



7. Localized Balik-Pinas Balik Hanapbuhay Program of LGU-Midsayap

The LGU-Midsayap grants financial assistance to distressed-OFW sourced from GAD or Office the Mayor's fund. Procedures of application, qualifications and requirements are in accordance to PESO-Midsayap guidelines and subject to accounting rules and regulations.

Office or Division	Public Employment Service Office (PESO)			
Classification	Highly Technical			
Type of Transaction	G2C-Government to Citizen			
Who may avail	Distressed OFW			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Passport/Travel Document (1 photocopy)		Client		
Cedula (1 original copy)		Mun. Treasurer Office		
1x1 picture (2 original copies)		Client		
Barangay Residency (1 original copy)		Barangay Government Unit		
Balik Pinas Balik Hanapbuhay Form (2 original copies)		Public Employment Service Office (PESO)		
Salaysay Form (2 original copies)		Public Employment Service Office (PESO)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit initial documents Passport/Travel Document, Cedula, and Barangay Residency	1. Evaluate the requirements submitted and interview the applicant. Issue Balik Pinas Balik Hanapbuhay Form and Salaysay Form.	None	15 Minutes	<i>Administrative Assistant I</i> Public Employment Service Office



2. Fill up and Submit Balik Pinas Balik Hanapbuhay Form and Salaysay Form.	2.1 Evaluate the and endorse to Office of the Mayor for approval.	None	13 Minutes	Chief Labor & Employment Officer Public Employment Service Office
	1.2 Approve the grant of financial assistance	None		Office of the Mayor
	1.3 Process and prepare check.	None		Office of the Accountant Budget Office Office of the Treasurer
3. Receive the check.	3. Release the check.	None	2 Minutes	Chief Labor & Employment Officer Public Employment Service Office Office of the Treasurer
	TOTAL:	None	30 Minutes	