



2. Issuance of Certificate of No Employment/No Income

The certificate is issued to resident of Midsayap who is currently unemployed and/or no source of income based on his/her statement.

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| Office or Division | Public Employment Service Office (PESO) | | | |
| Classification | Simple | | | |
| Type of Transaction | G2C-Government to Citizen | | | |
| Who may avail | Residents of Midsayap | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Any valid Identification Card (1 photocopy) | | Any school/company/government agency | | |
| Any proof of unemployment/no income (1 photocopy) | | Client | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. Submit the requirements and response to an interview. | 1.1. Evaluate the document submitted and interview the client relating to his unemployment/no income. | None | 5 Minutes | <i>Administrative Assistant I</i> Public Employment Service Office |
| | 1.2. Prepare a draft of Certificate of unemployment/ no income. | None | 5 Minutes | |
| | 1.3. Sign the Certificate of unemployment/ no income. | None | 1 Minute | <i>Chief Labor & Employment Officer</i> Public Employment Service Office |
| 2. Receive the Certificate of unemployment/no income. | 2. Release the Certificate of unemployment/no income. | None | 2 Minutes | <i>Administrative Assistant I</i> Public Employment Service Office |
| | TOTAL: | None | 13 Minutes | |