



2. Job Vacancy Solicitation and Posting

The Public Employment Service Office (PESO) encourages employers to submit on a regular basis a list of job vacancies in their respective establishments in order to facilitate the exchange of labor market information between job seekers and employers by providing employment information services to job seekers, both for local and overseas employment, and recruitment assistance to employers

Office or Division:	Office of the Provincial Public Employment Service Manager /Labor Market Information (LMI) Division
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	Local businesses, companies and establishments and local and overseas recruitment agencies with active job vacancies



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>For employers requesting for the first time:</u> <i>Letter of intent (1 original or 1 electronic copy)</i>	Company requesting for job posting
Company profile	Company requesting for job posting
Business & DOLE permit/s (1 photocopy or 1 electronic copy)	Mayor's Office/Department of Labor and Employment (DOLE)
TIN (1 photocopy or 1 electronic copy)	Bureau of Internal Revenue (BIR)
Job vacancy/ies with complete qualifications and requirements, number of needed manpower & closing date (in MS Word format)	Company requesting for job posting
Contact person with designation & contact number and email address	Company requesting for job posting
<u>For employers requesting regularly</u>	
Job vacancy/ies with complete qualifications and requirements, number of needed manpower & closing date (in MS Word format)	Company requesting for job posting
Contact person with designation & contact number and email address	Company requesting for job posting

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
<u>For walk-in clients:</u> 1. Inquires at the front desk and signs on the Visitors' Logsheet <u>For online clients:</u> 1. Sends a request for job posting through email at peso@bataan.gov.ph	<u>For walk-in clients:</u> 1. Receives the client and determines if the establishment/client is requesting for the first time or not based on the registry of employers <u>For online clients:</u> 1. Acknowledges the email/request and determines if the establishment/client is requesting for the first time or not based on the registry of employers ➤ If first time, asks for the list of requirements listed above ➤ If not, proceeds to Step 2	NONE	5 minutes	Computer Operator III/ Administrative Aide IV Labor Market Information Division
<u>2. For walk-in and online clients:</u> <i>Submits the complete set of requirements listed above</i>	2. Receives the submitted documents, checks the validity of the requirements and reviews the details of the job vacancy	NONE	10 minutes	Computer Operator III/ Administrative Aide IV Labor Market Information Division



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
3. NONE	3. Posts the job vacancy/ies with complete qualifications and requirements, number of needed manpower & closing date on the official Facebook account of PESO (PESO Capitol Bataan)	NONE	15 minutes	<i>Computer Operator II/ Administrative Aide IV</i> Labor Market Information Division
4. Reviews and confirms the posted job vacancy online at the official Facebook account of PESO (PESO Capitol Bataan)	4. Advises/encourages the client to submit on a regular basis lists of job vacancies in their establishment	NONE	2 minutes	<i>Computer Operator II/ Administrative Aide IV</i> Labor Market Information Division
TOTAL:		None	32 minutes	