



## 1. Availment of Overseas Employment Facilitation Service (For Applicants)

PESO Tanza assists in the Special Recruitment Activity or recruitment of applicants or overseas workers. PESO Tanza and DOLE make sure that these agencies are authorized by POEA.

<b>Office/Division:</b>	Public Employment Service Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Bio-data with picture (1 Original)		Applicant		
NBI Clearance (1 Original)		NBI		
Birth Certificate (PSA Copy) (1 Original)		Philippine Statistics Authority (PSA)		
Employment Training Certificates (Original and Photocopy 1 each)		Previous Employer		
License (for Professional / Skilled Workers) (1 Original & 1 Photocopy)		PRC/LTO and/or any Government license issuing agency		
Passport (Original & 1 Photocopy)		DFA		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Applicant looking for job may go to barangay hall or look at social media platforms for announcements.	1. Announcement of the Special Recruitment Activity through Barangay Coordinators and through Social Media and different platforms	None	10 Minutes	<i>PESO Manager</i> PES Office 2 <sup>nd</sup> Flr. Tanza Command Center Bldg.
2. Complete the requirements and go to the announced venue, date and time for application and interview	2. Check, verify the requirements and proceed for interview.	None	1 Day	<i>PESO Manager</i> PES Office 2 <sup>nd</sup> Flr. Tanza Command Center Bldg.
<b>TOTAL:</b>			<b>1 Day &amp; 10 Minutes</b>	

(Availment of Overseas Employment Facilitation Service) is covered by DOLE and POEA Rules and Regulations.