



9. Career Guidance and Employment Coaching

The Public Employment Service Office (PESO) provides career guidance to private and public high schools and pre-employment orientation seminars to private and public colleges and universities as employment facilitation inter mediation services for the youth to provide them relevant information that could guide them in making informed career choices.

Office or Division:	Office of the Provincial Public Employment Service Manager /Labor Market Information (LMI) Division
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Guidance counselors/designates, school principals/administrators, advisers, Grade 9 & 10 junior high school students, Grade 11 & 12 senior high school students and college graduating students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of request addressed to Provincial PESO Manager	Requesting school/guidance counselor
Programme of activities	Requesting school/guidance counselor
Attendance sheets of student participants	Requesting school/guidance counselor
Certificates for resource speaker/s	Requesting school/guidance counselor
<u>For SHS only:</u>	
List of tracks and strands offered by requesting school	Requesting school/guidance counselor



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>For walk-in clients: 1. Inquires at the front desk, signs on the Visitors' Logsheet and submits the letter of request and programme of activities</p> <p>For online clients: 1. Send a request for a resource speaker through email at peso@bataan.gov.ph</p>	<p>For walk-in clients: 1. Receives the client and the letter of request and verifies the details on the request</p> <p>For online clients: 1. Acknowledges the email/request and review and verifies the details on the request</p>	NONE	5 minutes	Administrative Aide IV/ Computer Operator II Training and Counseling Division
<p>2. For walk-in and online clients: Confirms the following important details: date, venue, schedule/ programme, target audience, tracks and strands, etc.</p>	2. Confirms the attendance of the PESO and provide the names and designations of the PESO resource speakers	NONE	5 minutes	Labor and Employment Officer II/ Senior Labor and Employment Officer Training and Counseling Division
3. Gathers the students at venue and prepares the necessary equipment (e.g. laptop, projector, etc.)	3. Conducts and facilitates the career guidance activity	NONE	3 hours	Labor and Employment Officer II/ Senior Labor and Employment Officer Training and Counseling Division
4. Submits the attendance sheet/s and awards certificates to speakers	4. Receives the attendance sheet/s and certificate/s for report purposes	NONE	5 minutes	Administrative Aide IV Training and Counseling Division
TOTAL:		None	3 hours, 15 minutes	