



City Employment Services Division

External Services



1. ISSUANCE OF MAYOR'S CLEARANCE

Mayor's Clearance is a provision from the 2017 Revised Revenue Code and Market Code of the City of San Fernando, Pampanga under Article 52, Section 205-207. It is a document issued to individuals who are residing in the city for local employment purposes.

Office or Division:	City Employment Service Division (CESD), 2nd Gate, 1 st Floor, Miguel G. Baluyut Atrium, City Hall			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Residents of City of San Fernando (P) who secure certification/clearance for purpose of employment Residents of City of San Fernando (P) who secure certification/clearance for purpose of entering military or police service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 original)		Barangay Hall		
2. Police Clearance (1 original)		Local Police Station		
3. Community Tax Certificate (Cedula) (1 original)		City Treasurer's Office		
4. Court Clearances (1 original)		MTC/RTC		
5. Voter's ID/Certification (1 original)		COMELEC		
6. Official Receipt of Payment (1 original)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Checklist of Requirements at Window 36 (Mayor's Permit Unit) for transaction references	1. Issue checklist for specific transaction	None	3 minutes	<i>Labor and Employment Assistant</i> (City Employment Service Division)
2. Submit complete documents at Window 36 (Mayor's Permit Unit) as listed on the checklist	2. Receive and check the requirements if complete then refer to Division Head for validation/ verification	None	3 minutes	<i>Labor and Employment Assistant</i> (City Employment Service Division)

	2.1. Verify/validate the requirements	None	4 minutes	<i>Administrative Officer IV/Labor and Employment Officer III</i> (City Employment Service Division)
	2.2. Issue an Order of Payment to the applicant	None	3 minutes	<i>Labor and Employment Assistant</i> (City Employment Service Division)
3. Proceed to City Treasurer's Office – Window 4 for payment	3. Receive and review order of payment	PHP150 (for purpose of employment)	3 minutes	<i>Local Revenue Collection Officer I</i> (Permit and Licenses Division City Treasurer's Office)
	3.1 Issue Official Receipt of Mayor's Clearance	PHP 50 (for purpose of entering military or police service)	3 minutes	
4. Present Official Receipt and requirements at Window 36 (Mayor's Permit Unit)	4. Issue claim stub indicating the date and time of release	None	3 minutes	<i>Labor and Employment Assistant</i> (City Employment Service Division)
	4.1. Prepare Mayor's Clearance	None	5 minutes	<i>Labor and Employment Assistant</i> (City Employment Service Division)
	4.2 Recommend Approval	None	5 minutes	<i>PESO Manager/ Labor and Employment Officer III/ Administrative Officer IV</i> (City Employment Service Division)
	4.3 Approve Mayor's Clearance	None	20 minutes (per batch)	<i>City Administrator</i> (City Administrator's Office)

5. Present the claim stub & sign upon receipt of the Mayor's Clearance	5. Release Mayor's Clearance	None	3 minutes	<i>Labor and Employment Assistant</i> (City Employment Service Division)
TOTAL:		PHP150 (for purpose of employment) PHP 50 (for purpose of entering military or police service)	55 minutes	



2. ISSUANCE OF MAYOR'S WORKING PERMITS

Mayor's Working Permit is a provision from the 2017 Revised Revenue Code and Market Code of the City of San Fernando, Pampanga under Article 44, Section 177-182. Under Section 179. An individual Mayor's Permit is required for workers or employees, whether temporary or permanent, working within the jurisdiction of the City.

Office or Division:	City Employment Service Division(CESD), 2 nd Gate, 1 st Floor, Miguel G. Baluyut Atrium, City Hall			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	<p>Person Governed-The following workers or employees whether working on temporary or permanent basis, shall secure the individual Mayor's Permit prescribed herewith;</p> <p>Employees and workers in commercial establishments who cater or attend to the daily needs of the inquiring or paying public</p> <p>Employees and workers in food or eatery establishments Employees and workers in night or night and day establishments</p> <p>All other employees and persons who exercise their profession, occupation or calling within the jurisdiction limits of the city.</p>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 original)		Barangay Hall		
2. Police Clearance (1 original)		Local Police Station		
3. Community Tax Certificate (Cedula) (1 original)		City Treasurer's Office		
4. Official Receipt of Payment (1 original)		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Checklist of Requirements at Window 36 (Mayor's Permit Unit) for transaction References	1. Issue checklist for specific transaction	None	3 minutes	<i>Labor and Employment Assistant (City Employment Service Division)</i>
2. Submit complete documents at Window 36 (Mayor's Permit Unit) as listed on the checklist	2. Receive and check the requirements if complete then refer to Division Head for validation/ Verification	None	3 minutes	<i>Labor and Employment Assistant (City Employment Service Division)</i>

	2.1. Verify/ validate the requirements	None	3 minutes	<i>Administrative Officer IV /Labor and Employment Officer III (City Employment Service Division)</i>
	2.3. Issue an Order of Payment to the applicant		3 minutes	<i>Labor and Employment Assistant (City Employment Service Division)</i>
3. Proceed to City Treasurer's Office – Window 4 for payment	3. Receive and review order of payment 3.1 Issue Official Receipt of Mayor's Working Permit	PHP 150	3 minutes 3 minutes	<i>Local Revenue Collection Officer I (City Treasurer's Office -Permit and Licenses Division)</i>
4. Present Official Receipt and requirements at Window 36 (Mayor's Permit Unit)	4. Issue claim stub indicating the date and time of release 4.1. Prepare Mayor's Working Permit 4.2.Recommend Approval 4.3. Approve Mayor's Working Permit	None None None None	3 minutes 5 minutes 5 minutes (per batch) 20 minutes (per batch)	<i>Labor and Employment Assistant (City Employment Service Division)</i> <i>Labor and Employment Assistant (City Employment Service Division)</i> <i>PESO Manager/ Labor and Employment Officer III/ Administrative Officer IV (City Employment Service Division)</i> <i>City Administrator (City Administrator's Office)</i>
5. Present the claim stub & sign upon receipt of the permit	5. Release Mayor's Working Permit	None	3 minutes	<i>Labor and Employment Assistant (City Employment Service Division)</i>
TOTAL:		PHP 150	55 minutes	



3. JOB REFERRAL

Job Referral is one of the PESO's core services as stipulated by Republic Act 8759 (PESO Act of 1999) and as amended by Republic Act 10691. Job Referral is an employment facilitation process that includes registration, preliminary interview as well as job matching, referral and follow-up with employers regarding employment referrals. It provides employment information services to job seekers, both for local and overseas employment, and recruitment assistance to employers.

Office or Division:	City Employment Service Division (CESD), 2 nd Gate, 1 st Floor, Miguel G. Baluyut Atrium, City Hall			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Jobseekers and Employers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. For Job Seekers				
1. Resume (1 original) and other credentials (1 photocopy each), if any		From the Job Seeker		
B. For Employers				
1. Letter of Intent (1 original)				
2. BIR 2303 (1 photocopy)		BIR		
3. DOLE certification Local Agency (1 photocopy)		DOLE		
4. POEA License for Overseas Agency (1 photocopy)		POEA		
5. Business Permit (1 photocopy)		BLPD		
6. Job orders/Vacancies (1 photocopy)		From the Employer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. For Job Seeker				
1. Secure Skills Registry System Form (SRS) at Window 35 (Job Referral & Placement Section) and fill-up properly	1. Issue SRS Form	None	3 minutes	<i>Labor and Employment Assistant</i> (City Employment Service Division)
2. Submit fully accomplished SRS and fill-up registration form at Window 35 (Job Referral & Placement Section)	2. Review the SRS if properly filled-up/accomplished	None	5 minutes	<i>Labor and Employment Assistant</i> (City Employment Service Division)

	2.1. Interview/ counsel the jobseekers and proceed to job matching	None	5 minutes	<i>Labor and Employment Assistant (City Employment Service Division)</i>
	2.2. If qualified, give referral slip/recommend ation letter	None	5 minutes	<i>Administrative Officer IV/ Labor and Employment Assistant (City Employment Service Division)</i>
3. Wait while referral slip/recommendation letter is being prepared	3. Prepare referral slip/recommend- ation letter (If the jobseeker asked for recommendation letter from the PESO Manager)		7 minutes	<i>Administrative Officer IV/ Labor and Employment Assistant (City Employment Service Division)</i>
	3.1. Approve recommendation letter		10 minutes	<i>PESO Manager (City Employment Service Division)</i>
4. Sign upon receipt of the recommendation letter	4. Release referral slip/ recommendation letter	None	5 minutes	<i>Labor and Employment Assistant (City Employment Service Division)</i>
TOTAL:		None	40 minutes	
B. For Employers				
1. Submit a Letter of Intent addressed to the City Mayor thru the PESO Manager	1. Receive letter of intent	None	5 minutes	<i>Administrative Officer IV/ Labor and Employment Assistant (City Employment Service Division)</i>

<p>2. Proceed to Referral and Placement Section of City Employment Service Division if letter of intent was approved</p>	<p>2. Interview the employer</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Administrative Officer IV/ Labor and Employment Officer III (City Employment Service Division)</i></p>
<p>3. Secure an Employer's Record Card (ERC) and fill-up accordingly</p>	<p>3. Issue the ERC</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Administrative Officer IV/ Labor and Employment Assistant (City Employment Service Division)</i></p>
<p>4. Submit Company profile, Business Permit, DOLE certification, POEA License, BIR 2303 and Job orders/ Vacancies with the ERC</p>	<p>4. Review all submitted documents (if it is an overseas agency – verify license & JO through POEA website)</p> <p>4.1. Post submitted Job Orders/ Vacancies at the PESO bulletin board and SRS online</p> <p>4.2. Provide the employer with referred applicants form or SRS</p>	<p>None</p> <p>None</p> <p>None</p>	<p>20 minutes</p> <p>15 minutes</p> <p>5 minutes</p>	<p><i>Administrative Officer IV/ Labor and Employment Officer III (City Employment Service Division)</i></p> <p><i>Labor and Employment Officer III/ Labor and Employment Assistant (City Employment Service Division)</i></p> <p><i>Administrative Officer IV/ Labor and Employment Assistant (City Employment Service Division)</i></p>
<p>5. Sort the needed manpower from the filed SRS and jot them down on the form of referred applicants to be provided by CESD (2 copies)</p>	<p>5. Get one copy of the Referred Applicants Form and check if properly filled-out. Give the original copy to the employer while the other copy will be kept for filing</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Administrative Officer IV/ Labor and Employment Assistant (City Employment Service Division)</i></p>

6. Secure a letter of no objection/ Approval of Local Recruitment Activity	6. If the employer is qualified for Special Recruitment Activity or Local Recruitment Activity, prepare the No Objection or Approval letter	None	10 minutes	<i>Administrative Officer IV/ Labor and Employment Assistant (City Employment Service Division)</i>
7. Wait for the release of Letter of No Objection	7. Recommendation and Approval of Letter of No Objection	None	15 minutes	<i>PESO Manager (City Employment Service Division)</i>
8. Present the Special Recruitment Authorization (issued by POEA) to the PESO before the Activity	8. File the SRA and arrange with employer the start of recruitment activity	None	5 minutes	<i>Administrative Officer IV/ Labor and Employment Assistant (City Employment Service Division)</i>
TOTAL:		None	2 hours	