



5. Local and Special Recruitment Activities

Local Recruitment Activity (LRA) is exclusively designed for the recruitment of only one requesting local company without any fee while the Special Recruitment Activity (SRA) is for the recruitment of overseas agencies to be deployed abroad. PESO provides a venue for the recruitment activity and shall help with the facilitation and invitation of applicants.

Office or Division:	Office of the Provincial Public Employment Service Manager /Referral and Placement Division
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Local and overseas recruitment agencies/employers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>For local recruitment agencies:</u>	
Letter of request with specified date and venue of the recruitment activity addressed to PESO Manager (1 original copy or 1 electronic copy)	Recruitment agency/client
Terminal Report (1 photocopy)	PESO
<u>For overseas recruitment agencies:</u>	
Letter of request with specified date and venue of the recruitment activity addressed to PESO Manager (1 original copy or 1 electronic copy)	Recruitment agency/client
Certificate of accreditation and confirmed and authenticated job vacancy from principal employer abroad	Department of Migrant Workers (DMW)
No Objection Certificate (NOC) (1 original copy)	PESO
Terminal Report (1 photocopy)	PESO

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>For walk-in clients:</u> 1. Inquires at the front desk, signs on the Visitors' Logsheets and submits the letter of intent and other requirements listed above <u>For online clients:</u> 1. Sends a letter of intent and other requirements listed above to conduct an LRA/ SRA through email at peso@bataan.gov.ph	<u>For walk-in clients:</u> 1. Receives the client and the letter of intent, reviews and validates submitted requirements <u>For online clients:</u> 1. Acknowledges the email/request and reviews and validates submitted requirements	NONE	20 minutes	Bookbinder III/ Senior Administrative Assistant Referral and Placement Division



CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
NONE	2. Endorses to PESO Manager for approval and issuance of the (NOC) No Objection Certificate (for SRAs only). ➤ If approved, notifies the requesting agency via email with the approved date of the LRA/SRA	NONE	15 minutes	<i>Senior Administrative Assistant Provincial PESO Manager Referral and Placement Division</i>
3. Receives the NOC (for SRAs only) and provide promotional materials for information dissemination (e.g. posters, tarpaulins, flyers)	3. Receives promotional materials and posts job vacancies/order on the official PESO Facebook account/page and assists in other information dissemination strategies	NONE	7 days	<i>Reproduction Machine Operator II, Bookbinder II Referral and Placement Division</i>
4. Conducts the LRA/SRA proper	4. Facilitates and supervises the conduct of the LRA/SRA	NONE	6 hours	<i>Bookbinder III Senior Administrative Assistant Referral and</i>
5. Submits Terminal Report to indicate the status of the application of each job seeker	5. Receives Terminal Report for monitoring, follow-up and report purposes	NONE	30 minutes	<i>Senior Administrative Assistant Computer Operator III Referral and Placement Division</i>
TOTAL:		None	7 days, 7 hours, 5 minutes	