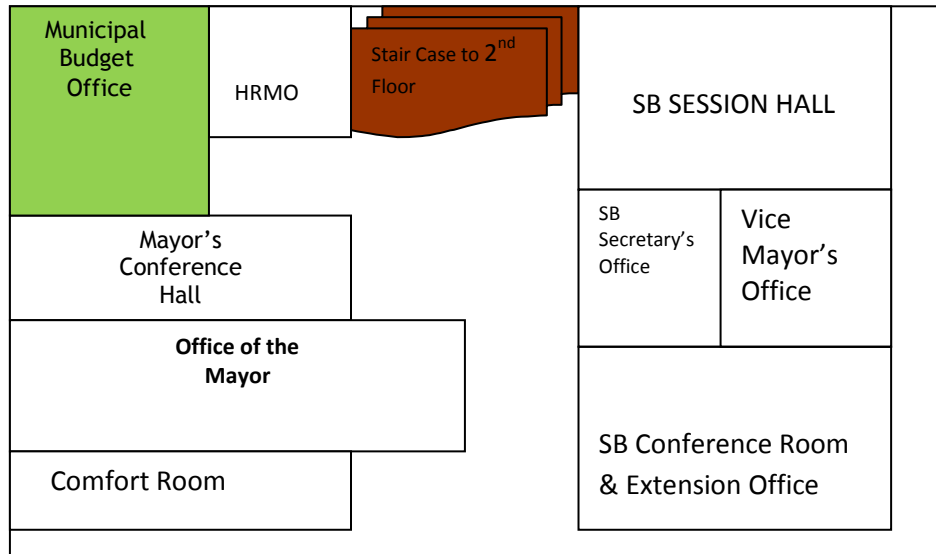


MUNICIPAL BUDGET OFFICE FRONT LINE SERVICE



(Municipal Hall (2nd Floor))

OFFICE PERSONNEL

GINA R. CONCON
Municipal Budget Officer

AMOR P. REMONTE
Admin. Assistant II

FEDELIZA C. SALVAJAN
Admin. Aide I

LUCILYN R. CALUB
Admin. Aide I

VISION: Effective management and maximum utilization of Government Funds and Resources

MISSION: Provide technical assistance and services on fiscal and budgetary matters of the Municipal government and the eleven (11) barangays of the municipality.

SERVICE STANDARD

FRONTLINE SERVICE:

I- CERTIFICATION AS TO THE EXISTENCE OF AVAILABILITY OF ALLOTMENT/APPROPRIATION

Schedule of Availability of service

- Monday to Friday
- 8:00 AM to 5:00 PM

Who may avail of the service: Constituents; employees/office concerned of the municipal government of Kitcharao.

What are the requirements: Vouchers with approved supporting documents

STEPS TO AVAIL THE SERVICE

STEP	APPLICANT /CLIENT	A C T I V I T Y	DURATIO N OF ACTIVITY	PERSON RESPONSI- BLE	FEES
1.	Submit the approved documents with correct supporting papers to the concerned municipal budget staff.	Evaluation of the document and if it is within the appropriated budget, the obligation request (OR) will be processed, and certification as to the availability of funds will be made.	4 mins.	Salvajan, F. Calub, L.	none
2.		Recording of the obligated amount to the appropriate columnar book of appropriations	2 mins	Salvajan, F. Calub, L.	none
3.		Signing the obligation request by the Mun. Budget Officer or authorized personnel	2 mins	Concon, G. Remonte, A.	none
4.		Recording of the documents in the outgoing logbook	2 mins	Salvajan,F. Calub, L.	none

For your feedback and complaints, please call or text 09192498801

PUBLIC EMPLOYMENT SERVICES OFFICE

Availing of overseas employment facilitation services (for applicants)

☑ ABOUT THE SERVICE

MUNICIPAL PESO assists various placement agencies in conducting their recruitment in KITCHARAO.

The office makes sure that these agencies are authorized by the Philippine Overseas Employment Administration (POEA). It also monitors the status of workers placed overseas.

☑ REQUIREMENT(S)

- Bio-data with picture
- NBI Clearance
- Birth Certificate
- Employment/Training Certificates
- License (for professional or skilled workers)
- Passport

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	PLEASE APPROACH
<p>1. Wait for Announcements</p> <p>Overseas agencies may conduct recruitment at Municipal PESO anytime of the year.</p> <p>Announcements for recruitment come through “Bandilyo”, or posters.</p> <p>You may also personally inquire at Municipal PESO.</p>	<p>GINA R. CONCON <i>PESO MANAGER</i></p> <p>AMOR P. REMONTE <i>PESO Staff</i></p>
<p>2. Prepare Requirements</p> <p>If recruitment will be conducted, prepare and bring the requirements enumerated above, as well as other documents that the recruitment agency may require.</p>	
<p>3. Application and Interview</p> <p>Fill-up the agency application form. You are usually required to undergo an interview.</p> <p>Other documents, if any, are prepared after your qualifications have been assessed.</p>	<p>The agency representative</p>

Availing of overseas employment facilitation services (for employers)

☑ INFORMATION ABOUT THE SERVICE

OVERSEAS PLACEMENT agencies may seek the assistance of MUNICIPAL PESO in conducting recruitment activities in Kitcharao .

They may use the facilities and equipment of the office, and may request for staff support.

This service is offered FREE OFCHARGE.

☑ REQUIREMENT(S)

- Provincial Recruitment Authority (PRA)
- Confirmed Job Order(s) from principal employer(s)

Both must be duly approved by the Philippine Overseas Employment Administration (POEA).

☑ STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
<p>1. Recruitment Notification</p> <p>Notify the Metro PESO of your desire to conduct hiring for abroad by forwarding the required documents.</p>	3 minutes	<p>GINA R. CONCON <i>PESO MANAGER</i> AMOR P. REMONTE <i>PESO Staff</i></p>
<p>2. Recruitment</p> <p>Conduct recruitment activities. The facilities and equipment of the Municipal PESO are provided FREE OF CHARGE.</p> <p>To maximize the number of applicants, agencies are encouraged to advertise through Bandilyo or Posters.</p>		
<p>3. Reporting</p> <p>Overseas placement agencies are required to submit a Terminal Report, as required in the PRA, at the end of the recruitment period.</p> <p>A separate Deployment Report should also be submitted after the hiring period.</p>		<p>GINA R. CONCON <i>PESO MANAGER</i> AMOR P. REMONTE <i>PESO Staff</i></p>

Availing of Special Program for Employment of Students [SPES] (for applicants)

INFORMATION ABOUT THE SERVICE

THE SPECIAL Program for Employment of Students (SPES) aims to help poor but deserving students and out-of-school youth in pursuing their education by encouraging their employment during summer vacation. It was created under Republic Act 7323, enacted on March 30, 1992.

The program is conducted every year. Participants are assigned to work in SPES-registered private establishments, government institutions and departments. Work duration is a minimum of 15 but not more than 45 days. Participants are entitled to at least a minimum wage. Of this, 60% is paid by the employer; 40% is paid by the Department of Labor and Employment (DOLE). Applications are screened at the Municipal PESO.

Students and out-of-school youth applying under SPES must meet the following criteria:

- 15 to 25 years old
- enrolled during the present school year/semester immediately preceding the summer vacation or a drop-out who intends to enroll again
- parents' net income after tax does not exceed P 36,000.00 per annum
- no failing grades

REQUIREMENT(S)

- Registration Form 09 (RKS) with ID pictures – 3 copies
- Any of the following to attest to the student-applicant's age:
 - Birth or baptismal certificate
 - Joint affidavit of 2 disinterested parties
- Any of the following to attest to the student-applicant's rating:
 - Form 138
 - Certification by the School Registrar that the student has passed during the previous semester or school year
 - Certified true copy of the student's class card where the passing grade could be determined
- Any of the following to attest to the student's family income:
 - Latest Income Tax Return of the parents/guardian
 - Certification from the employer/union president that the parent/guardian of the applicant is to be displaced or has been displaced
 - Bureau of Internal Revenue (BIR) Certification that the parents do not file Tax Returns

☑ STEPS TO AVAIL THE SERVICE

STEPS	MINIMUM TIME CONSUME	RESPONSIBLE PERSON
<p>1. Fill-up RKS</p> <p>Ask for copies of Registration Form 09 (RKS) and fill it with complete and correct information.</p> <p>Submit the RKS, with 1" x 1" pictures, within 1 or 2 days.</p>		PESO Staff
<p>2. SPES Orientation</p> <p>Attend a SPES Orientation for information on the details and guidelines of the program.</p>	1 hour	PESO MANAGER
<p>3. Evaluation of RKS Form</p> <p>Applicants are asked to come back on a scheduled date (right after the evaluation of the RKS forms). . A list of qualified students is also posted at the Municipal PESO office.</p>		PESO STAFF
<p>4. Work Assignment</p> <p>Proceed to the assigned office/ establishment and have your name listed. Bring your Referral Letter.</p> <p>A Monitoring Team is assigned to gather the lists of referred and placed SPES participants from the different government line agencies and private firms.</p>		
<p>5. Evaluation of Requirements</p> <p>Submit the SPES requirements. PESO staff will evaluate these.</p>	1 to 2 weeks	
<p>6. Signing of SPES Contract</p> <p>Sign the Employment Contract and SPES Certification.</p>	1 minute	PESO STAFF
<p>7. Signing of Termination Report</p> <p>At the end of the work assignment, report to Municipal PESO for signing of a Termination Report.</p>	1 minute	PESO STAFF

<p>8. Payroll Processing</p> <p>Forward your Daily Time Record (DTR) to the PESO Staff so that 60% SPES payroll (paid by the employer) can be processed.</p>		
<p>9. Submission of Reports to DOLE</p> <p>SPES requirements together with the pertinent reports are submitted to the Department of Labor and Employment (DOLE) Regional Office for further evaluation and processing of 40% of the SPES payroll. Checks will be issued upon a SPES participant's presentation of his/her enrollment form and ID.</p>	<p>2 weeks</p>	<p>AMOR P. REMONTE PESO STAFF</p>

Availing of Special Program for Employment of Students [SPES] (for employers)

INFORMATION ABOUT THE SERVICE

THE SPECIAL Program for Employment of Students (SPES) provides government agencies and participating private establishments the opportunity to help poor but deserving students and out-of-school youth in pursuing their education by employing them during summer vacation. The program was created under Republic Act 7323, enacted on March 30, 1992.

SPES is conducted every year. Participating government agencies and private companies employ students and out-of-school youth for a minimum of 15 but not more than 45 days. They are required to pay only 60% of the prevailing minimum wage in the area. The remaining 40% is paid by the Department of Labor and Employment (DOLE) upon a student's presentation of his enrolment form for the next school year.

REQUIREMENT(S)

- Pledge of Commitment - a document specifying the number of students to be hired, their desired qualifications and wage rate

☑ STEPS TO AVAIL THE SERVICE

FOLLOW THESE STEPS	PLEASE APPROACH
<p>1. Pre-Employment Phase</p> <p>Coordinate with Municipal PESO and submit the Pledge of Commitment. This must be signed by the Manager and Finance/Budget Officer of the company.</p>	<p>GINA R. CONCON PESO Manager</p> <p>AMOR P. REMONTE PESO Staff</p>
<p>2. Employment Phase</p> <p>Municipal PESO will refer student-applicants to you. Immediately notify the office if student-applicants are accepted.</p> <p>Submit a Placement Report not later than 5 days after the start of employment.</p>	
<p>3. Post-Employment Phase</p> <p><i>Certification of Employment</i></p> <p>At the end of the employment period, you should issue to the student-participant a certification of the Student's Employment Record (SPES Form 04). This should specify the number of days worked, wage rate, overtime pay and other incentives received from the employer.</p> <p><i>Employment Terminal Report</i></p> <p>Within 3 days from the end of a student-employee's work duration, submit to Municipal PESO 3 copies of an Employment Termination Report (SPES Form 04-1). This shall be the basis for the computation of the 40% share of the DOLE. The DOLE may require you to submit a copy of the payroll of the student-employees to verify the salary they received.</p>	<p>GINA R. CONCON PESO Manager</p> <p>AMOR P. REMONTE PESO Staff</p>