

SERVICE NAME : **SECURING CITY DATA/INFORMATION**

Serrvice Information

The office extends help for any private individuals, business sector and students that seek data or information regarding the following:

1. Comprehensive Land Use Plan,
2. Annual Investment Program
3. Local Development Investment Program
4. Comprehensive Development Plan
5. Economic Development and Community Based Monitoring System (CBMS) Data
6. City profiles and other statistics such as Socio-Economic and Ecological Profile,

OFFICE	: OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR
CLASSIFICATION	: SIMPLE
TYPES OF TRANSACTION	: Government to Citizen
WHO MAY AVAIL	: Any individual gathering/searching for city data/information

A. SECURING STATISTICAL DATA
Statistical data are socio-economic in category like ecological and socio economic profile, maps and community based monitoring sytem data.

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Request letter <i>-address to the City Mayor signifying the intent, needed information and purpose</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive approved request letter from the office of the City Mayor	Provide Registration or log book	NONE	3 minutes	Any OCPDC /MIS STAFF
2. Inquire & request data/ information	Verify data or information availability	NONE	5 Minutes	Any OCPDC /MIS STAFF
	Access and ask the clients rrence: Print/ photo copy a hard copy or Copy the e-file to a flash drive or cd	NONE (Note: Clients requesting copies of city maps should pay the amount of 50 pesos at the City Treasurer's Office except for students)	5 Minutes	Any OCPDC /MIS STAFF
3. Receive a copy of the data/information	Review, verify and release the data/information	NONE	2 Minutes	Engr. Naulie G. Cabanting

B. SECURING Non- STATISTICAL DATA
Non-Statistical data are files that generally related to plans and projects and are consolidated for Annual Reports like Annual Investment Program, Annual Development Plan and Local Development Investment Program.

CHECKLIST REQUIREMENTS	WHERE TO SECURE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the Office's Logbook and write data you wish to request	Refer to person in charge	NONE	3 minutes	Any OCPDC /MIS STAFF
2. Inquire & request data/ information	Verify data or information availability	NONE	3 Minutes	Any OCPDC /MIS STAFF
	Access and ask the clients reference: a. Print/ photo copy a hard b. Copy the file to a flash drive or cd	NONE	5 Minutes	Any OCPDC /MIS STAFF
3. Receive a copy of the data/information	Review, verify the correctness of data written in the logbook and release the data/information	NONE	3 Minutes	Engr. Naulie G. Cabanting

SERVICE NAME : **APPLYING FOR A JOB OVERSEAS**
 Serrvice Information : Serve as referral and information center for the various agencies and programs of POEA and other government and private recruitment agencies in the area.

OFFICE	PUBLIC EMPLOYMENT SERVICES OFFICE			
CLASSIFICATION	SIMPLE			
TYPES OF TRANSACTION	Government to Citizen			
WHO MAY AVAIL	Any individual applying for a job overseas			
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. Passport		Department of Foreign Affair		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check posted job vacancies abroad and or inquire at the PESO	Let the client register in the logbook and in Manpower Registration Form	NONE	2 Minutes	Judy W. Liao Edna L. Nartatez
2. Fill out Application Form/Preliminary interview by the agency/SRA	Make referral and Conduct PEOS	NONE	5 Minutes	Judy W. Liao
3. Ready for Hiring/Placement	The agency will submit deployment report for evaluation of the PESO Manager	NONE	5 Minutes	Judy W. Liao

**APPLYING FOR THE SPECIAL PROGRAM
FOR THE EMPLOYMENT OF STUDENTS**

SERVICE NAME :

Serrvice Information :

Provide employment to deserving students and OSY coming from poor families during summer vacation to enable them to pursue their education.

OFFICE	:	PUBLIC EMPLOYMENT SERVICES OFFICE		
CLASSIFICATION	:	SIMPLE		
TYPES OF TRANSACTION	:	Government to Citizen		
WHO MAY AVAIL	:	Any individual applying for the Special Program for the Employment of Students (SPES)		
CHECKLIST REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance		Barangay of the Applicant		
2. Latest Photocopy of Grades		School		
3. Certificate of Low Income/Indigency		Barangay of the Applicant		
4. Recommendation Letter from the Punong		Barangay of the Applicant		
5. SPES Forms		Department of Labor and Employment		
6. Contract		Department of Labor and Employment		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	Let the student register in the logbook and evaluate the requirements	NONE	5 Minutes	Judy W. Liao Edna L. Nartatez
2. Report to the PESO Manager	Preliminary Interview	NONE	15 Minutes	Judy W. Liao

3. Personal Appearance	Briefing/Orientation	NONE	20 Minutes	Doris G. Manzano Judy W. Liao DOLE Rep.
4. Get Office Assignment	Accompany the employed students in their office assignments	NONE	10 Minutes	Rodel M. Llanes