



12. Assistance to Municipal PESO				
The Public Employment Service Office networks with municipal and nearby provincial and city PESOs on employment for job exchange purposes				
Office or Division:	Office of the Provincial Public Employment Service Manager /Special Projects and Administrative Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Municipal, city and nearby provincial PESOs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of request addressed to Provincial PESO Manager			Requesting municipal, city and nearby provincial PESOs	
Programme of activities			Requesting municipal, city and nearby provincial PESOs	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For walk-in clients: 1. Inquires at the front desk and signs on the Visitors' Logsheet For online clients: 1. Sends a letter of request through email at peso@bataan.gov.ph	For walk-in clients: 1. Receives the client and the letter of request and verifies the details on the request For online clients: 1. Acknowledges the email/request and reviews and verifies the	NONE	5 minutes	Computer Operator II/ Bookbinder III <i>Special Projects and Administrative Division</i>
2. For walk-in and online clients: Confirms the requested assistance from PESO and the specific details of the request such as date, venue, schedule/ programme, etc.	2. Forwards the request to the PESO Manager for review and approval ➤ If approved, confirms the attendance of PESO and provide the names and designations of the PESO personnel who will participate in/ supervise the activity	NONE	15 minutes	Senior Administrative Assistant/ PESO Manager <i>Special Projects and Administrative Division</i>



3. Gathers attendees/ participants at the venue and prepares the necessary equipment (e.g. laptop, projector, etc.)	3. Attends/Supervises the activity in coordination with the municipal PESO Manager	NONE	4 hours	Bookbinder III/ Senior Administrative Assistant <i>Special Projects and Administrative Division</i>
4. Submits the attendance sheets and minutes of the meeting fo reco	4. Receives the attendance sheets and minutes of the meeting for record and documentation purposes	NONE	5 minutes	Bookbinder III/ <i>Special Projects and Administrative Division</i>
TOTAL:		None	4 hours, 22 minutes	