



3. Referral and Placement

The PESO shall provide referral and placement services for local and overseas as well as private and public employment in accordance with existing policies, rules and regulations. Referral is a process of directing pre-screened jobseekers to employers with vacancies matching their qualifications, while placement is the result of a successful referral.

Office or Division:	Office of the Provincial Public Employment Service Manager /Referral and Placement Division
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen; G2B - Government to Business
Who may avail:	All active job applicants seeking local or overseas employment at least 18 years old

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume/Personal Data Sheet (PDS) with 2x2 picture (1 original copy)		Applicant/Client		
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 Job Seekers' Logsheet (separate sheet for male and female)</p> <p>For online clients: 1. Sends a request for referral through email at peso@bataan.gov.ph</p>	<p>For walk-in clients: 1. Receives the client and determines if the job seeker has registered or not</p> <p>For online clients: 1. Acknowledges the email/request and determines if the job seeker has registered or not ➤ If not, follows the steps for Job Seeker Registration first. Once registered, then proceed to Step 2 ➤ If yes, proceeds to Step 2</p>	NONE	2 minutes	Bookbinder III/ Clerk II Labor Market Information Division



2. For walk-in and online clients: Submits the complete set of requirements listed above and attends/participates in the preliminary screening/matching process	2. Receives the submitted documents and performs preliminary screening/matching process	NONE	20 minutes	<i>Clerk II</i> <i>Clerk II</i> Senior Labor and Employment Officer
3. NONE	3. Determines which PESO service should be provided ➤ If the client is not prepared to apply to a job vacancy or is not yet occupationally set, refers to the Training and Counseling Division ➤ If the client is interested in livelihood programs, not in training programs or local and overseas jobs, refers to the Special Projects Division ➤ If the client is occupationally set, offers active job vacancies that matches client's skills	NONE	5-10 minutes	<i>Clerk II</i> Referral and Placement Division
4. Accepts the referral to the Division/employer/establishment/agency	4. Refers the qualified applicant to the employer/establishment/agency via email	NONE	5 minutes	<i>Computer Operator III</i> Referral and Placement Division
5. Updates PESO on the status of application on own accord	5. Files for monitoring/follow-up and updates on the status of application for report purposes	NONE	7 days	<i>Computer Operator III</i> Referral and Placement Division
TOTAL:		None	7 days, 37 minutes	