



**OFFICE OF THE PUBLIC EMPLOYMENT  
SERVICES OFFICE**

**LIVELIHOOD AND EMPLOYMENT REFERRALS**

<b>Office or Division:</b>	Public Employment Services Office (PESO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	Residents of Albuerca and other Municipalities/Cities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Police Clearance (1 photocopy) 2. Health Certificate (1 original) 3. Community Tax Certificate (1 photocopy) 4. Referral, if outside Albuerca, Leyte		PNP Rural Health Unit Treasurer's Office PESO Office where he/she resides		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log book	1. Give the Log book to the Client	None	1 minute	Joseph Michael C. Manatad <i>PESO Staff</i>
2. Submit the required documents to the PESO Staff for initial assessment and verification	2. Receive the required documents and check for completeness	None	2 minutes	Joseph Michael C. Manatad <i>PESO Staff</i> Mary Amber C. Barte <i>PESO Staff - AA III</i>
3. Fill up Client Assistance Form, Application Form and NSRP Form	3. Give the Client Application Form and NSRP Form 3.1. Check for Completeness of filled-up form.	None	8 minutes	Joseph Michael C. Manatad <i>PESO Staff</i> Mary Amber C. Barte <i>PESO Staff - AA III</i>
4. Issuance of Referral	4. Issue the Referral to the Client	None	4 minutes	Francisco Martin D. Sarsonas, Jr. <i>PESO Manager</i> Mary Amber C. Barte <i>PESO Staff - AA III</i>

