



## 1. Job Seeker Registration

The Public Employment Service Office registers active job seekers in order to build a reliable database of competent pool of applicants for a better overview of the skill-set present in the province.

<b>Office or Division:</b>	Office of the Provincial Public Employment Service Manager /Labor
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All active Bataeno job applicants seeking local or overseas employment at least 18 years old

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume with 2x2 colored picture (1 original copy)		Applicant/Client		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b><u>For walk-in clients:</u></b> 1. Inquires at the Job Assistance Desk at 1Bataan One-Stop Service Center for OFWs (1BOSSCO) and signs on the Job Seekers' Logsheet	1. Determines if the client has already registered in PESO <ul style="list-style-type: none"> <li>➤ If not, ask the client to fill-up the Bataan Manpower Registry System (BMRS) Form</li> <li>➤ If yes (a year ago), ask the client to fill-up the form to update the data on file</li> <li>➤ If yes (within the year), skip the registration</li> </ul>	NONE	2 minutes	<i>Bookbinder III/ Clerk II</i> Labor Market Information Division
2. Fills-out the Bataan Manpower Registry System (BMRS) form	2. Reviews the form and ensures that all mandatory fields are filled-out <ul style="list-style-type: none"> <li>➤ If the client updated his/her data or if the client is not yet registered, encode the newly provided data on the DOLE PEIS</li> </ul>	NONE	10 minutes	<i>Clerk II</i> Labor Market Information Division
<b>TOTAL:</b>		<b>None</b>	<b>12 minutes</b>	