

**OFFICE: OFFICE OF THE GOVERNOR/PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)**

**AVAILABILITY OF SERVICE: MONDAY-FRIDAY – 08:00AM TO 05:00 PM**

List of Transactions	Categorization of Transactions	Maximum Processing Time	Requirements
REQUEST FOR JOB FAIR	SIMPLE	15 minutes	<ol style="list-style-type: none"> <li>1. Letter of intent addressed to the Head of Peso</li> <li>2. Company Profile</li> <li>3. Photocopy of BIR Certificate of Registration</li> <li>4. Photocopy of Latest Business Permit</li> <li>5. Photocopy of SEC/DTI Registration</li> <li>6. Photocopy of PhilJob Net Certificate</li> <li>7. List of vacancies with qualifications (with no, of vacancy per position and place of assignment)</li> <li>8. Photocopy of company SSS Certificate</li> <li>9. Photocopy of company PhilHealth Certificate</li> <li>10. Company official contact person with complete contact details and position</li> <li>11. Photocopy of DOLE Certificate (for agencies only)               <ol style="list-style-type: none"> <li>a. DO 18-A/PRPA</li> <li>b. Certificate of No Pending Case</li> <li>c. Company Client List</li> </ol> </li> <li>12. Certificate of Compliance Occupational Safety and Health</li> </ol>
APPLICATION FOR SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)	SIMPLE	15 minutes	<p>3 sets of requirements:</p> <ol style="list-style-type: none"> <li>1. Resume with 2x2 pictures (original)</li> <li>2. Photocopy of Birth Certificate</li> <li>3. Certificate of Indigency (original)</li> <li>4. 1 pc. Long folder</li> </ol> <p>Additional requirements:</p> <ul style="list-style-type: none"> <li>• If parent/s are working, SPES applicant must secure a copy of his/her parent's latest income tax return from BIR</li> <li>• If parents are working but doesn't have as Income tax return. Parents shall secure a Certificate of Tax Exemption or affidavit of Non-</li> </ul>

			<p>filing of Income Tax Return or Certificate of Employment with compensation</p> <ul style="list-style-type: none"> <li>• If parents are not working and student is being supported by a relative: relative supporting the child shall secure an affidavit of support and income tax return or certificate of employment with compensation</li> <li>• For student submit a photocopy of his/her latest school card duly verified by the school registrar</li> <li>• For OSY: submit an original copy of Certificate as OSY with good moral character/no derogatory record from Barangay.</li> </ul>
APPLICATION FOR GOVERNMENT INTERNSHIP	Simple	1 day	<ol style="list-style-type: none"> <li>1. Accomplished application form</li> <li>2. One pc of 2x2 picture with white background</li> <li>3. Photocopy of birth certificate (SECPA)</li> <li>4. Photocopy of class card or registration form 137</li> <li>5. 1 original copy and 2 photocopies of barangay certificate of indigency</li> </ol>
LOCAL RECRUITMENT ACTIVITY	Simple	20 minutes	<ol style="list-style-type: none"> <li>1. Letter of intent addressed to the Head of PESO</li> <li>2. Company Profile</li> <li>3. Photocopy of BIR Certificate</li> <li>4. Photocopy of Latest Business Permit</li> <li>5. Photocopy of SEC/DTI Registration</li> <li>6. Photocopy of PhilJob Net Certificate</li> <li>7. List of vacancies with qualifications (with no. of vacancy per position and place of assignment)</li> <li>8. Photocopy of company SSS certificate</li> <li>9. Photocopy of company philhealth certificate</li> <li>10. Company official contact person with complete contact details and position</li> <li>11. Photocopy of DOLE Certificate (for agencies only) <ol style="list-style-type: none"> <li>d. DO 18-A/PRPA</li> <li>e. Certificate of No Pending Case</li> <li>f. Company Client List</li> </ol> </li> <li>12. Certificate of Compliance Occupational Safety and Health</li> </ol>

REQUEST FOR SKILLS TRAINING	Simple	1 day	1. Letter request
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OFFICE: **OFFICE OF THE GOVERNOR/ MOTORPOOL**  
 FRONTLINE: **Request to borrow Government Vehicle**  
 AVAILABILITY OF SERVICE: **as per request**

**Required Documents:**

1. Letter Request
2. Approved action slip
3. Request for vehicle
4. Trip ticket / fuel issuance

STEP	PROCEDURE		DURATION OF ACTIVITY	PERSON RESPONSIBLE / IN-CHARGE
	CLIENT / APPLICANT	OFFICER / SERVICE PROVIDER		
1.	Bring letter request to borrow Government vehicle to the Governor Office	GO staff assesses letter request to the Governor or in-charge for approval of ACTION SLIP	1-5 mins	G.O. staff
	Proceed to Admin office bring the approved action slip	Admin issued RQUEST FOR VEHICLE and TRIP TICKETS approved by Provincial Administrator	1-5 mins	Admin staff
	Admin to Motorpool	Scheduling and processing of Trip tickets and fuel issuance	10-20 mins	Motorpool staff
	Drivers	Contact the driver for the contact number and pick up site of the passenger	1-5 mins	Motorpool staff

OFFICE: **OFFICE OF THE GOVERNOR/ INTERNAL AUDIT OFFICE**  
AVAILABILITY OF SERVICE: **MONDAY-FRIDAY – 08:00AM TO 05:00 PM**

**Conduct of Compliance Audit, Management Audit, and Operations Audit**

**Steps/Procedure:**

1. Audit Team Leader prepares audit plan for the office/program/project/activity to be audited.
2. Head of Internal Audit prepares Audit Notification Memorandum and Audit Planning Memorandum.
3. Seek approval of the Governor of the Audit Notification Memorandum and the Audit Planning Memorandum.
4. Once approved by the Governor, furnish a copy to the prospective office auditee.
5. Conduct entry conference with the office to be audited.
6. prepare audit report). 6. Conduct the audit. (Gather necessary data, conduct interview and walkthrough, analyze data,
7. Furnish a copy of audit findings and recommendations to the office audited for comments and actions on the findings and recommendations.
8. Finalize the audit report.
9. Submit copy of the audit report to the Governor and head of the office audited.
10. Conduct exit conference.
11. Follow up the actions on the recommendations of the audit.

**Procedure for filing and acting on the complaints:**

1. File complaint with the complaint desk.
2. Register the complaint letter in the logbook.
3. Confer personally with the complainant if needed.
4. Prepare appropriate response to the complaint.
5. Release the response after recording it in the logbook.
6. Let the complainant or representative receive the response.

**Conduct of Management Audit:**

**Steps/Procedure:**

1. Audit Team Leader prepares audit plan for the office/program/project/activity to be audited.
2. Head of Internal Audit prepares Audit Notification Memorandum and Audit Planning Memorandum.
3. Seek approval of the Governor of the Audit Notification Memorandum and the Audit Planning Memorandum.
4. Once approved by the Governor, furnish a copy to the prospective office auditee.
5. Conduct entry conference with the office to be audited.
6. Conduct the audit. (Gather necessary data, conduct interview and walkthrough, analyze data, prepare audit report).
7. Furnish a copy of audit findings and recommendations to the office audited for comments and actions on the findings and recommendations.
8. Finalize the audit report.
9. Submit copy of the audit report to the Governor and head of the office audited.
10. Conduct exit conference.
11. Follow up the actions on the recommendations of the audit.