

**MUNICIPAL PUBLIC EMPLOYMENT SERVICE OFFICE
(EXTERNAL SERVICES)**



I. TULONG PANGHANAPBUHAY SA ATING DISADVANTAGED/DISPLACED WORKERS (TUPAD)

It aims to provide temporary employment to workers who are displaced or disadvantaged, particularly during times of calamities or economic downturns.

Under the TUPAD program, beneficiaries are hired to do community-based work such as clean-up drives, beautification projects, and other similar tasks. The program not only provides temporary income to workers but also contributes to the improvement of their communities. Additionally, it helps in building their skills and capacities for future employment opportunities.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All individuals engaged in any business.			
Checklist of Requirements		Where to Secure		
1. Photocopy of ID (1 photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for the said service and logbook personal information	Waiting for the DOLE Region XII for the announcement of the availability of TUPAD	None	2 mins	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
.	Text or call brigade to the applicants of TUPAD.	None	7 months	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
3. Present the said requirements (photocopy of valid ID)	Review and evaluate for approval of the request document.	None	5 mins	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
4. Wait for the text or call before proceeding to the next steps.	Waiting for the (notice to proceed) from the office of DOLE XII and the PESO will conduct an orientation before community work.	None	3 days	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
5. The TUPAD beneficiary will do the community work for 10 days	After 10 days of community work, the office will arrange & check the DTR's and accomplishment reports before	None	10 days	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office

	passing to DOLE XII.			
6. The TUPAD beneficiary will wait again for the release of their salary	After generating the reports, the office of DOLE will transact their salary to RD pawnshop.	None	2 weeks	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
	After all the transaction of their salary, the DOLE XII will schedule for release of their TUPAD salary	None	5 mins	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
	TOTAL:	None	7 mos, 27 days and 12 mins	
End of Transaction				



II. KABUHAYAN

Is a livelihood program launched by the government's Department of Trade and Industry (DTI). The program aims to support micro, small, and medium enterprises (MSMEs) by providing them with access to training, financial assistance, and market opportunities. KABUHAYAN focuses on empowering entrepreneurs, particularly those in underserved communities, by helping them start or expand their businesses.

Aims to promote inclusive economic growth by fostering entrepreneurship, creating employment opportunities, and improving the livelihoods of Filipino communities, especially those in rural or economically disadvantaged areas.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All individuals engaged in any business.			
Checklist of Requirements		Where to Secure		
1. 2x2 ID (2 pcs) 2. Photocopy of valid ID (1 photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for the steps services and logbook personal information	Wait for the DOLE Region XII for the announcement of the availability of Kabuhayan starter kit.	None	2 mins	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
.	Text or call brigade to the applicants of kabuhayan.	None	7 months	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
3. Present the said requirements like ID and 2x2 picture	Profiling – gather all their personal information/validation for qualification of the said program.	None	5 mins	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
4. Wait again for the approval of their application	Posting of Kabuhayan Proposal to DOLE XII and wait for the awarding of cheque for kabuhayan	None	1 month	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
	After awarding, the office will undergo	None	1 month	<i>Municipal PESO Manager</i>

	procurement process includes (PR and bidding)			Municipal Public Employment and Service Office
	The office will conduct orientation with DOLE XII 23 days before the releasing of starter kits. Simple book keeping on how to run business.	None	1 hour	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
	Inspection if items together with DOLE XII and COA	None	1 hour	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
	Releasing of kabuhayan starter kits with DOLE Region XII.	None	1 hour	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
	TOTAL:	None	9 mos., 3 hrs. and 7 mins.	
End of Transaction				



III. SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES)

The Special Program for the Employment of Students (SPES) is intended to help poor but deserving students by means employment.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Students, out of school youth, dependents of displaced workers			
Checklist of Requirements		Where to Secure		
- Duly filled-out SPES Application form - Certificate of indigence or low income - For currently enrolled students in high school: a photocopy of report of grades 2 pcs passport size ID picture with name tag in white background - Additional requirement for out-of-school youth: original copy of certification as OSY in letter head issued by the barangay		- DOLE/PESO - Barangay Hall - Applicant - Applicant - Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to information desk and logbook	Gives logbook to the client	NONE	3 minutes	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
2. Submit Requirements	Receive the documents and check the veracity and give the application form	NONE	1 day	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
3. Returns to scheduled day for interview	Interview the applicant	NONE	4 hours	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
4. Once accepted, the applicant is required to submit additional requirements	Inform the applicant if they are accepted	NONE	2 days	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office

	TOTAL:	None	3 days, 4 hrs. & 3 mins.	
End of Transaction				



IV. ISSUANCE OF SITE VISIT CERTIFICATION

This certification is issued to certify that the OFW applicant is a bona fide resident of the Municipality of Tantaran. It serves as proof of residency and may be used as a supporting document in applying for the Balik Pinas, Balik Hanapbuhay (BPBH) Program and other assistance programs of the Overseas Workers Welfare Administration and Department of Migrant Workers, as well as for other lawful purposes.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Overseas Filipino Workers			
Checklist of Requirements		Where to Secure		
- Duly filled-out Balik Pinas, Balik Hanapbuhay Application form - Valid ID		- OWWA/DMW - Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to information desk and logbook	Gives logbook to the client	NONE	5 minutes	Municipal PESO Manager Municipal Public Employment and Service Office
2. Submit Requirements	Receive the documents and check the veracity	NONE	5 minutes	Municipal PESO Manager Municipal Public Employment and Service Office
	Interview the applicant	NONE	5 minutes	Municipal PESO Manager Municipal Public Employment and Service Office
3. Receive the Certification.	Prepare, sign, and release the Site Visit Certification.	NONE	5 minutes	Municipal PESO Manager Municipal Public Employment and Service Office
	TOTAL:	None	20 minutes	
End of Transaction				



V. ISSUANCE OF PESO REFFERAL CERTIFICATION

The PESO Referral Certification is issued by the Public Employment Service Office (PESO) to formally endorse and refer an applicant who is a resident of the Municipality of Tantaran to a prospective employer for possible employment. It serves as proof that the applicant has sought employment assistance through PESO and is being recommended for consideration based on available job opportunities. This certification is issued to support the applicant's job application and for whatever lawful purpose it may serve.

Office or Division:	Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All individuals engaged in any business.			
Checklist of Requirements		Where to Secure		
- Valid ID - Updated Resume/Biodata - Barangay Certification		- Applicant - Applicant - Barangay Hall		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to information desk and logbook	Gives logbook to the client	NONE	5 minutes	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
2. Submit Requirements	Receive the documents and check the veracity	NONE	5 minutes	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
3. Receive the PESO Referral Certification.	Prepare, sign, and release the PESO Referral Certification.	NONE	5 minutes	<i>Municipal PESO Manager</i> Municipal Public Employment and Service Office
	TOTAL:	None	15 minutes	
End of Transaction				