

Office or Division:	TOURISM OFFICE			
Classification:	Simple			
Types of Transaction:	Tourist Data Monitoring			
Who may avail:	All client who has Tourism Establishment			
CHECK LIST OF REQUIREMENTS			WHERE TO SECURE	
Logbook			Establishment Proprietor	
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Data	Validation and Consolidation of Data <ul style="list-style-type: none"> • Monthly • Quarterly 	None	Variable	Tourism Information Desk In-charge

VISION AND MISSION

VISION

PESO Malita envision to be the leading catalyst in creating a dynamic and inclusive labor market by empowering job seekers and promoting harmonious partnerships between employers and workers.

MISSION

To resolutely advocate the cause of local labor in subscription to the national government goals and thrusts on human resource development, stability in employment, protection and welfare and the attainment of stable industrial peace.

ORGANIZATIONAL STRUCTURE



HON. BRADLY L. BAUTISTA
Municipal Mayor



STELITO M. JUMARAN
OIC PESO Manager

EMPLOYMENT UNIT

ADMINISTRATIVE UNIT

LIVELIHOOD UNIT


TECH4ED CENTER



ELLA MAE J. DELOS TRAYCO
Employment Focal
Job Order



RONALYN M. ARCAMO
OFW Help Desk Officer
Job Order




LAURENCE D. CABALAR
Disbursing/ Liaison Officer
Job Order



RONEL B. MAHINAY
Admin Support for Payroll/
Inventory
Job Order



RODOLFO JR. S. OTORDOS
Maintenance In-Charge
Job Order



LESTER JR. L. EMPERADOR
Livelihood Focal
Job Order

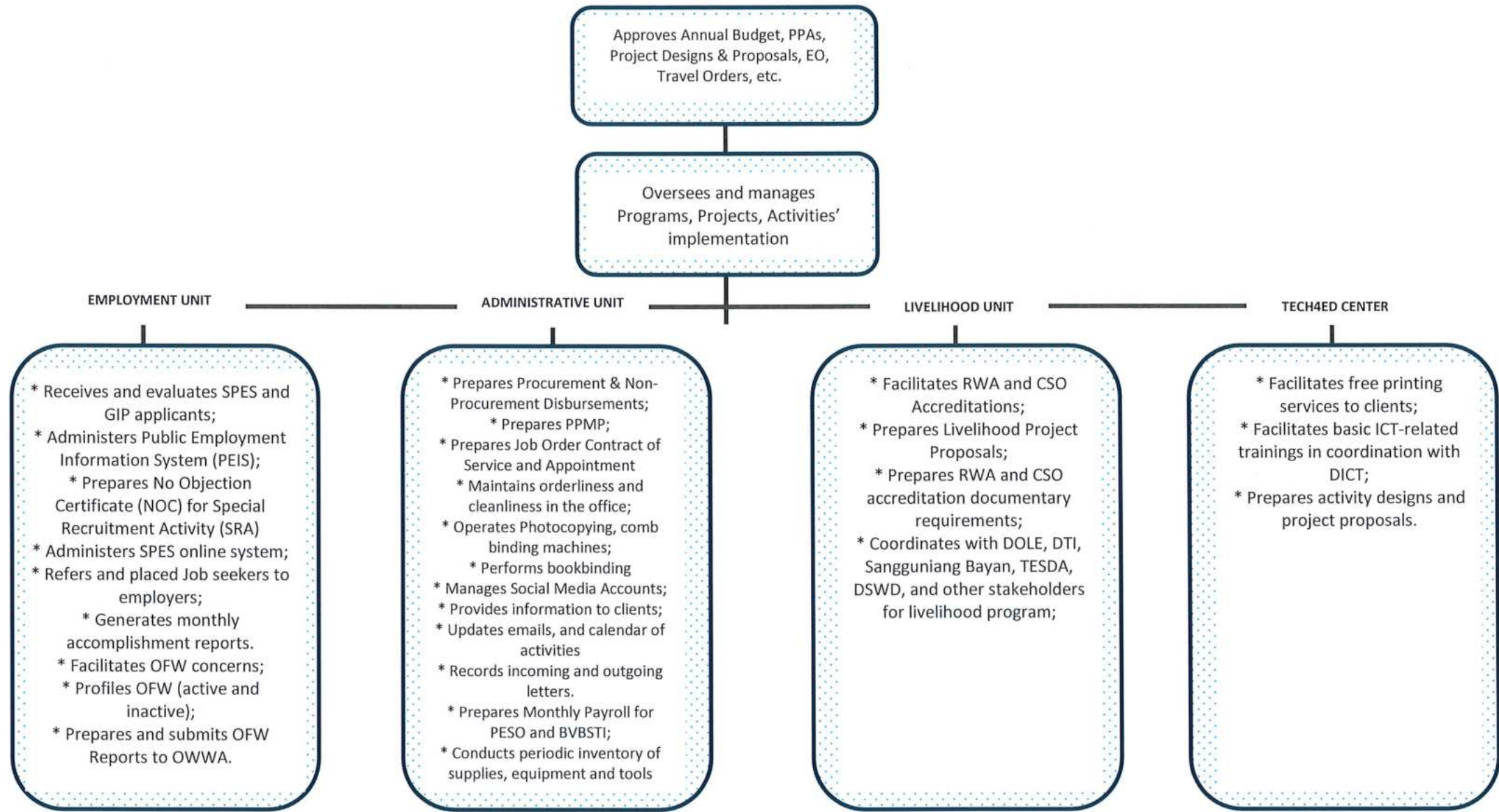


JEFFREY S. ELLO
Tech4ED Center Manager
Job Order



ELLAH GEORGE MARTIN
Information Officer/ Social
Media Manager
GIP

FUNCTIONAL CHART



CITIZEN'S CHARTER

A. Issuance of No Objection Certificate (NOC) for Special Recruitment Activity

Special Recruitment Activity conducted by the licensed recruitment agency/ies for employment overseas in the Municipal PESO or designated venue with proper authority or permit from the Department of Migrant Workers and the Municipal Mayor as well. No Objection Certificate (NOC) is issued to licensed recruitment agency who satisfactorily complied the requirements.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C – Government to Licensed Recruitment Agency
Who may avail:	Licensed Recruitment Agency of Department of Migrant Workers/ POEA within the Philippines
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent stating the proposed schedule address to HON. BRADLY L. BAUTISTA Municipal Mayor THRU: STELITO M. JUMARAN OIC PESO Manager	Applicant
2. DMW/POEA License (Main Office), and/or DMW/POEA Authority to Operate Branch (if Branch) (Certified True Copy)	Department of Migrant Workers/ Philippine Overseas Employment Authority
3. Latest Job Orders (Certified True Copy)	Partner Overseas License Manpower Agency
4. Business Permit (Main and/or Branch) (Photocopy)	Local Government Units (LGUs)
5. Latest Deployment Report (for agencies previously conducted SRA in Malita)	Applicant
6. Affidavit of Undertaking/Letter of appointment for Representative/s duly notarized (original)	Applicant
7. PhilJobNet Registration Certificate (photocopy)	PhilJobNet Website/Department of Labor and Employment
8. NSRP Registration Form 2	Public Employment Service Office/ Department of Labor and Employment website

9. DMW/POEA Authority for SRA in Malita (to be submitted on or before the conduct of SRA)	Department of Migrant Workers/ Philippine Overseas Employment Authority
10. Mayor's Permit (Municipality of Malita) to be submitted on or before the conduct of SRA	Office of the Municipal Mayor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires through call or email on the availability of SRA schedule and process of application	1.1 Provides available schedule and checklist of requirements through call or email	None	5-10 Minutes	Employment Unit
2. Submits the complete requirements through face to face or email	2.1 Verifies/ Checks the submitted documents	None	20 Minutes	Employment Unit
	2.2 Verifies applicant in the DMW website for the validity of license	None	Variable	Employment Unit
	2.3 Prepares No Objection Certificate	None	10-15 Minutes	Employment Unit
	2.4 Approves No Objection Certificate with Dry Seal	None	5-10 Minutes	PESO Manager/OIC
3. Receives No Objection Certificate	3.1 Releases No Objection Certificate through Face-to-Face or email	None	10-20 Minutes	Employment Unit

B. Special Program for Employment of Students (SPES) and Out-of-School Youth

This program is initiated by the Department of Labor and Employment (DOLE) that provides financial assistance to poor but deserving students and out-of-school youth in pursuing their education through employment during summer or Christmas vacations.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<ol style="list-style-type: none"> 1. Students and Out-of-School Youths (OSY) aged 15 to 30 Years Old; 2. Residents of the Municipality of Malita; 3. With passing general weighted average; 4. With combined family net income of not more than the regional poverty threshold for a family of six (6).
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Bio-Data or Resumé	Applicant
2. SPES Application Form	PESO Malita
3. Birth Certificate (clear photocopy)	Philippine Statistics Authority/ Municipal Civil Registrar Office
4. Latest copy of Grades (certified true copy)	School last attended
5. Picture, Passport size (2 pcs.) in high quality	Applicant
6. Electronic Signature (3 specimen in bond paper)	Applicant
7. Certificate of Indigency (original copies)	Office of the Punong Barangay and Office of the Municipal Social Welfare and Development
8. If OSY, Certificate of OSY	Office of the Punong Barangay and Office of the Municipal Social Welfare and Development
9. Insurance	Any Social Services Provider
10. Salaysay (Personal Narrative) in video or written form	Applicant
11. SPES Contract	PESO Malita
12. Daily Time Record (Payroll Processing)-original	PESO Malita
13. Cedula or Community Tax Certificate (Photocopy)	Office of the Barangay Treasurer/ Office of the Municipal Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register and uploads scanned requirements through accessing the google form created by the PESO	1.1 Posts the google form link in social media accounts for information and dissemination	None	5-10 Minutes	Employment Unit
	1.2 Evaluates applicants uploaded requirements	None	Variable	Employment Unit
2. Receives notice of acceptance through text, call or email	2.1 Informs successful applicants with the schedule of orientation and other necessary information	None	5-10 Minutes	Employment Unit
3. Attends the SPES Orientation	3.1 Conducts SPES Orientation	None	Variable	Stelito M. Jumaran/ DOLE XI Davao Occidental Field Office Representative
4. Attend daily attendance to assigned office	4.1 Deploys SPES-Workers to assigned office/work stations	None	Variable	Employment Unit
5. Submits requirements for processing of the 60% salary for LGU	5.1 Evaluates submitted requirements	None	Variable	Administrative Unit
	5.2 Prepares payroll and disbursements	None	Variable	Administrative Unit
6. Receives 60% salary from LGU and signs payroll	6.1 Informs release of salary	None	Variable	Employment Unit
	6.2 Releases 60% salary	None	Variable	Office of the Municipal Treasurer

7. Inquires and receives 40% Salary from DOLE and signs payroll	7.1 Submits signed 60% salary payroll to DOLE	None	Variable	Employment Unit
	7.2 Processes 40% SPES Salaries	None	Variable	DOLE XI
	7.3 Informs release of 40% Salary from DOLE	None	Variable	Employment Unit
	7.4 Releases 40% salary	None	Variable	DOLE Davao Occidental Field Office

C. Government Internship Program Application

This program is initiated by the Department of Labor and Employment (DOLE) that provides opportunities to young workers and demonstrate their talents in the field of public service and help them gain real work experiences.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	1. Residents of the Municipality of Malita aged 18 to 30 years old; 2. Atleast Senior High School Graduate.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Bio-Data or Resumé	Applicant
2. Application Letter address to: REGIONAL DIRECTOR DOLE REGIONAL OFFICE NO. XI DAVAO CITY THRU : PROVINCIAL HEAD DOLE DAVAO OCCIDENTAL FIELD OFFICE MALITA, DAVAO OCCIDENTAL	Applicant
3. Birth Certificate (clear photocopy)	Philippine Statistics Authority/ Municipal Civil Registrar Office
4. School Credentials (TOR or Form 137)	School last attended
5. Insurance (to be submitted once qualified)	Any Social Services Provider

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries about Government Internship Program	1.1 Provides information and list of requirements	None	5-10 Minutes	Employment Unit
2. Submits requirements	2.1 Evaluates applicants requirements	None	Variable	Employment Unit
3. Receives notice of acceptance through text, call or email	3.1 Informs successful applicants with the schedule of orientation and other necessary information	None	5-10 Minutes	Employment Unit
4. Attends the GIP Orientation	4.1 Conducts GIP Orientation	None	Variable	DOLE XI Davao Occidental Field Office
5. Attend daily attendance to assigned office	5.1 Deploys GIP-Workers to assigned office/work stations	None	Variable	Employment Unit
6. Submits signed Daily Time Record and Accomplishment Reports	6.1 Evaluates submitted requirements	None	Variable	DOLE XI Davao Occidental Field Office
	6.2 Processes salary	None	Variable	DOLE XI/ DOLE Davao Occidental Field Office
7. Receives salary	7.1 Informs release of salary	None	Variable	Employment Unit

D. Employment Facilitation

This program provides services to all citizens/constituents with employment opportunities through job matching and referrals to companies/employers both local and overseas.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	1. Residents of the Municipality of Malita aged 18 above;
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Bio-Data or Resumé	Applicant
2. NSRP Form 1	Employment Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries about job opportunities	1.1 Provides information and NSRP form 1	None	5-10 Minutes	Employment Unit
2. Fills up and submits requirements	2.1 Evaluates applicants NSRP Form 1 and requirements	None	Variable	Employment Unit
	2.2 Encodes data in PESO Employment Information System (PEIS) Online System	None	Variable	Employment Unit
3. Receives referral letter and signs in the record book	3.1 Refers to company/ employer and matches job and applicants' qualifications	None	Variable	Employment Unit
	3.2 Prepares and releases referral letter	None	5-10 Minutes	Employment Unit

E. Migrant/Overseas Filipino Workers' Help Desk

This program provides assistance and services to Overseas Filipino Workers (OFWs) and their families in the facilitation of their availment to local and national government agencies.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	OFW and their Families who are residents of the Municipality of Malita.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. NSRP Form 1 or Profiling Form	Employment Unit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries about programs and services and opportunities for OFW and its Families	1.1 Provides information and NSRP form 1 or profiles OFW and its Families	None	Variable	Employment Unit
2. Fills up and submits requirements	2.1 Evaluates applicants NSRP Form 1 and requirements	None	Variable	Employment Unit
	2.2 Encodes data in PESO Employment Information System (PEIS) Online System	None	Variable	Employment Unit
3. Receives referral letter and signs in the record book	3.1 Refers to appropriate local and national government concerned or as needed	None	Variable	Employment Unit
	3.2 Prepares and releases referral letter	None	5-10 Minutes	Employment Unit

F. Facilitation of Registration and Accreditation of Worker's Association

This program provides services to all worker's association in the facilitation and preparation of their documentary requirements of the registration and accreditation with local and national government agencies.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	1. Worker's Association in the Municipality of Malita.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Constitution and Bylaws	Department of Labor and Employment
2. Minutes of Meeting	Applicant
3. List of Officers and Members	Applicant
4. Other requirements, required by the agency	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries about Registration and Accreditation of Worker's Association	1.1 Provides information on the process of the registration and accreditation of workers' association	None	5-10 Minutes	Livelihood Unit
2. Provides necessary data and submits letter of request for the conduct of orientation	2.1 Provides checklist of requirements and forms for the registration and accreditation	None	Variable	Livelihood Unit
	2.2 Prepares and submits request for the conduct of orientation on	None	Variable	Livelihood Unit

	registration of worker's association			
3. Prepares documentary requirements and submits to DOLE	3.1 Assists in the evaluation of submitted documents	None	Variable	Livelihood Unit
	3.2 Evaluates submitted documents	None	Variable	DOLE XI Davao Occidental Field Office

G. Facilitation of the Tech4ED Center Clients

This program provides services to all citizens for the free use of computer units with internet connectivity and free printing of research projects and other documents or project requirements.

Office or Division:	Office of the Public Employment Service
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Students, Jobseekers, Teachers, Government Workers, etc.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. None	Not Applicable

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registers in the logbook	1.1 Provides orientation on rules and policies in the use of facilities	None	5-10 Minutes	Tech4ED Center
2. Uses Tech4ED facilities	2.1 Facilitates the clients' concerns on the use of facilities	None	Variable	Tech4ED Center
3. Fills up and submit Customer Satisfaction Feedback Form	3.1 Collects and summarizes Customer Satisfaction Feedback Forms	None	Variable	Tech4ED Center