



## 1. PAGKUHA NG MAYOR'S CLEARANCE

Clearance o working permit upang makapagsimulang magtrabaho ang mga bagong tanggap na empleyado ng kumpanya o ahensya.

<b>Office or Division:</b>	PUBLIC EMPLOYMENT SERVICE OFFICE
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizens (G2C)
<b>Who may avail:</b>	Bagong tanggap na empleyado ng kumpanya o ahensya sa Bayan ng Guiguinto, Bulacan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Official Receipt (OR) - Orihinal na Kopya ng resibo	Window 4 ng Treasurer's Office sa Munisipyo ng Guiguinto
2. NBI o Police Clearance (1 Kopya)	Police station kung saan nakatira ang aplikante o sa pinakamalapit na tanggapan ng NBI.
3. Health Card/ ID (1 Kopya)	Municipal Rural Health Unit I
4. Valid ID (1 Kopya)	Aplikanteng kukuha ng Mayor's Clearance
Dagdag na kailangang ipasa kung ang kukuha ay may edad na 17 taong gulang pababa: 5. Parental Consent 6. Birth Certificate o Baptismal Certificate 7. Valid ng Magulang o Guardian	5. Sa Magulang o Guardian ng magtatrabaho 6. Sa Municipal Civil Registrar's Office kung saan ipinanganak ang magtatrabaho o sa tanggapan ng Philippine Statistics Office (PSA) 7. Sa Magulang o Guardian ng magtatrabaho

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga kailangang dokumento.	1. Tanggapin at suriin ang mga pinasang dokumento.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
2. Sagutan ang PESO Employment Information System form.	2. Ibigay ang PESO Employment Information System form sa aplikante.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
3. Ipasa ang nasagutang form.	3. Tanggapin ang nasagutang form mula sa aplikante at suriing mabuti kung kumpleto ang datos.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
	3.1 Interviewhin ang aplikante upang makuha ang mga datos na kailangan sa paggawa ng Mayor's Clearance.	Wala	3 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office





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	3.2 Gawin ang Mayor's Clearance.	Wala	4 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
	3.3 Iprint ang Mayor's Clearance.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
4. Lagdaan at lagyan ng thumb mark ang Mayor's Clearance.	4. Palagdaan at palagyan ng thumb mark ang ginawang Mayor's Clearance sa aplikante.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
	4.1 Palagdaan sa PESO Manager o Labor and Employment Officer I ang ginawang Mayor's Clearance.	Wala	2 minuto	Clerk Public Employment Service Office  Labor and Employment Officer I Public Employment Service Office  PESO Manager Public Employment Service Office
5. Tanggapin ang Mayor's Clearance at dalhin ito sa tanggapan ng Mayor's Office upang malagdaan.	5. Ibigay ang Mayor's Clearance sa aplikante at papuntahin ito sa tanggapan ng Mayor's Office upang malagdaan ng Punong Bayan ang Mayor's Clearance.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
6. Tanggapin ang Mayor's Clearance.	6. Lalagdaan ng Punong Bayan ang Mayor's Clearance at ibigay sa aplikante.	Wala	2 minuto	Punong Bayan
<b>TOTAL</b>		<b>Wala</b>	<b>23 minuto</b>	





## 2. PAGKUHA NG OCCUPATIONAL PERMIT

Clearance o working permit upang makapagsimulang magtrabaho ang mga bagong tanggap na empleyado ng kumpanya o ahensya.

<b>Office or Division:</b>	PUBLIC EMPLOYMENT SERVICE OFFICE
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizens (G2C)
<b>Who may avail:</b>	Bagong tanggap na empleyado ng kumpanya o ahensya sa Bayan ng Guiguinto, Bulacan

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Official Receipt (OR) - Orihinal na Kopya ng resibo	Window 4 ng Treasurer's Office sa Munisipyo ng Guiguinto
2. NBI o Police Clearance (1 Kopya)	Police station kung saan nakatira ang aplikante o sa pinakamalapit na tanggapan ng NBI.
3. Health Card/ ID (1 Kopya)	Municipal Rural Health Unit I
4. Valid ID (1 Kopya)	Aplikanteng kukuha ng Occupational Permit
Dagdag na kailangang ipasa kung ang kukuha ay may edad na 17 taong gulang pababa: 5. Parental Consent 6. Birth Certificate o Baptismal Certificate 7. Valid ng Magulang o Guardian	5. Sa Magulang o Guardian ng magtatrabaho 6. Sa Municipal Civil Registrar's Office kung saan ipinanganak ang magtatrabaho o sa tanggapan ng Philippine Statistics Office (PSA) 7. Sa Magulang o Guardian ng magtatrabaho

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga kailangang dokumento.	1. Tanggapin at suriin ang mga pinasang dokumento.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
2. Sagutan ang PESO Employment Information System form.	2. Ibigay ang PESO Employment Information System form sa aplikante.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
3. Ipasa ang nasagutang form.	3. Tanggapin ang nasagutang form mula sa aplikante at suriing mabuti kung kumpleto ang datos.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office





## 2. PAGKUHA NG OCCUPATIONAL PERMIT

	3.1 Interviewhin ang aplikante upang makuha ang mga datos na kailangan sa paggawa ng Occupational Permit.	Wala	3 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
	3.2 Gawin ang Occupational Permit.	Wala	4 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
	3.3 Iprint ang Occupational Permit.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
	3.4 Palagdaan sa PESO Manager o Labor and Employment Officer I ang ginawang Occupational Permit.	Wala	2 minuto	Clerk Public Employment Service Office  Labor and Employment Officer I Public Employment Service Office  PESO Manager Public Employment Service Office
4. Tanggapin ang Occupational Permit at dalhin ito sa tanggapan ng Mayor's Office upang malagdaan.	4. Ibigay ang Occupational Permit sa aplikante at papuntahin ito sa tanggapan ng Mayor's Office upang malagdaan ng Punong Bayan ang Occupational Permit.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
5. Tanggapin ang Occupational Permit.	5. Lalagdaan ng Punong Bayan ang Occupational Permit at ibigay sa aplikante.	Wala	2 minuto	Punong Bayan
<b>TOTAL</b>		<b>Wala</b>	<b>21 minuto</b>	





### 3. PAGKUHA NG RECOMMENDATION LETTER

Recommendation letter ay ibinibigay sa mga aplikanteng nagnanais mag-aplay sa mga kumpanya o ahensyang akreditado ng tanggapan ng Public Employment Service Office o PESO

<b>Office or Division:</b>	PUBLIC EMPLOYMENT SERVICE OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens (G2C)			
<b>Who may avail:</b>	Aplikante sa trabaho			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Resume o Bio-data (1 Kopya)			Aplikanteng mag-aaplay ng trabaho	
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Ibigay ang resume o bio-data sa tanggapan ng Public Employment Service Office.	1. Tanggapin ang resume o bio-data.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
2. Sabihin kung saan nais mag-aplay at posisyon na nais aplayan.	2. Itanong sa aplikante kung saan nais mag-aplay at anong posisyon ang gustong aplayan.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
	2.1 Interviewhin ang aplikante upang malaman kung saang mga kumpanya o ahenya at posisyon sa trabaho ang maaari pa niyang aplayan.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
3. Sagutan ang PESO Employment Information System form.	3. Ibigay ang PESO Employment Information System form sa aplikante.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office
4. Ipasa ang nasagutang form.	4. Tanggapin ang nasagutang form mula sa aplikante at suriing mabuti kung kumpleto ang datos.	Wala	2 minuto	Clerk Public Employment Service Office o Labor and Employment Officer I Public Employment Service Office





### 3. PAGKUHA NG RECOMMENDATION LETTER

	4.1 Gawin ang Recommendation Letter.	Wala	3 minuto	<i>Clerk</i> Public Employment Service Office o <i>Labor and Employment Officer I</i> Public Employment Service Office
	4.1 Iprint ang Recommendation Letter at palagdain ang PESO Manager o Labor and Employment Officer I.	Wala	2 minuto	<i>Clerk</i> Public Employment Service Office  <i>Labor and Employment Officer I</i> Public Employment Service Office  <i>PESO Manager</i> Public Employment Service Office
5. Tanggapin ang Recommendation Letter at ipasa ito sa kumpanya o ahensyang nais aplayan kalakip ang panibagong resume o bio-data.	5. Ibigay ang Recommendation Letter sa aplikante.	Wala	2 minuto	<i>Clerk</i> Public Employment Service Office o <i>Labor and Employment Officer I</i> Public Employment Service Office
<b>TOTAL</b>		<b>Wala</b>	<b>17 minuto</b>	

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