

NATIONAL HOUSING AUTHORITY

AUXILIARY SERVICE: JOB REFERRAL AND PLACEMENT

CLIENTS: Members of Awardee-Families in NHA- Administered Resettlement Projects

REQUIREMENTS:

1. Biodata/Resumé
2. Barangay Certificate/Clearance
3. Community Tax Certificate
4. NBI/Police Clearance
5. Certificate of Employment from last or current employer
6. TESDA Certificate of Competency (if required)
7. NHA Certification
8. ID pictures (1x1 and 2x2) two copies each

FEES: None

SCHEDULE OF AVAILABILITY OF SERVICE: Monday to Friday, 8 A.M. to 5 P.M. and Weekends as Scheduled

Step	Client	Agency Activity/Action	Person/Unit Responsible	Location of Office	Transaction Period	
					Duration of Activity	Day
1	Accomplishes PESO Registration Form	Reviews accomplished form and interviews applicant	Livelihood Staff	Project Office	30 minutes	Day 1
2	Attends the Pre-Employment Orientation Seminar (PEOS)	Facilitates conduct of Pre-Employment Orientation Seminar (PEOS) in tie-up with Public Employment Service Office (PESO)	Livelihood Staff	As designated	1 day	Day 2

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3	Submits complete documentary requirements to Project Office on designated day	1. Reviews documents	Livelihood Staff	Project Office	30 minutes	} Day 3
		2. Endorses qualified applicants and documents to DOLE-PESO	Livelihood Staff	Project Office	15 minutes	
		3. Notifies applicants in writing of schedule of job interview as information is provided	Livelihood Staff	Project Office	1 day	Day 4