:		Tarlac city public employment service office		
CLASSIFICATION:		Simple		
TYPE OF TRANSACTION:		Government to Citizen		
WHO MAY AVAIL:		Tarlac City Residents		
REQUIREMENTS:			WHERE TO SECURE	
Resume/Bio Data Proof			Not Applicable	
of Residency			Barangay Hall	
Government Issued ID			Government Agency	
CLIENTS STEPS:	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s will fill out the Skills Registry System (SRS) Form.	1.Encoding of information found in the Skills Registry Form	NONE	2 minutes	TUPAD Assistance Officer

	2.Verification of Requirements submitted by the client/s		2 minutes	TUPAD Assistance Officer
2. Together with the SPRS Form, client/s will submit necessary requirements.	3.Endorse to the Project Officer 4.Validation of Client/s application		2 minutes	TUPAD Assistance Officer
				Project Officer
	5.Contact the Client/s		2 minutes	
				TUPAD Assistance Officer
			2 minutes	
		TOTAL	10 minutes	

DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)

This program helps to provide technical and livelihood assistance for the promotion of entrepreneurship and community capacity-building for vulnerable and marginalized workers.

OFFICE:	TARLAC CITY PUBLIC EMPLOYMENT SERVICE OFFICE
CLASSIFICATION	Simple
TYPE OF TRANSACTION	Government to Citizen
WHO MAY AVAIL:	Tarlac City Residents
CHECKLIST REQUIREMENTS:	
WHERE TO SECURE	
Resume/Bio Data	Not Applicable
Skills Registry Form	Tarlac City PESO
Proof of Residency	Barangay Hall
Government Issued ID	Government Agency

CLIENTS STEPS:	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
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1. Client/s will fill out the Skills Registry System (SRS) Form. 2. Together with the SPRS Form, client/s will submit necessary requirements .	1.Encoding of information found in the Skill Registry Form	NONE	5 minutes	Client Assistance Officer
	2. Validatio n of Client/s application		5 minutes	Labor and Employment Officer
	3.Contact the Client/s for possible assistance		5 minutes	Client Assistance Officer
		TOTAL	15 minutes	

Job Fairs

OFFICE:		TARLAC CITY PUBLIC EMPLOYMENT SERVICE OFFICE		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		Government to Government to Citizen Government to Companies Government to Schools Institutions		
REQUIREMENTS FOR JOBFAIR PERMIT		WHERE TO SECURE		
Letter of intent job fair permit application form location map summary of companies and vacancies		Not Applicable DOLE Not Applicable Confirmed Companies		
REQUIREMENTS LOCATORS:		Not Applicable Company POEA		
Letter of intent vacancies POEA (overseas)				
REQUIREMENTS APPLICANTS: Updated Resume with Picture		Not Applicable		
CLIENTS STEPS:	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
For Companies:		NONE		
1. Letter of Invitation will be sent thru their email address	1.Validating the invitation if received thru a phone SMS or phone call 2. Posting of their vacancies thru social media		5 minutes 5 minutes	

	3.Sending interested applicants		10 minutes	
		TOTAL	20 minutes	

For Applicants Virtual Job Fair:				
Client/s may send their resume before the said Job Fair thru our email with the company and position desired to apply: pesotarlaccityapplicants2020@gmail.com	1.Encoding of Client/s data 2.Job Matching and Sending Clients Data Base to the company he/she desired to apply or qualified.	NONE	3 minutes 5 minutes	
	3.Qualified client/swill receive a text message indicating a link for the job interview		2 minutes	
		TOTAL	10 minutes	
For Non-Virtual:				
Walk-in Applicants				
Clients may register thru a registration form provided by Tarlac City PESO	1.Registration 2.Job Matching thru Job Vacancies board 3.Job Interview	None	2 minutes 3 minutes	
			5 minutes	
		TOTAL	10 minutes	