CITIZEN'S CHARTER

PUBLIC EMPLOYMENT SERVICE OFFICE

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.

Frontline Services Offered:

- ✓ Referral/ Recommendation to PESO for Regular Job Employment
- ✓ Facilitation of Employment (Local / Special Recruitment Activity and Job Fairs)
- ✓ Municipal Assisted Livelihood and Training Programs
- ✓ Special Program for Employment of Students (SPES)
- ✓ Tulong Panghanapbuhay para sa Disadvantaged/Displaced Worker (TUPAD)
- ✓ DOLE Integrated Livelihood Program (DILP)
- ✓ Government Internship Program (GIP)
- ✓ OFW Help Desk
- ✓ PESO Employment Information System (PEIS)
- ✓ Request for Posting of Job Vacancies

Referral/Recommendation to PESO for Regular Job Employment

A letter of referral, also called a letter of recommendation, is a document you may need to provide when applying to a job opportunity.

Office Address	:	Municipality of Calumpit, Bulacan
Contact No.	:	0942-516-2054
Email Address	:	peso.calumpit@yahoo.com
Facebook Page	:	PESO-Calumpit
Frontline Personnel	:	Marie Cris M. Co, PESO Manager April Joy C. Ybañez
Client/s	:	Job Seekers (Male or Female, 18 years old and above), Out of School Youth, Persons with Disabilities, Displaced Workers and Returning OFWs
Requirements	:	Duly Accomplished SRS Form Resume / Bio-data Other Credentials
Schedule	:	Monday to Thursday, 7:00am to 6:00pm
Fee/s	:	None
Duration	:	10 minutes

Referral/Recommendation to PESO for Regular Job Employment

Office or Division:	Public Employment Service Office (PESO)
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	Job Seekers, Out of School Youth, Persons with Disabilities, Displaced Workers and Returning OWFs

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Duly Accomplished SRS Form	PESO Office
Resume/ Bio-data and other credentials	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit PESO office and ask the requirements	1. Present checklist of Requirements	None	2 minutes	*Administrative Aide I PESO Office*
2. Submit all the documents	2. Evaluate the documentary requirements and check the completeness	None	5 minutes	*Administrative Aide I PESO Office*
3. Claims Job Referral/ Recommendation	3. Issuance of Job Referral/ Recommendation	None	3 minutes	*Administrative Aide I PESO Office*
	TOTAL:		**10 minutes**	
END OF TRANSACTION				

Facilitation of Employment

(Local Recruitment Activity and Special Recruitment Activity)

The Facilitation of Employment includes Local Recruitment Activity and Special Recruitment Activity that is exclusively designed for the recruitment of only one requesting company in a day (no fees). Our office will provide employment assistance to job seekers through counselling and referral/recommendation.

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Contact No.	:	0942-516-2054
Email Address	:	peso.calumpit@yahoo.com
Facebook Page	:	PESO-Calumpit
Frontline Personnel	:	Marie Cris M. Co, PESO Manager Mercedita J. Sarondo April Joy C. Ybañez
Client/s	:	Employers/ Overseas Recruitment Agency, Non-Government Organizations Job Seekers (Male or Female, 18 years old and above), Out of School Youth, Persons with Disabilities, Displaced Workers and Returning OWFs
Requirements	:	**For Employers (Job Provider)** ✓ Letter Intent to the Municipal Mayor ✓ Company Profile ✓ BIR Certificate/ Registration (Form 2303) ✓ Business/Mayor's Permit Certificate ✓ DTI/ SEC Registration ✓ DOLE License for Local Private Recruitment and Placement Agency (PRPA) ✓ DMW License for Overseas Recruitment and Placement Agency (RPA) ✓ Job Vacancies (Nature of Job and Workplace) **For Job Seekers** ✓ Resume with picture ✓ Duly Accomplished SRS Form
Schedule	:	Monday to Thursday, 7:00am to 6:00pm
Fee/s	:	None
Duration	:	Employers – 45 minutes to 1 hour Job Seekers – 30 to 45 minutes

Facilitation of Employment
(Local Recruitment Activity and Special Recruitment Activity)

Office or Division:	Public Employment Service Office (PESO)
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen; G2B – Government to Business
Who may avail:	Employers/ Overseas Recruitment Agency, Non-Government Organizations Job Seekers, Out of School Youth, Persons with Disabilities, Displaced Workers and Returning OFWs

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
FOR EMPLOYERS:	
Letter Intent to the Municipal Mayor Company Profile Job Vacancies	Recruitment Agency
BIR Certificate/ Registration (Form 2303)	Recruitment Agency/ Bureau of Internal Revenue (BIR)
Business/Mayor's Permit Certificate	City/ Municipality
DTI/ SEC Registration	Recruitment Agency/ Department of Trade and Industry (DTI)
DOLE License for Local Private Recruitment and Placement Agency (PRPA)	Recruitment Agency/ Department of Labor and Employment (DOLE)
DMW License for Overseas Recruitment and Placement Agency (RPA)	Recruitment Agency/ Department of Migrant Workers (DMW)

FOR EMPLOYERS:				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Signify outsourcing of manpower through phone, e-mail, and personal visit	1. Accommodate perspective employer by phone, e-mail, and personal	None	5 minutes	*Administrative Aide I PESO Office*
2. Submit all the requirements needed	2. Check the completeness of all the documentary requirements	None	5 minutes	*Administrative Aide I PESO Office*
3. Schedule the Local Recruitment Activity or Special Recruitment Activity	2. Post manpower requirements and screen qualified applicants 2.1 Set schedule for LRA or SRA	None None	25 minutes 5 minutes	*Administrative Aide I PESO Office* *Administrative Aide I PESO Office*
4. Accommodate the walk-in or referred applicants	4. Dispatch the applicants	None	10 minutes	*Administrative Aide I PESO Office*
	TOTAL:		**50 minutes**	
END OF TRANSACTION				

FOR JOB SEEKERS:				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Visit PESO office and ask the necessary documents to submit	1. Present checklist of Requirements	None	5 minutes	*Administrative Aide I PESO Office*
2. Submit all the documents	2. Evaluate the documentary requirements 2.1 Do job matching based on skills, competence, and qualification of applicant 2. 2 Notify the applicant to come on the schedule recruitment activity	None None None	5 minutes 5 minutes 3 minutes	*Administrative Aide I PESO Office* *Administrative Aide I PESO Office*
3. Applicant goes on the day of recruitment	3. Facilitate the orderly and conduct the activity 3.1 Provide assistance to the applicant 3.2 Submit Bio-data/ Resume and wait to be interviewed by the recruiter	None None None	10 minutes 3 minutes 5 minutes	*Administrative Aide I PESO Office* *Administrative Aide I PESO Office* *Company/ Recruitment Representative*
4. Wait for the result of the application	4. Inform the applicant of the result of the application	None	48 hours	*Company/ Recruitment Representative*
	TOTAL:		**48 hours and 36 minutes**	
END OF TRANSACTION				

Municipal Assisted Livelihood and Training Programs

Livelihood and training programs seek to improve the state of life of the low-income sector by giving jobs and business chances, health care access, and other forms of assistance. These programs aim to enhance community capacity to address the issues of poverty.

Office Address	:	Municipality of Calumpit, Bulacan
Contact No.	:	0942-516-2054
Email Address	:	peso.calumpit@yahoo.com
Facebook Page	:	Peso Calumpit
Frontline Personnel	:	Marie Cris M. Co, PESO Manager Mercedita J Sarondo April Joy C. Ybañez
Client/s	:	Existing Peoples Organization, Vendors, Persons with Disability, Out of School Youth, Indigent residents of Calumpit
Requirements	:	Personal Appearance Duly Accomplished SRS Form Beneficiary Profile
Schedule	:	Monday to Thursday, 7:00am to 6:00pm
Fee/s	:	None
Duration	:	2 to 3 days

Municipal Assisted Livelihood and Training Programs

Office or Division:	Public Employment Service Office (PESO)
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	Existing Peoples Organization, Vendors, Persons with Disability, Out of School Youth, Indigent residents of Calumpit

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Duly Accomplished SRS Form	PESO Office
Beneficiary Profile	Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply personally to PESO Office	1. Screening and assessment of the beneficiary	None	5 minutes	*Administrative Aide I PESO Office*
2. Attend Skills Training	2. Conduct skills training	None	24 to 48 hours	*Training Representative*
3. Receive Starter Kit	3. Giving of Starter Kit 3.1 Awarding of Certificate	None None	10 minutes 5 minutes	*Administrative Aide I PESO Office* *Municipal Mayor*
	TOTAL:		**1 to 2 days**	
END OF TRANSACTION				

Special Program for Employment of Students (SPES)

The Special Program for Employment of Students (SPES) is DOLE's youth employment-bridging program which aims to provide temporary employment to poor but deserving students, out-of-school youth, and dependents of displaced or would-be displaced workers during summer or Christmas vacation to augment the family's income to help ensure that beneficiaries are able to pursue their education. The employment period shall be twenty (20) working days.

Office Address	:	Municipality of Calumpit, Bulacan
Contact No.	:	0942-516-2054
Email Address	:	peso.calumpit@yahoo.com
Frontline Personnel	:	Marie Cris M. Co, PESO Manager April Joy C. Ybañez
Client/s	:	Students from ages 15 to 30 years old
Requirements	:	Resume Duly Accomplished SPES Application Form Birth Certificate Form 138 or Certificate of Grades Certificate of Indigency Income Tax Return (ITR) of both Parents or Tax Exemption Certificate Recent passport size picture Proof of Enrollment
Schedule	:	Monday to Thursday, 7:00am to 6:00pm (Summer and/or Christmas Vacation)
Fee/s	:	None
Duration	:	Twenty (20) working days

Special Program for Employment of Students (SPES)

Office or Division:	Public Employment Service Office (PESO)
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	Students at least 15 years old but not more than 30 years of age, resident of Calumpit

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Photocopy of Birth Certificate or any document indicating date of birth or age (age must be 15-30 years old)	PSA, Municipal Civil Registrar
Original Copy of Certificate of Indigency	Barangay
Original Copy of Resume with 2x2 picture	Photo Studio
Photocopy of Form 138 or Certificate of Grades and Proof of Enrollment	School Registrar
Additional Requirements • If parents are working, SPES applicant must secure a copy of his/her parent's latest Income Tax Return • If parents are working but doesn't have Income Tax Return parents shall secure a Certificate of Tax Exemption or Affidavit or Certificate of Employment with Compensation • If parents are not working and student is being supported by a relative: relative supporting the child shall secure an affidavit of support and Income Tax Return or Certificate of Employment with Compensation	Bureau of Internal Revenue Employer Law Office/BIR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about SPES program	1. Initial screening and interview of applicants	None	10 minutes	*Administrative Aide I PESO Office*
2. Submits application letter and requirements	2. Receives and reviews letter request and requirements	None	10 minutes	*Administrative Aide I PESO Office*
	2.1 Approves applications	None	5 minutes	*Municipal Mayor*
	2.2 Prepares and post list of qualified applicants	None	8 hours	*Administrative Aide I PESO Office*
3. Attends Orientation program.	3. Conducts Orientation program.	None	4 hours	*Department of Labor and Employment*
	3.1 Administer the signing of the beneficiary to the employment contract	None		*Administrative Aide I PESO Office*
4. Reports to assigned office	4. Supervise hired Students under SPES	None		*Administrative Aide I PESO Office*
5. Submit Daily Time Record (DTR)	5. Collect DTR for Payroll preparation and clearance	None	2 hours	*Administrative Aide I PESO Office*
6. Receives Salary	6. Distribution of Salary	None	20 minutes	*Municipal Mayor* *PESO Manager* *MTO, Cash Division Staff*
	TOTAL:		**14 hours and 45 minutes**	
END OF TRANSACTION				

Tulong Panghanapbuhay para sa Disadvantaged/Displaced Worker (TUPAD)

TUPAD or Tulong Panghanapbuhay sa Ating Disadvantaged/Displaced Workers is a community-based package of assistance that provides emergency employment for displaced workers, underemployed and seasonal workers, for a minimum period of 10 days, but not to exceed a maximum of 30 days, depending on the nature of work to be performed.

Office Address	:	Municipality of Calumpit, Bulacan
Contact No.	:	0942-516-2054
Email Address	:	peso.calumpit@yahoo.com
Frontline Personnel	:	Marie Cris M. Co, PESO Manager Mercedita J Sarondo April Joy C. Ybañez
Client/s	:	Calumpit Residents
Requirements	:	Duly Accomplished SRS Form Proof of Residency Government Issued ID
Schedule	:	Monday to Thursday, 7:00am to 6:00pm
Fee/s	:	None
Processing Time	:	24 – 48 hours
Duration	:	Ten (10) days

Tulong Panghanapbuhay para sa Disadvantaged/Displaced Worker (TUPAD)

Office or Division:	Public Employment Service Office (PESO)
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	Calumpit Residents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished SRS Form	PESO Office
Proof of Residency	Barangay
Government Issued ID	Government Agency

CLIENT STEPS	AGENCY ACTION	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 SRS Form	None	5 minutes	*Administrative Aide I PESO Office*
2. Submit SRS Form and other necessary requirements	2. Verification of requirements submitted by the client/s 2.1 Endorse to the DOLE	None None	10 minutes 5 minutes	*Administrative Aide I PESO Office*
3. Receives email from the Department of Labor and Employment (DOLE)	3. Prepares and post list of qualified applicants 3.1 Contact the qualified applicants	None None	24-48 hours 30 minutes	*Administrative Aide I PESO Office*
	TOTAL:		**48 hours and 50 minutes**	
END OF TRANSACTION				

DOLE INTEGRATED LIVELIHOOD PROGRAM (DILP)

DOLE Integrated Livelihood Program (DILP) or Kabuhayan Program. The DOLE Integrated Livelihood Program, also known as the Kabuhayan Program, is a project designed to uplift the lives of the poor, vulnerable, and marginalized workers in the Philippines.

Office Address	:	Municipality of Calumpit, Bulacan
Contact No.	:	0942-516-2054
Email Address	:	peso.calumpit@yahoo.com
Frontline Personnel	:	Marie Cris M. Co, PESO Manager Mercedita J Sarondo April Joy C. Ybañez
Client/s	:	Calumpit Residents
Requirements	:	Business Action Plan Duly Accomplished DILP form Government Issued ID 1X1 ID picture
Schedule	:	Monday to Thursday, 7:00am to 6:00pm
Fee/s	:	None
Processing Time	:	24 – 48 hours
Duration	:	One (1) day

DOLE INTEGRATED LIVELIHOOD PROGRAM (DILP)

Office or Division:	Public Employment Service Office (PESO)
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	Calumpit Residents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished DILP form	PESO Office
Business Action Plan	PESO Office
Government Issued ID	Government Agency
1X1 ID picture	Printing Shop

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s will fill out the DILP form and Business Action Plan	1. Encoding of information found in the DILP Form	None	5 minutes	*Administrative Aide I PESO Office*
2. Submit DILP Form and the Business Action Plan	2. Verification of requirements submitted by the client/s 2.1 Endorse to the DOLE	None None	10 minutes 5 minutes	*Administrative Aide I PESO Office*
3. Receives email from the Department of Labor and Employment (DOLE)	3. Prepares and post list of qualified applicants 3.1 Contact the qualified applicants	None None	24-48 hours 30 minutes	*Administrative Aide I PESO Office*
	TOTAL:		**48 hours and 50 minutes**	
END OF TRANSACTION				

GOVERNMENT INTERNSHIP PROGRAM (GIP)

The Government Internship Program (GIP) is a government run programme that aims to employ youth. GIP is a 3- 6-month internship opportunity for youth aged 18-30, who are in high school or technical-vocational institutes, college graduates and out-of- school youth to pursue work in the public service sector, both local and national government units. GIP serves as a training ground for future government employees.

Office Address	:	Municipality of Calumpit, Bulacan
Contact No.	:	0942-516-2054
Email Address	:	peso.calumpit@yahoo.com
Frontline Personnel	:	Marie Cris M. Co, PESO Manager April Joy C. Ybañez
Client/s	:	Calumpit Residents
Requirements	:	Duly Accomplished SRS form Government Issued ID Resume Application Letter Barangay Indigency TOR / Diploma 2X2 ID picture with nametag and signature
Schedule	:	Monday to Thursday, 7:00am to 6:00pm
Fee/s	:	None
Processing Time	:	24 – 48 hours
Duration	:	Three (3) to Six (6) months of work

GOVERNMENT INTERNSHIP PROGRAM (GIP)

Office or Division:	Public Employment Service Office (PESO)
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	Calumpit Residents

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished SRS form	PESO Office
Government Issued ID	Government Agency
Resume	Self-made
Application Letter	Self-made
Barangay Indigency	Barangay Hall
TOR / Diploma	School
2x2 ID picture with nametag and signature	Printing Shop

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client/s will fill out the SRS form	1. Encoding of information found in the SRS Form	None	5 minutes	*Administrative Aide I PESO Office*
2. Submit SRS Form, Resume, Application Letter, Barangay Indigency, and TOR / Diploma	2. Verification of requirements submitted by the client/s 2.1 Endorse to the DOLE	None None	10 minutes 5 minutes	*Administrative Aide I PESO Office*
3. Receives email from the Department of Labor and Employment (DOLE)	3. Prepares and post list of qualified applicants 3.1 Contact the qualified applicants	None None	24-48 hours 30 minutes	*Administrative Aide I PESO Office*

	TOTAL:		**48 hours and 50 minutes**	
END OF TRANSACTION				

OFW HELP DESK

Provides assistance to Overseas Filipino Workers (OFWs) by assessing their concerns, providing appropriate information, and facilitating referral or coordination with the Department of Migrant Workers (DMW), Overseas Workers Welfare Administration (OWWA), and other concerned government agencies.

Office Address	:	Municipality of Calumpit, Bulacan
Contact No.	:	0942-516-2054
Email Address	:	peso.calumpit@yahoo.com
Frontline Personnel	:	Marie Cris M. Co, PESO Manager Mercedita J Sarondo
Client/s	:	Calumpit Residents / Overseas Filipino Workers (OFWs)
Requirements	:	Take-in Form Valid ID, relevant documents pertaining to the concern, if available
Schedule	:	Monday to Thursday, 7:00am to 6:00pm
Fee/s	:	None
Processing Time	:	25 minutes, depending on the nature of concern

Office or Division:	Public Employment Service Office (PESO)
Classification:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	Calumpit Residents

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Take-in Form	PESO Office
Government Issued ID	Government Agency
Relevant documents related to the concern, if applicable	Client / Concerned Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client proceeds to the OFW Help Desk and states their concern or inquiry.	1. Receive and assess the client's concern and provide initial information and guidance.	None	5 minutes	*OFW Help Desk Focal Person*
2. Client provides relevant information or documents, if applicable.	2. Verify the information and determine the appropriate office or agency to address the concern.	None	5 minutes	*OFW Help Desk Focal Person*
3. Client receives the appropriate information or referral.	3. Provide the necessary information and, when applicable, coordinate with or refer the client to OWWA, DMW, or other concerned government agencies.	None	10 minutes	*OFW Help Desk Focal Person*
4. Client proceeds to the concerned OWWA/DMW office, if necessary.	4. Advise the client on where and how to seek further assistance from the appropriate office or agency.	None	5 minutes	*OFW Help Desk Focal Person*
	TOTAL:		**25 minutes**	
	END OF TRANSACTION			

Request for Posting of Job Vacancies

A service that allows employers or authorized representatives to request the publication of available job opportunities through PESO. It helps connect qualified jobseekers with legitimate employment opportunities.

Office Address	:	Municipality of Calumpit, Bulacan
Contact No.	:	0942-516-2054
Email Address	:	peso.calumpit@yahoo.com
Facebook Page	:	Peso Calumpit
Frontline Personnel	:	Marie Cris M. Co, PESO Manager April Joy C. Ybañez
Client/s	:	Registered Businesses
Requirements	:	Request Letter List of Job Vacancies Company/Employee ID BIR Certificate of Registration (Form 2303) DTI/SEC Registration Coop. Dev't Authority (CDA) Cert. for Cooperative DOLE License for Local Private Recruitment and Placement Agency (RPA) DMW License for Overseas Recruitment and Placement Agency (RPA) DOLE Registration of Contractors/ Sub-Contractors Business / Mayor's Permit Certificate Company Profile
Schedule	:	Monday to Thursday, 7:00am to 6:00pm
Fee/s	:	None
Duration	:	25 minutes

Request for Posting of Job Vacancies

Office or Division:	Public Employment Service Office (PESO)
Classification:	Simple
Type of Transactions:	G2B – Government to Business
Who may avail:	Registered Business

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter	Business/Company
List of Job Vacancies	Business/Company
Company/Employee ID	Business/Company
BIR Certificate of Registration (Form 2303)	Business/Company
DTI/SEC Registration	Business/Company
Coop. Dev't Authority (CDA) Cert. for Cooperative	Business/Company
DOLE License for Local Private Recruitment and Placement Agency (RPA)	Business/Company
DMW License for Overseas Recruitment and Placement Agency (RPA)	Business/Company
DOLE Registration of Contractors/ Sub-Contractors	Business/Company
Business / Mayor's Permit Certificate	Business/Company
Company Profile	Business/Company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit personally to PESO Office	1. Screening and assessment of the business requirement	None	10 minutes	*Administrative Aide I PESO Office*
2. Wait for the request to be posted on PESO Bulletin Board and Facebook Page	2. Posting of approved Job Vacancies on PESO Bulletin Board and Facebook Page	None	15 minutes	*Administrative Aide I PESO Office*
	TOTAL:		**25 minutes**	
END OF TRANSACTION				

Assistance to Employers to Register to Public Employment Information System (PEIS).

Provides assistance to employers in registering their establishment and submitting job vacancies through the PESO. This service facilitates job matching and the referral of qualified jobseekers through the PEIS.

Office Address	:	Municipality of Calumpit, Bulacan
Contact No.	:	0942-516-2054
Email Address	:	peso.calumpit@yahoo.com
Facebook Page	:	Peso Calumpit
Frontline Personnel	:	Marie Cris M. Co, PESO Manager Mercedita J Sarondo April Joy C. Ybañez
Client/s	:	Registered Businesses
Requirements	:	Duly Accomplished NSRP Form 2 Copy of Business Permit Valid I.D. of the Owner or Representative BIR Certificate of Registration (Form 2303) DTI/SEC Registration Coop. Dev't Authority (CDA) Cert. for Cooperative DOLE License for Local Private Recruitment and Placement Agency (RPA) DOLE Registration of Contractors/ Sub-Contractors DMW License for Overseas Recruitment and Placement Agency (RPA) Company Profile
Schedule	:	Monday to Thursday, 7:00am to 6:00pm
Fee/s	:	None
Duration	:	25 minutes

Assistance to Employers to Register to Public Employment Information System (PEIS)

Office or Division:	Public Employment Service Office (PESO)
Classification:	Simple
Type of Transactions:	G2B – Government to Business
Who may avail:	Registered Business

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished NSRP Form 2	PESO
Copy of Business Permit	Business/Company
Valid I.D. of the Owner or Representative	Business/Company
BIR Certificate of Registration (Form 2303)	Business/Company
DTI/SEC Registration	Business/Company
Coop. Dev't Authority (CDA) Cert. for Cooperative	Business/Company
DOLE License for Local Private Recruitment and Placement Agency (RPA)	Business/Company
DOLE Registration of Contractors/ Sub-Contractors	Business/Company
DMW License for Overseas Recruitment and Placement Agency (RPA)	Business/Company
Company Profile	Business/Company

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the PESO Office and approach staff for assistance and will be give NSRP Form 2	1. PESO will assist client to fill out the NSRP Form 2	None	5 minutes	*Administrative Aide I PESO Office*
2. Register on the client's logbook.	2. PESO will evaluate the authenticity of the document submitted by the client. 2.1. PESO staff will input all the information provided by the client in the PEIS database.	None None	10 minutes 10 minutes	*PESO Manager* *Administrative Aide I PESO Office*
	TOTAL:		**25 minutes**	
END OF TRANSACTION				