



**OFFICE OF THE MUNICIPAL MAYOR:  
PUBLIC EMPLOYMENT SERVICES OFFICE  
(PESO)**

**External Services**



#### 4. Issuance of No Objection Certificate (NOC) for Special Recruitment Activity (SRA).

This is given to employers who wish to conduct interviews of onsite/walk in applicants.

<b>Office or Division</b>	Public Employment Services Office (PESO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Client			
<b>Who may avail:</b>	Agencies/Companies			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request addressed to LCE through PESO indicating the date or dates of SRA		Requesting Agency		
2. Job orders approved by POEA, Company Profile, Valid Agency License and Business Permit		Requesting Agency		
3. Mayor's Permit		Office of the Mun. Administrator (OMAD)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>EMAILED REQUEST FOR SRA</b>				
1. Send letter request through email.	1.1 Print the letter	None	30 seconds	PESO Manager Designate
	1.2 Verify docs & availability date for SRA.	None	1 minute	
	1.3 Evaluation/ Verification of attached docs/date availability.	None	2 minutes	
	1.4 Preparation of Objection or No Objection Certificate (NOC)	None	2 minutes	
	1.5 Electronic forwarding of Objection or No Objection Certificate (NOC) to the requesting party.	None	30 seconds	
<b>TOTAL:</b>		<b>None</b>	<b>6 minutes</b>	



<b>HAND CARRIED REQUEST FOR SRA</b>				
1. Receiving/Recording of Request	1.1 Verify docs & Availability date for SRA.	None	30 seconds	PESO Manager Designate
	1.2 Evaluation/ Verification of attached docs/date availability.	None	1 minute	
	1.3 Preparation of Objection or No Objection Certificate (NOC)	None	2 minutes	
2. Secure Mayor's Permit fee at OMT/OMAD and return the receipt at PESO	2.1 Issuance of Permit	320.00	2 minutes	Treasurer's Office/Mayor's Office
3. Return to PESO Office to claim the No Objection Certificate (NOC)	3.1 Issue the No Objection Certificate to the client	None	30 seconds	PESO Manager Designate
<b>TOTAL:</b>		<b>320.00</b>	<b>6 minutes</b>	



## 5. OFW Assistance

This extends help to individuals in connection to Repatriation, Maltreatment, Abuse or Death of an OFW.

<b>Office or Division:</b>	Public Employment Services Office (PESO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Client			
<b>Who may avail:</b>	Any OFW of the municipality.			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Case Intake Sheet Form (CISF)		PESO		
2. Copy of OFW Contract, Passport and other documents (if any)		Client / NOK (Next of Kin)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Case Intake Sheet Form	1.1 Interview client/next of kin and accomplish CISF	None	5 minutes	PESO Manager Designate
	1.2 Gather/assess evidences.	None	5 minutes	
	1.3 Process request for repatriation.	None	3 minutes	
	1.4 E-mail CISF to OWWA R06	None	2 minutes	
2. Wait for notice of approval/updates for OWWA action	2.1 Regular follow-up to OWWA	None	Daily, or depending on OWWA notification/instructions	PESO Manager Designate
	2.2 Update/notify next of kin for updates.	None		
<b>TOTAL:</b>		<b>None</b>	<b>15 minutes</b>	