



Public Employment Services Office (PESO)

External Services



1. ISSUANCE OF CERTIFICATE OF INTERPOSING NO OBJECTION

The Certificate of Interposing No Objection is a pre requirement issued to recruitment agencies prior to the conduct of the activity in the municipality.

Office or Division:	MAYOR'S OFFICE- PUBLIC EMPLOYMENT SERVICES OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Business (G2B)			
Who may avail:	Direct Companies, Manpower Agencies (Local and Overseas)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of intent addressed to the Local Chief Executive (LCE) 2. Company Profile 3. List of valid Job Order 4. Business Permit 5. BIR Certificate 6. SEC/DTI Registration 7. POEA License 8. For foreigners participating in the recruitment activity, Special Working Permit (SWP)		Business Permit and Licensing Office Bureau of Internal Revenue Securities and Exchange Commission/ Department of Trade Industries Philippine Overseas Employment Administration Bureau of Immigration/ Philippine Overseas Employment Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of requirements	1.1 Assess/ Validate submitted requirements	Certificate of Interposing No Objection- Php 290.00	3 days	PESO: LEO I, LEA
	1.3 Prepare the Certificate of Interposing No Objection			AO IV
2. Proceed to the Municipal Treasury Office and pay the corresponding fee	2. Local Revenue Collector will receive payment and issue Official Receipt			
3. Present official receipt and claim the approved Certificate of No Objection	3.1 Release approved No Objection Certificate 3.2 Disseminate information of the SRA thru social media, bulletin boards and coordination to BESOs			PESO: LEO I, LEA
TOTAL:		Php 290.00	3 days	



2. ISSUANCE OF RECOMMENDATION FOR THE CONDUCT OF SPECIAL/LOCAL RECRUITMENT ACTIVITY

This service issues an official recommendation to employers or licensed recruitment agencies seeking to conduct Special or Local Recruitment Activities (SRA/LRA) within the locality. It ensures compliance with labor laws, safeguards jobseekers from illegal recruitment, promotes local employment, and strengthens coordination among PESO, DOLE, and other concerned agencies.

Office or Division:	PUBLIC EMPLOYMENT SERVICES OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Business (G2B)			
Who may avail:	Direct Companies and Manpower Agencies Local and Abroad			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent addressed to the Local Chief Executive 2. Company Profile 3. List of Job Order/ Job vacancies 4. Business Permit 5. BIR Certificate 6. SEC/DTI Registration 7. DOLE License (for local manpower agencies) 8. DMW License (for overseas manpower agencies) 9. Special Permit 10. Special Recruitment Authority (for overseas) 11. Certificate of No Pending Case		Business Permit and Licensing Office Bureau of Internal Revenue Securities Exchange Commission/ Department of Trade of Industries DOLE Department of Migrant Workers Mayor's Office Department of Migrant Workers DOLE/ DMW		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request with complete set of requirements.	1.1 Receives and Assesses as to completeness of the requirements 1.2 Validates requirements through portal	None	1 day	PESO: LEO I, LEA
2. Receives Agency Action	2.1 Issuance of Recommendation	None		PESO: LEO I, LEA



	2.2 Submits recommendation with Official Receipt to the Office of the Mayor			
TOTAL:			1 day	

3. REFERRAL OF APPLICANTS FOR DOLE INTEGRATED LIVELIHOOD PROGRAM (DILP)

Reviews and endorses livelihood proposals to DOLE under the Integrated Livelihood Program (DILP), helping clients access livelihood support and income-generating opportunities.

Office or Division:	PUBLIC EMPLOYMENT SERVICES OFFICE			
Classification:	SIMPLE			
Type of Transaction:	Government to Business (G2B) & Government to Client (G2C)			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Individual Livelihood Proposal		PESO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished livelihood proposal form and required documents	1.1 Reviews submitted documents 1.2 Endorses/Refers the application to DOLE for further evaluation	None	20 minutes	PESO: LEO I, LEA
<ul style="list-style-type: none"> ➤ <i>Final evaluation and approval will be conducted by the Department of Labor and Employment (DOLE).</i> ➤ <i>Clients are advised to keep communication lines open for updates.</i> 				
TOTAL:			20 minutes	