



# CITIZEN'S CHARTER

## PUBLIC EMPLOYMENT SERVICE OFFICE

### VISION:

Provide clients with adequate information and sustainable opportunities on employment both local & Overseas.

### MISSION:

- Implementation of different programs such as Job Fair, Livelihood/Skills training, WAP & SPES and other program activities developed by DOLE
- Undertake active sourcing of job vacancies
- Evaluate the qualification of jobseekers in relative to wage employment options
- Conduct pre-employment seminar/counseling



### Issuance of Job Recommendation Letter

#### SCHEDULE

Monday–Friday  
8 am – 5 pm  
(No Noon Break)

#### DURATION

12 minutes

#### REQUIREMENTS

Accomplished Request Form  
Valid ID or Barangay Clearance

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEES/ CHARGES	FORMS
1	<b>SUBMIT</b> requirements.	Assess requirements and interview client.	2 minutes	PESO Officer	None	National Skills Registry System (NSRS) Form
		Prepare, affix signature and issue Recommendation Letter.	5 minutes	PESO Staff PESO Officer	None	Recommendation Letter
2	<b>PRESENT</b> the Recommendation Letter to the Mayor for signature.	Sign and release the Recommendation Letter.	5 minutes	Municipal Mayor	None	
<b>END OF TRANSACTION</b>						



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