



1. Issuance of Job Referral

Referral letter is issued to any jobseekers/applicants requesting for a referral to a company for possible employment.

Office or Division	Public Employment Service Office (PESO)			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Jobseekers/applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent or Cover/Application Letter (1 original copy and 1 photocopy)		Client		
Resume or Bio Data (1 original copy and 1 photocopy)		Client		
TOR or Evaluation Form or School Card (1 original copy and 1 photocopy)		School where the client studied		
Diploma (1 original copy and 1 photocopy)		School where the client studied		
NBI/Police Clearance (1 copy and 1 photocopy)		National Bureau of Investigation (NBI)/Philippine National Police (PNP)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the requirements and fill-up DOLE-NSRP form at the receiving area.	1. Evaluate the requirements and issue DOLE NSRP Form.	None	5 Minutes	<i>Administrative Aide /</i> Public Employment Service Office



2. Submit the DOLE-NSRP form and response to an interview.	2.1. Receive the DOLE-NSRP form and conduct an initial interview. Prepare a draft referral letter and indorse to PESO Chief Labor and Employment Officer.	None	10 Minutes	<i>Administrative Assistant I</i> Public Employment Service Office
	2.2. Conduct a final interview and sign the referral letter.	None	5 Minutes	<i>Chief Labor & Employment Officer</i> Public Employment Service Office
3. Receive the referral letter.	3. Release the referral letter.	None	2 Minutes	<i>Administrative Assistant I</i> Public Employment Service Office
TOTAL:		None	22 Minutes	