



#### 4. Issuance of Certificate of No Objection

The certificate is issued to recruitment agencies/companies permitting them to conduct a Special Recruitment Activity (SRA) in the Municipality of Midsayap whether for overseas or local employment.

<b>Office or Division</b>	Public Employment Service Office (PESO)	
<b>Classification</b>	Simple	
<b>Type of Transaction</b>	G2B - Government to Business	
<b>Who may avail</b>	Any Registered Recruitment Agency/Company	
<b>A. CHECKLIST OF REQUIREMENTS FOR OVERSEAS</b>	<b>WHERE TO SECURE</b>	
Letter Request/Intent address to Mayor thru PESO Manager (1 original copy)	Client	
POEA License (1 photocopy)	Philippine Overseas Employment Administration (POEA)	
Affidavit of Undertaking (1 original copy)	Client	
Authorization from the General Manager of the Agency (1 original copy)	Client	
Special Recruitment Authority (SRA) from the POEA (1 photocopy)	Philippine Overseas Employment Administration (POEA)	
Special Recruitment Authority (SRA) from the DOLE (1 photocopy)	Department of Labor and Employment (DOLE)	
List of Job Orders Available (current balance, salary, country destinations, principal employers) (1 original copy)	Philippine Overseas Employment Administration (POEA)	
<b>B. CHECKLIST OF REQUIREMENTS FOR LOCAL</b>	<b>WHERE TO SECURE</b>	
Letter Request/Intent address to Mayor thru PESO Chief Labor and Employment Officer (1 original copy)	Client	



SEC/DTI Registration (1 photocopy)		Securities and Exchange Commission (SEC)/ Department of Trade and Industry (DTI)		
List of Job Vacancies (with list of qualifications & requirements) (1 original copy)		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the requirements and receive order of payment.	1. Evaluate the documents submitted and issue order of payment.	None	5 Minutes	<i>Administrative Assistant I</i> Public Employment Service Office
2. Proceed to the Municipal Treasury Office and present the order of payment; pay the required fees and receive Official Receipt (OR).	2. Receive payment and issue Official Receipt (OR).	Php 275.00 per day Php 60.00 per 100 flyers Php100.00 per day for posting of tarpaulin in the Municipal Plaza		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
3. Present the Official Receipt (OR) to PESO and receive the Certificate of No Objection and Special Permit.	3.1. Prepare a Certificate of No Objection and indorse to the Office of the Mayor for approval.	None	3 Minutes	<i>Administrative Assistant I</i> Public Employment Service Office
	3.2. Approve Certificate of No Objection and issue Special Permit.	None		<i>Municipal Mayor</i> Office of the Mayor



	3.3. Sign the Certificate of No Objection.	None	1 Minute	<i>Chief Labor &amp; Employment Officer</i> Public Employment Service Office
	3.4. Release the Certificate of No objection, Special Permit and the Official Receipt (OR).	None	1 Minute	<i>Administrative Assistant I</i> Public Employment Service Office
	<b>TOTAL:</b>	<b>None</b>	<b>10 Minutes</b>	