

CITY HUMAN RESOURCE MANAGEMENT OFFICE – Public Employment Services Office (PESO)

Iligan Bus/Jeepney Terminal- Northbound, Tambo, 9200 IliganCity

Tel.: (063) 221-4347, 223-9395; 223-1533; 223-9680; email: pesoiligancity@gmail.com

Frontline Service : **ISSUANCE OF NO OBJECTION CERTIFICATION (NOC)**
For special recruitment activity of local & overseas recruitment agencies

Schedule of Availability of Service : 8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of service starts after flag raising

Who May Avail of the Service:

1. Local recruitment agencies engaged in hiring workers
2. Overseas recruitment agencies engaged in hiring workers

What are the Requirements:

➤ For Local Agencies:

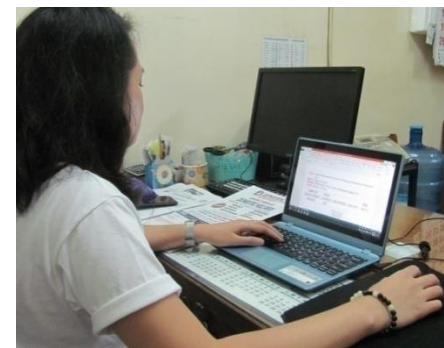
1. Letter of intent
2. BIR Certificate of Registration
3. Business Permit
4. Job Orders

➤ For Overseas Agencies:

1. Letter of Intent
2. Affidavit of Undertaking
3. POEA License Certificate
4. Job Orders



Public Employment Service Office Division



Duration : 15 minutes

How to Avail the Service:

ISSUANCE OF NO OBJECTION CERTIFICATION (NOC)

For special recruitment activity of local & overseas recruitment agencies

Step	Applicant/Client	Service Provider	Duration of Activity	Person In- Charge	Fees	Form/s
1	Submit all the listed requirements	Check/validate all requirements and prepare NOC	10 minutes	PESO Staff		NOC
2		Review attached documents with NOC and endorse to PESO Head/Manager for signature	2 minutes	PESO Staff		
3		Sign NOC	1 minute	PESO Head/Manager		
4	Check e-mail	Scan and send copy of approved NOC to client through e-mail	2 minutes	PESO Staff		Scanned copy of NOC
END OF TRANSACTION						

Note: Checking and validating of attached documents such as JO and status of overseas recruitment agencies license are done using internet through POEA Website. The 15 minute total duration is for one client being served one time given that same client has complied and submitted all the listed requirements, otherwise time is extended.

