

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 PESO CERTIFICATION FOR LOCAL JOB APPLICANTS

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

Who May Avail of the Service : Local job applicants

What are the Requirements:

1. Accomplished Skills Registry System (SRS) Form
2. Official Receipt



Duration: 13 minutes

How to Avail the Service:

Step	Applicant/Client	Service Provider	Duration of Activity	Person In- Charge	Fees	Form/s
1	Accomplish SRS Form & submit to PESO Staff	Validate and post data of accomplished SRS Form in SRS data base	8 minutes	PESO Staff		SRS Form
2	Note to pay at the Cashier	Instruct client to pay at the Cashier	1 minute	PESO Staff		
	*Pay to the Cashier	*Receive payment and issue OR	Separate frontline service (Payment is made at the Cashier)	*Cashier - under City Treasurer's Office	*P25.00	*Official Receipt
3	Present OR	Receive OR and check amount paid	1 minute	PESO Staff		PESO Certification
4	Wait while Certificate is being prepared	Review data and prepare PESO Certification	1 minute	PESO Staff		
5	Wait while Certificate is being signed	Sign PESO Certification	1 minute	PESO Head/Manager		
6	Receive Certification and affix signature in logbook for release	Release Certification	1 minute	PESO Staff		PESO Certification
END OF TRANSACTION						

Note: The 13 minute total duration is for one client being served one time given that same client has complied and submitted all the listed requirements