



**PROVINCIAL PUBLIC EMPLOYMENT SERVICE  
OFFICE (PPESO)  
External Services**



## 1. OFW ASSISTANCE PROGRAM

The granting of financial assistance to Overseas Filipino Workers (OFW) is a program of PGOM for repatriated/displaced and/or distressed Overseas Filipinos who have medical or psycho-social problems requiring treatment, hospitalization, counseling; or problems like labor, immigration and other issues requiring legal representation. This service is available from Monday to Friday (Monday 7:30 Am to 4:00 PM, Tuesday to Friday. 8:00 AM to 5:00 PM.)

<b>Division/Section</b>		Manpower Support/Migrant Welfare Services				
<b>Classification</b>		Highly Technical				
<b>Type of Transaction</b>		G2C				
<b>Who may avail</b>		Repatriated/displaced/distressed OFW				
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>		
1	Request Letter addressed to the Governor - 1 original copy		Requesting party			
2	Filled out Application Form- 1 original copy		PPESO			
3	Certificate of Residency - 1 original copy		Barangay			
4	Passport - 1 photocopy		Requesting party			
5	Employment Contract - 1 photocopy		Previous/Current employer			
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Submit requirements	1.1	Receive and assess requirements	None	3 minutes	Labor and Employment Officer III - PPESO
		1.2	Prepare documentary requirements for the release of the FA	None	30 minutes	Labor and Employment Officer III - PPESO
		1.3	Approve payroll	None	1 day	Executive Assistant- Management Staff Support Division
		1.4	Check availability budget and affix signature	None	30 minutes	Budget Officer I, Provincial Budget Officer - Provincial Budget Office



		1.5	Record transaction	None	30 minutes	Local Treasury Operations Office I/II, Provincial Treasurer - Provincial Treasurer's Office
		1.6	Audit payroll	None	10 days	Accountant I/II, Provincial Accountant - Office of the Provincial Accountant
		1.7	Approve payment/release	None	4 hours	Executive Assistant-Management Staff Support Division
		1.8	Prepare cheque	None	30 minutes	Local Treasury Operations Office I/II, Provincial Treasurer - Provincial Treasurer's Office
		1.9	Approve/sign cheque	None	30 minutes	Provincial Administrator - Provincial Administrator's Office
		1.10	Prepare advice	None	15 minutes	Accountant I/II, Provincial Accountant - Office of the Provincial Accountant
		1.11	Notify requesting party of availability of financial assistance	None	2 minutes	Labor and Employment Officer III-PPESO
2	Claim financial assistance	2	Release assistance	None	5 minutes	Local Treasury Operations Office I/II, Provincial Treasurer - Provincial Treasurer's Office
<b>TOTAL</b>				<b>None</b>	<b>11 days, 6 hours, 55 minutes</b>	



## 2. RECRUITMENT

Recruitment activities refer to the meeting of employers and jobseekers in one venue for the convenience of both parties. Recruitment activities facilitated by PPESO usually take place at the PPESO Conference Room or other venues agreed upon by the requesting party and PPESO. Special Recruitment Activities (SRA) are for those who will recruit workers overseas, while Local Recruitment Activities (LRA) are for those who will recruit workers in companies within the country. Applicants may be hired on the spot (HOTS) or be asked to proceed to the next steps before they can be hired. This service is available from Monday to Friday. (Monday 7:30 Am to 4:00 PM, Tuesday to Friday, 8:00 AM to 5:00 PM.)

<b>Division/Section</b>		Employment Facilitation/Referral and Placement				
<b>Classification</b>		Complex				
<b>Type of Transaction</b>		G2C				
<b>Who may avail</b>		Companies/Employers hiring/recruiting local/overseas workers				
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>		
1	Letter of Intent addressed to the PPESO Manager - Requesting party 1 original copy	Requesting party				
2	Company profile with Job Order balance (for SRA) or job vacancies (for LRA) - 1 original copy					
3	List of Qualifications and Requirements - 1 original copy					
4	Certificate of No Objection - 1 original copy (For SRA only)	PPESO				
5	Special Recruitment Authority - 1 original copy (For SRA only)	Department of Migrants Workers (DMW), Calapan City Satellite Office, Lumangbayan, Calapan City				
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Submit Letter of Intent with other	1.1	Receive Letter of Intent and check requirements submitted	None	3 minutes	Labor and Employment Officer III-PPESO
		1.2	Issue Certificate of No Objection (CNO) (For SRA only)	None	14 minutes	Supervising Labor and Employment Officer - PPESO
2	Submit CNO to and secure	2.1	Receive CNO	None	2 minutes	Admin Officer I-DMW



	Special Recruitment Authority from DMW (For SRA only)	2.2	Submit request for Special Recruitment Authority from DMW Central Office and issue the same to requesting party	None	4 days	Regional Coordinator - DMW
3	Submit Special Recruitment Authority to PPESO (For SRA only)	3	Receive and check details of Special Recruitment Authority		2 minutes	Labor and Employment Officer III - PPESO
4	Discuss details of activity with PPESO	4.1	Discuss details of activity with requesting party	None	30 minutes	Supervising Labor and Employment Officer - PPESO
		4.2	Disseminate information through social media	None	2 days	Labor and Employment Officer III - PPESO
	<b>TOTAL</b>				<b>6 days and 51 minutes</b>	
	Conduct SRA/LRA		Assist in the conduct of SRA/LRA	None		Labor and Employment Officer III - PPESO

### 3. SCHOLARSHIP FOR INCOMING FRESHMEN

Provincial Educational Assistance Program (PEAP) is a system of grants, subsidies and other incentives to deserving constituents. It is often referred to as Provincial Scholarship. It has four (4) categories, namely: Bachelor's Degree Scholarship, Scholarship for the Indigenous Peoples, Technical/Vocational/Literacy Assistance Scholarship and Special Financial Educational Assistance which incoming freshmen may avail of. This service is available from Monday to Friday (Monday 7:30 AM to 4:00 PM, Tuesday to Friday, 8:00 AM to 5:00 PM) three (3) months before the start of the schoolyear until the opening of classes.

<b>Division/Section</b>	Education Support/Scholarship Section.
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C
<b>Who may avail</b>	All incoming college students:



		1. who are graduates of any recognized public/private Senior High School in the province 2. who are bona fide residents of Oriental Mindoro 3. with general average of not lower than 90 (for Bachelor's degree) or passing average (for Pang-alalay sa Edukasyon) in Grade 12				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
1	1 Birth Certificate - 1 photocopy	Local Civil Registrar's Office or Philippine Statistics Authority, Camilmil, Calapan City				
2	Certificate of Indigency-1 original copy	City/Municipal Social and Welfare Development Office (C/MSWDO)				
3	Report Card in Grade 12-1 photocopy	Previous school (Senior High School)				
4	Certificate of Moral Character - 1 original copy	Previous school (Senior High School)				
5	Certificate of Residency - 1 original copy	Barangay				
6	ID pictures-3 1x1	Any photo studio				
7	Certificate proving legitimacy as Mangyan (for IPs only)-1 original copy	Tribal leader or National Commission on Indigenous Peoples (NCIP) Office, Camilmil, Calapan City				
<i>For qualifiers</i>						
8	Certificate of Enrolment – 1 original copy	Current school (College)				
9	Billing Statement or Receipt (if already paid) – 1 original copy	Current school (College)				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit requirements	1.1	Receive requirements pre-screen applicants based on requirements submitted, and advice those eligible to return for the qualifying examination	None	5 minutes	Admin Aide V-PPESO
2	If eligible, take qualifying examination	2.1	Check qualifying examination	None	2 hours	Admin Aide V-PPESO
		2.2	Notify qualifiers (those None who ranked 1 to 16 per municipality)	None	1 day	Admin Aide V-PPESO
<i>For qualifiers</i>						
3	Undergo interview	3.1	Conduct interview	None	1 day	Admin Aide V-PPESO



		3.2	Deliberate on the results of the interview	None	1 day	Supervising Labor and Employment Officer, Admin Aide V-PPESO
		3.3	Rank the qualifiers	None	1 day	Admin Aide V-PPESO
		3.4	Notify interviewees of the results of the ranking	None	5 minutes	Admin Aide V-PPESO
4	Submit additional requirements	4.1	Receive additional requirements	None	2 minutes	Admin Aide V-PPESO
		4.2	Prepare documentary requirements for the release of the scholarship grant	None	30 minutes	Admin Aide V-PPESO
		4.3	Check transaction	None	4 hours	Executive Assistant-Management Staff Support Division
				None	30 minutes	Provincial Administrator - Provincial Administrator's Office
		4.4	Approve payroll/Voucher	None	5 days	Provincial Governor
		4.5	Audit payroll/voucher	None	2 days	Accountant I/II, Provincial Accountant - Office of the Provincial Accountant
		4.6	Record transaction	None	30 minutes	Local Treasury Operations Office I/II, Provincial Treasurer - Provincial Treasurer's Office



		4.7	Approve payment/release	None	3 days	Provincial Governor
		4.8	Prepare cheque	None	30 minutes	Local Treasury Operations Office I/II, Provincial Treasurer - Provincial Treasurer's Office
		4.9	Approve/sign cheque	None	30 minutes	Provincial Administrator - Provincial Administrator's Office
		4.10	Prepare advice	None	15 minutes	Accountant I/II, Provincial Accountant - Office of the Provincial Accountant
		4.11	Notify requesting party of availability of scholarship grant	None	2 minutes	Labor and Employment Officer III-PPESO
5	Claim financial assistance	5	Release grant	None	5 minutes	Local Treasury Operations Office I/II, Provincial Treasurer - Provincial Treasurer's Office
<b>TOTAL</b>				<b>None</b>	<b>15 days, 1 hour and 4 minutes</b>	

#### 4. SPECIAL FINANCIAL EDUCATIONAL ASSISTANCE

The Special Financial Educational Assistance is one of the components of the Provincial Educational Assistance Program (PEAP) to deserving constituents in pursuit of their chosen course. It covers financial assistance to students to cover their tuition/allowance as well as expenses in curricular and co-curricular activities. This service is available from Monday to Friday (Monday 7:30 AM to 4:00 PM, Tuesday to Friday, 8:00 AM to 5:00 PM).



<b>Division/Section</b>		Educational Support/Scholarship Section				
<b>Classification</b>		Highly technical				
<b>Type of Transaction</b>		G2C				
<b>Who may avail</b>		1. Scholars - Review Assistance 2. Persons with Disability - Tulong Aral Walang Sagabal (TAWAG) 3. Students taking up Agriculture and allied courses - Research Assistance 4. Public School Teachers taking up post graduate studies in the fields of Science or Agriculture - Financial Assistance 5. Bona fide pupils/students of any private or public elementary, high school, or college in Oriental Mindoro who will take part in regional, national, or international scholastic, sports, cultural or artistic competitions - Incentives				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>			
1	Request letter addressed to the Governor – 1 original copy		Requesting party			
2	Billing Statement/ Receipt (if already paid) - 1 original copy		School/College			
3	Certificate of Enrolment - 1 original copy		School/College			
4	School ID-1 photocopy		School/College			
5	PWD ID (for TAWAG only) - 1 photocopy		City/Municipal Social Welfare and Development Office			
6	Thesis proposal signed by adviser (for research assistance only)-1 original copy		Requesting party			
7	Invitation/Official Notice or Certificate of Recognition (for incentives only) - 1 photocopy		Contest organizers			
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Submit requirements	1.1	Receive and assess requirements	None	5 minutes	Admin Aide V-PPESO
		1.2	Prepare documentary requirements for the release of the financial assistance	None	1 hour	Admin Aide V-PPESO
		1.3	Check transaction	None	4 hours	Executive Assistant-Management Staff Support Division



			None	30 minutes	Provincial Administrator - Provincial Administrator's Office
	1.4	Approve Payroll/voucher	None	8 days	Provincial Governor
	1.5	Audit payroll/voucher	None	3 days	Accountant I/II, Provincial Accountant - Office of the Provincial Accountant
	1.6	Record transaction	None	30 minutes	Local Treasury Operations Office I/II, Provincial Treasurer - Provincial Treasurer's Office
	1.7	Approve payment/release	None	3 days	Provincial Governor
	1.8	Prepare cheque	None	30 minutes	Local Treasury Operations Office I/II, Provincial Treasurer - Provincial Treasurer's Office
	1.9	Approve/sign cheque	None	30 minutes	Provincial Administrator - Provincial Administrator's Office
	1.10	Prepare advice	None	15 minutes	Accountant I/II, Provincial Accountant - Office of the Provincial Accountant
	1.11	Notify requesting party of availability of financial assistance	None	2 minutes	Labor and Employment Officer III -PPESO



2	Claim financial assistance	2	Release grant	None	5 minutes	Local Treasury Operations Office I/All, Provincial Treasurer - Provincial Treasurer's Office
<b>TOTAL</b>					<b>11 days, 7 hours, 27 minutes</b>	

## 5. SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS

The Special Program for Employment of Students (SPES) is DOLE's youth employment-bridging program being implemented by PPESO. It aims to provide temporary employment to poor and deserving students, out- of-school youth, and dependents of displaced or would-be displaced workers during summer to augment the family's income to help ensure that beneficiaries are able to pursue their education. This service is available from Monday to Friday (Monday 7:30 AM to 4:00 PM, Tuesday to Friday, 8:00 AM to 5:00 PM) one and a half (1 1/2%) months before the end of the schoolyear until the start of midyear break/summer vacation.

<b>Division/Section</b>		Employment Facilitation/Referral and Placement				
<b>Classification</b>		Complex				
<b>Type of Transaction</b>		G2C				
<b>Who may avail</b>		Students or out-of-school youth aged 15-30				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>			
1	1 Biodata 1 original		PPESO			
2	SPES Form 3 original copies		PPESO			
3	Birth Certificate - 3 photocopies		Local Civil Registrar's Office or Philippine Statistics Authority, Camilmil, Calapan City			
4	Copy of Grades in the Previous Semester-3 photocopies		School/College			
5	Certification that the applicant is an out-of-school youth - 1 original and 2 photocopies		Barangay			
6	Certificate of Indigency/Income Tax Return (ITR) – 1 original and 2 photocopies		Barangay/Bureau of Internal Revenue, Tawiran, Calapan City			
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Submit biodata	1	Receive biodata and assess qualifications	None	5 minutes	Labor and Employment Officer III-PPESO



2	If qualified, fill out DOLE-SPES pre-employment forms and submit other requirements	2.1	Assist applicant in filling out forms	None	5 minutes	Labor and Employment Officer III-PPESO
		2.2	Accept, check and file requirements	None	3 minutes	Labor and Employment Officer III-PPESO
3	Undergo interview	3.1	Interview applicant	None	10 minutes	Labor and Employment Officer III-PPESO
		3.2	Rank applicants and submit ranking to DOLE	None	4 hours	Supervising Labor and Employment Officer - PPESO
		3.3	Evaluate applicants' eligibility and present list of approved applicants to DOLE Oriental Mindoro Field Office	None	5 days	Labor and Employment Officer II, 001, DOLE Ormin Field Office
		3.4	Notify those who made it to the final list of SPES beneficiaries	None	2 minutes	Labor and Employment Officer III-PPESO
4	Report for orientation	4	Orient beneficiaries	None	3 hours	Labor and Employment Officer III-PPESO
<b>TOTAL</b>					<b>5 days, 7 hours and 25 minutes</b>	



**PROVINCIAL PUBLIC EMPLOYMENT SERVICE  
OFFICE (PPESO)  
Internal Services**



## 1. DISBURSEMENT OF REMUNERATION OF CONTRACTUAL EMPLOYEES

Non-permanent employees are given their remuneration/salaries every month (day 1 to 30) for Programang Pang-edukasyon sa Kalibliban (PPska) teachers twice a month (15th and 30th day) for those detailed at PPESO. This service is available on the first to working day after the 15th day or end of the month (Monday 7:30 AM to 4:00 PM, Tuesday to Friday, 8:00 AM to 5:00 PM).

<b>Division/Section</b>		Educational Support/ Special Programs and Administrative Section				
<b>Classification</b>		Simple				
<b>Type of Transaction</b>		G2C				
<b>Who may avail</b>		Non-permanent employees under PPESO				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>			
1	Daily time record - 3 original copies		PPESO			
2	Accomplishment report - 3 original copies		PPESO			
3	Travel Order (if needed) - 3 PHRMO-authenticated photocopies		Employee			
4	Assumption of Duty (for first salary only) - 2 original copies, 1 photocopy		PPESO			
5	Notarized contract (for first salary only) - 1 original, 2 authenticated copies		PGOM			
6	Logbook (for PPsKa only) -3 certified true copies		School where the teacher is assigned			
7	PhilHealth Certificate - 1 original, 2 photocopies		Philhealth Office, Masipit, Calapan City			
8	BIR Receipt (Annual Registration - PhP500.00) – 3 photocopies		Bureau of Internal Revenue, Calapan District, Calapan City			
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Submit requirements	1.1	Collate requirements and prepare documentary requirements for the release of salaries	None	30 minutes	Administrative Assistant II - PPESO
		1.2	Check payroll/deductions	None	1 hour	Administrative Officer II - PHRMO
		1.3	Check availability of budget	None	15 minutes	Budget Officer I, Provincial



						Budget Officer - Provincial Budget Office
		1.4	Record transaction	None	30 minutes	Local Treasury Operations Office I/II, Provincial Treasurer - Provincial Treasurer's Office
		1.5	Audit payroll	None	1 day	Accountant I/II, Provincial Accountant - Office of the Provincial Accountant
		1.6	Approve payment/ release	None	4 hours	Provincial Administrator – Provincial Administrator's Office
		1.7	Prepare cash advance (for non- permanent employees deployed at PPESO)	None	2 hours	Local Treasury Operations Office I/II, Provincial Treasurer - Provincial Treasurer's Office
		1.8	Debit transactions (for PPsKa only)	None	2 hours	Admin Aide V- PPESO
2	Receive salary from PTO	2	Release salary	None	15 minutes	Local Treasury Operations Office I/II, Provincial Treasurer - Provincial Treasurer's Office
	Withdraw salary from ATM (for PPsKa)					
<b>TOTAL</b>				<b>None</b>	<b>2 days, 2 hours, and 30 minutes</b>	