

OFFICE OF THE MUNICIPAL MAYOR PUBLIC EMPLOYMENT SERVICE OFFICE

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CONTRACT OF SERVICE WORKER (COSW)

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FRONTLINE SERVICES

- A. PROVISION OF SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES)
- B. GRANTING OF NO OBJECTION CERTIFICATE ON SPECIAL RECRUITMENT ACTIVITY FOR RECRUITMENT AGENCIES FOR JOB OPPORTUNITES (LOCAL AND ABROAD)
- C. PROVISION OF TECHNICAL ASSISTANCE FOR AVAILMENT OF DILEEP KABUHAYAN PROGRAM, TULONG PANGKABUHAYAN SA ATING DISPLACED WORKERS (TUPAD), CASH FOR WORK, GOVERNMENT INTERNSHIP PROGRAM (GIP) AND LIVELIHOOD SKILLS TRAINING

SCHEDULE OF SERVICES

Monday to Friday 8:00am -12:00 am 1:00pm – 5:00 pm



A. PROVISION OF SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES)

THE SERVICE:

The SPES aims to help poor but deserving high school/college students and out-of-school youths in pursuing their education by encouraging them to be employed during summer break/ Christmas vacation under the provisions of RA 10917 amending RA 9547 & 7323.

QUALIFICATIONS:

15-30 years old at the time of application

1. In the case of student:

- a. The parents' combined net income after tax, does not exceed the annual poverty threshold for a family of six (6) for the preceding year
- b. Has obtained a passing General Weighted Average/General Point Average/General Average during the last school year or term attended or immediately preceding his/her application.

2. In the case of OSY:

The parents' combined net income after tax does not exceed the annual regional poverty threshold for family of six (6) for the preceding year.

REQUIREMENTS:

➤ Registration form

a. Photocopy of Birth Certificate or any government issued IDs or any official document indicating the applicant's date of birth and/or age.

b. 1. For wage earner parents, any of the following may be submitted:

- i. Photocopy of Income Tax Return (ITR)
- ii. Photocopy of Certificate of Tax Exemption issued by BIR or
- iii. Original copy of Certificate of Low Income issued by the concerned barangay

2. For non-wage earner parents;

- i. Original copy of Certificate of Indigence or Low Income issued by the Barangay or Social Welfare & Development Office of the LGU.

c. For students in basic education, a photocopy of Form 138 (Student's Report Card) or Form 137 (Student's Permanent Record) of the last school year or term immediately preceding the application.

For students in higher education, a photocopy of the report of grades or complete set of academic class cards as indicated in their registration form along with the original copy to be presented for validation purposes

In the absence of the above, a certification from the school of the applicant's passing grade or general weighted average.

d. In the case of OSY, original copy of certification as OSY issued by the Barangay chairman or Punong Barangay or duly authorized representative of the Barangay, or a Certification issued by the Social Welfare & Development Office in the LGU.

e. In the case of dependent of displaced workers, any of the following:

1. Notice of Termination issued by the employer
2. DOLE ROs Establishment Termination Report (ETR) or
3. Certification of displacement issued by the concerned barangay, municipal or city social worker development officer of the LGU.

THE CLIENT shall	THE SERVICE PROVIDER shall	It Will Take	RESPONSIBLE PERSON/S
1. Apply for the Special Program for the Employment of Students (SPES)	Provide copy of SPES forms or Registration Form.	1 minute	PESO Manager, PESO Aide
2. Accomplish registration form and submit the same with all the supporting documents	Review and evaluate documents submitted for its completeness and accuracy.	5 minutes	PESO Manager, PESO Aide
	Conduct preliminary screening and interview to SPES applicants with complete documents for validation.	30 minutes	PESO Manager
	Endorse SPES application form to the Office of the Mayor for recommendation.	5 minutes	PESO Manager

	Inform the SPES applicants and the PESO of the referral if accepted.	5 minutes	PESO Manager
3. Sign an Employment Contract after receipt of advice from DOLE RO.	Conduct orientation and deploy SPES applicants to concerned offices.	1 hour	PESO Manager, HRMO
Accomplish Client Feedback Form and drop at designated drop box in front of the PACD at the Municipal Hall.			
TOTAL RESPONSE TIME: 1 hour, 45 minutes			

B. GRANTING OF NO OBJECTION CERTIFICATE ON SPECIAL RECRUITMENT ACTIVITY OF RECRUITMENT AGENCIES FOR JOB OPPORTUNITES

SCHEDULE OF SERVICES

Monday to Friday

**8:00am -12:00 am
1:00pm – 5:00 pm**

THE SERVICE:

Provision of assistance for the No Objection Certificate to recruitment agencies for job opportunities local and abroad.

REQUIREMENTS: Application letter, POEA Certificate, Approved Job Orders

FEES: Php 100.00





THE CLIENT shall	THE SERVICE PROVIDER shall	It Will Take	RESPONSIBLE PERSON/S
1. Submit application and requirements.	Receive application and requirements	3 minutes	Executive Assistant, Administrative Aide
	Endorse request to the PESO Manager for review. Review and validate documents if appropriate then recommend for the issuance of Certificate to the Office of the Mayor.	1 minute 10 minutes	Executive Assistant, Administrative Aide PESO Manager
	Advise client to pay the required fees with the corresponding Order of Payment at the Treasury Office.	3 minutes	Executive Assistant, Administrative Aide
2. Present the Official Receipt (OR)	Receive OR and prepare the No Objection Certificate.	10 minutes	Executive Assistant, Administrative Aide
	Sign and release the document.	3 minutes	Municipal Mayor Executive Assistant, Administrative Aide
3. Receive document and sign at the log book.			
Accomplish Client Feedback Form and drop at designated drop box in front of the PACD at the Municipal Hall.			
TOTAL RESPONSE TIME: 30 minutes			

C. PROVISION OF TECHNICAL ASSISTANCE FOR AVAILMENT OF DILEEP KABUHAYAN PROGRAM, TULONG PANGKABUHAYAN SA ATING DISPLACED WORKERS (TUPAD), CASH FOR WORK AND GOVERNMENT INTERNSHIP PROGRAM (GIP) AND LIVELIHOOD SKILLS TRAINING

SCHEDULE OF SERVICES

Monday to Friday

**8:00am -12:00 am
1:00pm – 5:00 pm**

THE SERVICE:

Provision of technical assistance for availment of DILEEP Kabuhayan Program, Tulong Pangkabuhayan sa Ating Displaced Workers (TUPAD), Cash for Work and Government Internship Program (GIP) and Livelihood Skills Training through coordination of LGU with DOLE, OWWA, PESO and other agencies.

THE CLIENT shall	THE SERVICE PROVIDER shall	It Will Take	RESPONSIBLE PERSON/S
1. Inquire about programs/projects and services of DOLE to be availed.	Provide necessary information about the availment of project through DOLE and the needed requirements.	5 minutes	PESO Manager
	Coordinate with Focal Person of DOLE of the proposed project for availability of fund.	3 minutes	PESO Manager
	If there is available fund inform the clients to submit necessary requirements.	2 minutes	PESO Manager
2. Submit necessary requirements.	Receive and review completeness of necessary requirements.	10 minutes	PESO Manager
	Coordinate with Mayor of the availability of fund for the proposed project to be availed by the identified	10 minutes	PESO Manager

	association/group from DOLE's various program for his affirmation.		
3. Accomplished PESO forms.	<p>Submit duly accomplished forms and prepare other supporting documents.</p> <p>Forward to the Mayor for its endorsement to DOLE.</p> <p>Submit application and its supporting documents to DOLE.</p> <p>Upon advice of the DOLE inform clients about the approval of the project.</p> <p>Various Programs:</p> <ul style="list-style-type: none"> ➤ TUPAD ➤ Cash for Work ➤ GIPs ➤ Kabuhayan/Livelihood Project ➤ Skills Training 	10 minutes	Executive Assistant, Administrative Aide
4. Proceed to start the project.	<p>Monitor actual operation of project/program.</p> <p>Evaluate and validate accomplishment of the project/program.</p>	<p>30 minutes</p> <p>1 hour</p>	<p>PMT, PESO Manager, PESO Aide</p> <p>PMT, PESO Manager, PESO Aide</p>
Accomplish Client Feedback Form and drop at designated drop box in front of the PACD at the Municipal Hall.			
TOTAL RESPONSE TIME: 2 hours and 10 minutes			