



## COMMUNITY SUPPORT SERVICES DEPARTMENT

### External Services

<b>1. JOB REFERRAL AND PLACEMENT</b>					
Linkage / tie up with PESO-DOLE re: available manpower requirement of companies to match with the existing skills acquired/possessed by relocatees/NHA beneficiaries based on the results of skills registration					
<b>Office or Division:</b>		Community Support Services Department - Socio-Economic Development Division			
<b>Classification:</b>		Simple			
<b>Type of Transaction:</b>		G2C			
<b>Who may avail:</b>		Awardees and Members of Awardee-Families in NHA- Administered Resettlement Projects			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
Biodata/Resumé (1 original copy)			Beneficiary-applicant		
Barangay Certificate/Clearance (1 original, 1 photocopy)			Secretary's Office- Barangay Hall		
Valid / Current Government Issued ID (2 original and 1 photocopy each)			BIR, Post Office, DFA, PSA, SSS, GSIS, PAG-IBIG offices		
NBI/Police Clearance (1 original, 1 photocopy)			NBI / Police stations		
Certificate of Employment from previous or current employer (1 original, 1 photocopy)			Previous employer of the beneficiary-applicant		
TESDA Certificate of Competency (if required) (1 original, 1 photocopy)			TESDA Office or any accredited TESDA school		
NHA Certification (1 original, 1 photocopy)			NHA Project Office		
ID pictures (1x1 and 2x2 - two copies each)			Beneficiary-applicant		
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1</b>	Accomplishes PESO Registration Form	1.1 Reviews accomplished form and interviews applicant	None	30 minutes	Community Support Services Officer- Community Support Services Unit



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Attends the Pre-Employment Orientation Seminar (PEOS)	2.1 Facilitates conduct of Pre-Employment Orientation Seminar (PEOS) in tie-up with Public Employment Service Office (PESO)	None	4 hours	Community Support Services Officer-Community Support Services Unit
3	Submits complete documentary requirements to Project Office on designated day	3.1 Reviews documents	None	30 minutes	Community Support Services Officer-Community Support Services Unit
		3.2 Endorses qualified applicants and documents to DOLE-PESO and other companies in need of human resources (manpower)	None	15 minutes	
		3.3 Notifies applicants schedule of job interview	None	15 minutes	
		<b>TOTAL</b>	<b>None</b>	<b>5 hours 30 minutes</b>	