



1. Issuance of PESO Endorsement Letter

PESO Endorsement Letter is a printed communication addressed to the company where the applicant is applying containing the latter's address, educational attainment, experience and desired position. Said letter is signed by PESO manager.

Office or Division:	Community Affairs Office/Public Employment Service Office (PESO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Job applicants			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Resume (1 original copy)			Applicant	
Birth Certificate (1 original/certified true copy)			Philippine Statistics Authority/ City Hall, Local Civil Registrar	
Barangay Clearance (1 original/certified true copy)			Barangay Hall (where the applicant reside)	
Diploma/TOR (1 original/certified true copy)			School/College/University	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to information/front desk to present the requirements for evaluation and sign in the PESO Endorsement Logbook and fill-out the National Skills Registry Form.	1.1 Evaluate and check completion of requirements. 1.2 Give the PESO Endorsement logbook and National Skills Registry Form to the client with instruction on how to fill out.	None	10 minutes	PESO Staff

<p>2. Wait while the PESO Endorsement Letter is being prepared and receive the PESO Endorsement Letter and sign in the logbook.</p>	<p>2.1 Prepare the Endorsement Letter.</p> <p>2.2 Have the PESO Manager sign the Endorsement Letter.</p> <p>2.3 Issue the PESO Endorsement Letter to the client.</p> <p>2.4 Give the logbook to the client to affix their signature as proof of receipt</p>	<p>None</p>	<p>10 minutes</p>	<p>PESO Staff and PESO Manager</p>
	<p>TOTAL:</p>		<p>20 minutes</p>	

Submitted by:

EDISON M. JALLORES, JR.

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