



**Office of the City Mayor -**  
**Labor Employment**  
*External Service*



## 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 Republic Act No. 8759 or the “PESO Act of 1999” as amended by R.A. No. 10691.

## VISION

Provide continuous and sustainable employment opportunities to every Filipino for local and overseas employment.

## MISSION

Identification and development of strong workforce to supply needs of employers, industries, and business establishment in the city

Development of youth talents, skills, and potentials through training and apprenticeship programs

Implementation of programs and projects for self-employment and livelihood programs

Uplifting of morals and instilling discipline among applicants and graduating students through the conduct of counselling activities

## SERVICE PLEDGE

- To provide employment facilitation services where people can explore employment options.
- Ensure the prompt, timely and efficient delivery of employment service and provision of information on the other DOLE programs.

## DEFINITION OF TERMS

DOLE	– Department of Labor and Employment
MOLE	– Ministry of Labor and Employment
PESO	– Public Employment Service Office
PEIS	– Peso Employment Information System
LMI	– Labor Market Information
GIP	– Government Internship Program
LEGS	– Labor Education for Graduating Students
CLES	– Continuing Labor and Employment Seminar
SPESOS	– Special Program for the Employment of Students and Out-of-School Youths
OSY	– Out-of-School Youth
TUPAD	– Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers



**CORE PROGRAMS**

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

**SPECIAL PROGRAMS**

- SPES
- GIP
- TUPAD

**SERVICES AND HOW TO AVAIL THEM**

**A. EMPLOYMENT REFERRAL SERVICES**

The employment facilitation program provides services to Cotabato City and non-Cotabato City residents with employment opportunities through job matching and referrals.

Office/Division	OCM – LABOR AND EMPLOYMENT			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Transacting Public G2G – Government to Govt. employee or agency			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Resume/Application letter/Biodata			✓	
✓ Pertinent Credentials			✓	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Walk-in Applicants - Applicants will register using the PESO Employment Information System (PEIS)Registration Form	1.1 Processing of applicant’s data  2.1 Job Matching  3.1 Refer to company/employer list of applicants matched from job vacancy/ies	None	30 minutes	PESO Staff on duty
2. Online Applicants - Applicants will send their application letter and resume to	2.1 Processing of applicant’s data  2.2 Job Matching  2.3 Refer to company/emplo	None	30 minutes	PESO Staff on duty



Public Employment Service Office official email address: <i>pesocotabatocity@gmail.com</i>	yer 2.4 list of applicants matched from job vacancy/ie			
	<b>TOTAL</b>	None	<b>30 minutes</b>	

**B. EMPLOYERS’ ACCREDITATION**

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

Office/Division	OCM – LABOR AND EMPLOYMENT			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Transacting Public G2G – Government to Govt. employee or agency			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Business Permit			✓ Business Permit and Licensing Department	
✓ BIR Certificate			✓ Bureau of Internal Revenue	
✓ SEC/DTI Registration			✓ Securities and Exchange Commission/Department of Trade and Industry	
✓ Company Profile			✓	
✓ Job Vacancies with qualification (for local employment)			✓	
✓ Job Order (for Overseas)			✓ Philippine Overseas Employment Administration	
✓ DOLE License (for local manpower agencies)			✓ Ministry of Labor and Employment	
✓ POEA License (for overseas recruitment agencies)			✓ Philippine Overseas Employment Administration	
✓ List of Clients (for local manpower agencies)			✓	
✓ PhilJobnet Registration			✓ Philjobnet.com	
✓ Letter of Intent addressed to the City Mayor Thru PESO Head			✓	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employers will send their list of requirements to	1.2 Assessment/Checking of	None	30 Minutes	PESO Staff on duty



Cotabato City Public Employment Service Office's e-mail address: <i>pesocotabatocity@gmail.com</i>	requirements			
	1.2 Validation/ Verification of application	None	30 Minutes	PESO Staff on duty
	1.3 Approval of Accreditation	None	1 day	PESO Staff on duty
	1.4 Upon request, issuance of Certificate of Accreditation	None	30 Minutes	PESO Staff on duty
<b>TOTAL</b>		<b>None</b>	<b>1 day and 90 minutes</b>	

C. JOB FAIR ACTIVITY

Office/Division	OCM – LABOR AND EMPLOYMENT			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Transacting Public G2G – Government to Govt. employee or agency			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Resume/ Biodata			✓	
✓ Certificate(s) of Training(s)			✓	
✓ Certificate(s) of Employment			✓	
✓ Other Credentials			✓	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>For jobseekers/ interested applicants:</b> 1. Applicants will register using the PESO Employment Information System (PEIS) Registration Form	Processing of applicant's data <i>(includes registration, attendance, and forms)</i>	None	5 Minutes	PESO Personnel
2. Provide and Evaluate SRS form accomplished by applicant	Evaluate registration of applicant and job matching	None	5 Minutes	Employer conducting interviewer
3.1 Check for Job Vacancies	Refer to company/employer	None	30 Minutes	Employer conducting



Available	list of applicants matched from job vacancy/ies and interview			interviewer
3.2 Submit application to the specific company applied for				
3.3 Assessment/ Interview to be conducted by the Employer				
	<b>TOTAL</b>	<b>None</b>	<b>40 minutes</b>	

D. SPECIAL RECRUITMENT ACTIVITY

Office/Division	OCM – LABOR AND EMPLOYMENT			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Transacting Public G2G – Government to Govt. employee or agency			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Local Recruitment:				
✓ Letter of Intent addressed to the Local Chief Executive thru PESO Head			✓	
✓ PHIL JOB.NET REGISTRATION			✓	
✓ JOB ORDER/S			✓	
✓ BUSINESS PERMIT			✓	
✓ DTI			✓	
For Overseas Recruitment:				
✓ Letter of Intent addressed to the Local Chief Executive thru PESO Head				
✓ AGENCY LICENSE				
✓ Affidavit of undertaking duly signed by a responsible officer acknowledged by POEA				
✓ No Objection Certificate (NOC) from PESO, DOLE or POEA (if recruitment will be conducted in PESO/DOLE/ POEA)				
✓ Copies of approved JOB ORDER/S FROM POEA				
✓ Terminal reports of previous activity (if conducted previous SRA in PESO)				
✓ Appointment from agency				
✓ Office ID of Agency Representatives				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Private Establishment/ Agencies/	1.2 Assessment/ Checking of requirements	None	1 week	Labor and Employment Officer II



<b>Companies</b> 1. Employers will submit and/or send their list of requirements and job vacancies to Cotabato City Public Employment Service Office and/or e-mail address: <i>pesocotabatocity@gmail.com</i>	1.2 Validation/ Verification of Application  1.3 Schedule Job Fair/Special recruitment activity			
<b>TOTAL</b>		<b>None</b>	<b>1 week</b>	

E. CARRER COACHING AND GUIDANCE COUNSELING

<b>Office/Division</b>	<b>OCM – LABOR AND EMPLOYMENT</b>			
<b>Classification</b>	<b>Simple to Complex</b>			
<b>Type of Transaction</b>	<b>G2C – Government to Transacting Public G2G – Government to Govt. employee or agency</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
✓ Invitation Letter			✓ PESO Office	
✓ Proposal Letter			✓	
✓ PEIS Form			✓	
✓ Database			✓	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Coordination to DepEd and Universities and Colleges	1.1 Preparation of Invitation Letter	None	10 minutes	PESO Officer in charge in the conduct of Career Coaching and Legs
2. Preparation of Proposal Letter of the Activity	2.1 Preparation of Proposal Letter of the Activity	None	10 minutes	PESO Officer in charge in the conduct of Career Coaching and Legs
3. Registration	3.1 Attendance Sheet	None	1 day	PESO Officer in charge in the conduct of Career Coaching and Legs
4. Filling-up of NSRP Form	4.1 Assessment/ Checking of forms	None	1 day	PESO Officer in charge in the



				conduct of Career Coaching and Legs
5. Activity Proper	5.1 Conduct of Career Coaching and Labor Education For Graduating Students	None		PESO Officer in charge in the conduct of Career Coaching and Legs
	<b>TOTAL</b>	<b>None</b>	<b>2 days and 20 minutes</b>	

F. GOVERNMENT INTERNSHIP PROGRAM (GIP)

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

Office/Division	OCM – LABOR AND EMPLOYMENT			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Transacting Public G2G – Government to Govt. employee or agency			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ GIP Application Form			✓ PESO Office	
✓ Birth Certificate			✓ Philippine Statistics Authority	
✓ Transcript of Records			✓ School Last Attended	
✓ Certificate of Indigency			✓ OSWDS or Barangay	
✓ 2 pcs 2x2 Colored ID Picture with white background, nametag and signature			✓ Barangay where the Applicant resides	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant/s will register using the GIP Application form	1.1 Assessment/ Checking of requirements	None	20 minutes	PESO Personnel and Staff in charge of GIP Program
2. Applicant/s submit filled-up GIP form with the required documents <i>(Completeness and authenticity of documents ensured)</i>	2.1 Validation/ Verification of requirements	None	20 minutes	PESO Personnel and Staff in charge of GIP Program
3. Attend GIP Orientation	3.1 Endorse applicants to MOLE	None	1 day	PESO Personnel and Staff in charge





				of GIP Program
4. Secure deployment schedule at PESO and report for work at office / area assigned	4.1 GIP Applicant/s Orientation  4.2 Deployment	None	1 day	PESO Personnel and Staff in charge of GIP Program
5. Submit all other Post Requirement and wait until Payroll is prepared and Notice of Distribution of salary is posted/ announced. Attend schedule of Salary distribution, receive salary, sign documents	5.1 Payroll Processing  5.2 Prepare payroll and collect all other documentary requirements needed.	None	2 weeks	PESO/MOLE
	<b>TOTAL</b>	<b>None</b>	<b>12 days and 40 minutes</b>	

**G. SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS AND OUT-OF SCHOOL YOUTH (SPESOS)**

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 temporary employment during summer or Christmas vacations.

Office/Division	OCM – LABOR AND EMPLOYMENT	
Classification	Simple to Complex	
Type of Transaction	G2C – Government to Transacting Public G2G – Government to Govt. employee or agency	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
✓ SPES Application Form		✓ PESO Office
✓ Birth Certificate		✓ Philippine Statistics Authority
✓ Recent Grades signed by the registrar		✓ School Last Attended
✓ Out-of-School Youth Certification (for OSY)		✓ OSWDS or Barangay
✓ Certificate of Indigency		✓ Barangay where the SPES
✓ 2 pcs 2x2 Colored ID Picture with white background, nametag and signature		✓ Applicant resides



✓ Personal Narrative (OSY) that the SPES salary is intended for school enrolment.			✓	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant/s will register using the SPES Application form	1.1 Assessment/ Checking of Requirements	None	20 minutes	PESO Personnel and Staff in charge of SPES Program
2. Applicant/s submit filled-up SPES form with the required documents <i>(Completeness and authenticity of documents ensured)</i>	2.1 Validation/ Verification of Requirements	None	20 minutes	PESO Personnel and Staff in charge of SPES Program
3. Attend SPES Orientation	3.1 Endorse applicants to MOLE.	None	1day	PESO Personnel and Staff in charge of SPES Program
4. Secure deployment schedule at PESO and report for work at office/area assigned	4.1 SPES Applicant/s Orientation  4.2 Deployment	None	1day	PESO Personnel and Staff in charge of SPES Program
5. Submit all other Post Requirement and wait until Payroll is prepared and Notice of Distribution of salary is posted / announced. Attend schedule of Salary distribution, receive salary, sign documents	5.1 Payroll Processing  5.2 Prepare payroll and collect all other documentary requirements needed.	None	2 weeks	PESO Personnel and Staff in charge of SPES Program
TOTAL		None	12 days and 40 minutes	



**H. TULONG PANGHANAPBUHAY PARA SA ATING DISADVANTAGED WORKERS**

Under the Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers (TUPAD), Barangay Ko, Bahay Ko, of the Department of Labor and Employment, City Labor and Employment Office – Public Employment Service Office facilitates the temporary employment for disadvantaged and displaced workers as well as the underemployed and self-employed workers.

Office/Division	OCM – LABOR AND EMPLOYMENT			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Transacting Public G2G – Government to Govt. employee or agency			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Proof of residency			✓ Barangay Hall	
✓ Government Issued ID			✓ Government agency	
✓ TUPAD Form			✓	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s will fill out the PESO Employment information System Form.	1. Encoding of information found in the PEIS Form	None	20 minutes	PESO Personnel and Staff in charge of TUPAD Program
2. Together with the PEIS Form, client/s will submit necessary requirements.	2.1 Verification of requirements submitted by the client/s		20 minutes	PESO Personnel and Staff in charge of TUPAD Program
	2.2 Endorse to the Project Officer		1 day	PESO Personnel and Staff in charge of TUPAD Program
	2.3 Validation of client's application  2.4 Contact the client/s.		1 day	PESO Personnel and Staff in charge of TUPAD Program
3. Submit all other Post Requirement and wait until Payroll is prepared	3.1 Payroll Processing  3.2 Prepare payroll and collect all other documentary requirements	None	2 weeks	PESO/MOLE



and Notice of Distribution of salary is posted / announced.  Attend schedule of Salary distribution, receive salary, sign documents	needed.			
TOTAL		None	12 days and 40 minutes	



**OFFICE OF THE CITY MAYOR – LABOR EMPLOYMENT**  
**ORGANIZATIONAL STRUCTURE**

