

LABOR RELATION AND PUBLIC EMPLOYMENT SERVICE OFFICE (LRPESO)

Social Action Center, Marikina City Hall, Sta. Elena, Marikina City

HEAD: Gildegardo R. Munar

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SERVICES OFFERED:

1. Monitors compliance with Tripartite Memorandum of Agreement (Tripartite Secretariat);
2. Facilitates and promotes social dialogues, skills enhancement, comprehensiveness, quality and productivity towards industrial peace, including but not limited to informal sector, displaced workers, underemployed and distress business;
3. Provides necessary support and mechanism that will create a sound and sustainable economic policies and programs;
4. Monitors the general labor situation in the city and submits regular reports to the City Mayor and to the Sangguniang Panglungsod for appropriate actions;
5. Coordinates with the Department of Labor and Employment and the National Labor Relations Commission (NLRC) including endorsement of grievances and unsettled disputes for proper forum and resolution;
6. Support campaign against illegal recruitment, human trafficking and child labor.
7. Conciliates or mediates labor-management disputes as well as preparation and declaration of amicable settlement of the contending and party/ies;
8. Organizes labor-management councils for commercial and industrial establishments;
9. Serves as referral and information center for the various services and programs of the DOLE and other government agencies;
10. Provides clients with information for the various service and programs of the DOLE and other government agencies;
11. Provides access to labor market information for applicants and employer;
12. Networks with other public employment service office (PESO) within the region for job exchange purposes;
13. Undertakes employability enhancement training / seminar, employment or occupational counseling, career guidance, mass motivation and values development activities.
14. Conducts pre-employment or occupational counseling and orientation to local and overseas workers;

EMPLOYMENT FACILITATION SECTION (REFERRAL LETTER)

No.	Client Step	Office/Person Responsible	Location of Office	Processing Time	Requirements
1.	Applicant must choose the company and the position he/she wishes to apply for in the job vacancies posted in the bulletin board		Social Action Center		
2.	After choosing the position and the company, applicant must submit himself/herself for initial interview and assessment	Mylene Juanillo Office Clerk	Social Action Center	5-10 minutes	Bio-Data / Resume

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3.	After the initial interview the applicant will be asked to fill-out Skills Registry System Form of Department of Labor and Employment	Mylene Juanillo Office Clerk	Social Action Center	10-15 minutes	SRS Form
4.	LRPESO staff match the qualifications of applicants for employment and/or self employment	Mylene Juanillo Office Clerk	Social Action Center	5 minutes	Bio-Data / Resume
5.	Encoding and printing of referral letter	Mylene Juanillo Office Clerk	Social Action Center	5-10 minutes	Database Encoding

ACCREDITATION OF COMPANIES:

	Client Step	Office/Person Responsible	Location of Office	Processing Time	Requirements
1.	Submission of requirements for company accreditation	Cecilia C. Pascua Data Encoder	Social Action Center	1 minute	<p>For Direct Hire Companies: -letter of intent -Business Permit -DTI/SEC Registration -Company Profile -Philjob-Net Registration -Job Vacancy with qualification</p> <p>For Local Recruitment Agency: -letter of intent -Business Permit -DOLE PRPA -DTI/SEC registration -Philjob-Net Registration -Job Vacancy with qualification</p> <p>For Overseas Recruitment Agency: -letter of intent -POEA Accreditation -Approved Job Order -Business Permit -SEC Registration</p>
2.	Checking of requirements	Cecilia C. Pascua Data Encoder	Social Action Center	15-20 minutes	-do-

3.	Encoding of Job Vacancies to the Database and posting of same to the bulletin board	Carmencita Mendoza Office Clerk	Social Action Center	15-20 minutes	Job Vacancy/ies
4.	Encoding of company's/ employer's information to the database	Cecilia C. Pascua Office Clerk	Social Action Center	2-5 minutes	Letter of intent/ Company Profile

TRIPARTITE INDUSTRIAL RELATION:

	Client Step	Office/Person Responsible	Loaction of Office	Processing Time	
1.	File complaint form duly signed by the aggrieved individuals or group	Santiago J. Panaligan	Social Action Center	1-1 ½ hr.	Complaint/ Request Form
2.	LRPESO shall validate, investigate the veracity of the complaint filed at plant level and issue summons/notice of hearing	Santiago J. Panaligan	Social Action Center	1-1 ½ hr.	Position paper(s) to be submitted during hearing
3.	Schedule of hearing both complainant and respondents for mediation	Santiago J. Panaligan	Social Action Center	1-1 ½ hr.	Conciliation mediation proceedings
4.	LRPESO shall conduct the first, second and/ or third hearing until the parties reach an agreement/ resolve their dispute	Santiago J. Panaligan	Social Action Center		
5.	LRPESO shall prepare declaration of amicable settlement of the contending party/ies	Santiago J. Panaligan	Social Action Center	25-30 mins.	Quit Claim & Release Agreement
6.	Endorse all unsettled cases to DOLE-NLRC/ DOLE-NCMB for proper forum	Santiago J. Panaligan	Social Action Center	10-15 mins.	Endorsement