

**F. LIVELIHOOD AND EMPLOYMENT SERVICES****67. PUBLIC EMPLOYMENT SERVICES*****DESCRIPTION of the SERVICE:***

The Public Employment Service Office (PESO) provides assistance to persons seeking employment by recommending or endorsing the clients application to prospective employers, also maintains data bank of employers and conducts job fairs.

***REQUIREMENT :***

- \* Resume

***FEE:***

- \* No fee

***PROCEDURE :***

<b>STEPS</b>	<b>PROCESSING/ RESPONSE TIME</b>	<b>PERSON-IN- CHARGE</b>
1. Receives application, resume and answers queries	5 minutes	LEA TABUADA <i>Administrative Aide II</i>
2 Checks resume and interviews the applicant	5 minutes	JOHN TOLEDO <i>Labor Employment Officer II</i>
3. Prepares letter recommending qualified applicant to prospective employers	5 minutes	MELANY AGUILA <i>Community Affairs Officer IV</i>