



I ♥ Quirino

Republic of the Philippines
Provincial Government of Quirino
Cabarroguis



**PUBLIC EMPLOYMENT SERVICE OFFICE
CITIZEN'S CHARTER**

VISION:

Every Filipino worker attains full, decent and productive employment.

MISSION:

To promote gainful employment opportunities, develop human resources, protect workers and promote their welfare, and maintain industrial peace.

SERVICE: Special Program for Employment of Student

Office	STEP	Step by Step Prodecures		Responsible Person	Waiting Time (Max)	Requirements	Fee	Location
		Client	Service provider					
Public Employment Service Office	1.	Present him/herself that he/she is interested to apply SPES	Receive form and let the client log-in in the log book	Mary Ann P. Collado	3 mins. Per transaction	<ol style="list-style-type: none"> 1. Duly Accomplished SPES Applications Forms (SPES Form 1) 2. Copy of Birth Certificate or Baptismal Certificates 3. Certification by the School Registrar as to his/her last enrollment and average passing grade or a copy of the original class card or Form 138 4. Copy of the latest Income Tax Return of his/her parents or Certification is issued by the BIR that the parents are exempted from payment of tax or Barangay Certificate of Indigency/Low Income 5. For OSY Certificate of Good Moral Character issued by the authorized Barangay Officials where the OSY resides. 	None	2 nd Floor Museum & Library Building



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	2.	Fill up Form 1 and submit to PESO	Evaluation of Documents submitted	Gregorio V Dela Peña, Jr.	3 min. per transaction			
	3.	Wait notice from PESO for Deployment	Send endorsement letter to workplace	Gregorio V Dela Peña, Jr.	3 mins. Per transaction			
SERVICE : Tulong Panghanapbuhay para sa Disadvantage/ Displaced Workers								
	1.	Present him/herself that he/she is interested to apply for TUPAD	Receive form and let the client log-in in the log book	Mary Ann P. Collado	3 min. per transaction	<ul style="list-style-type: none"> 1. Accomplished Beneficiary Profile & Displaced Worker Informal Sector (Form 1 Annex H) 2. Must accomplished PESO Information System (PEIS) (NSRP Form 1) 3. A Copy of latest Cedula and 2x2 Picture 4. Barangay Certification 	None	
	2.	Fill up Form 1 Annex H and submit to PESO	Evaluation of Documents submitted	Gregorio V Dela Peña, Jr.	3 min. per transaction			
	3.	Wait notice from PESO for Deployment	Send endorsement letter to Barangay Captain	Gregorio V Dela Peña, Jr.	3 mins. Per transaction			



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SERVICE: Government Internship Program (GIP)								
	1.	Present him/herself that he/she is interested to apply for GIP	Receive form and let the client log-in in the log book	Cherry G.Montero	3 min. per transaction	1. Accomplished Application Form 2. Accomplished Internship Agreement with Notarized 3. A copy of Authenticated Transcript of Record/ Diploma 4. Barangay Certification 5. Issuance of Government Internship Program ID 6. A copy of Tax Identification Number (TIN) 7. A copy of ATM card	None	
	2.	Fill up Application and submit to PESO	Evaluation of Documents submitted	Lea T. Macarubbo, Gregorio V Dela Peña, Jr.	3 min. per transaction			
	3.	Wait notice from PESO for Deployment	Send endorsement letter to Workplace	Gregorio V Dela Peña, Jr.	3 mins. Per transaction			