



Executive Services
Office of the City Community
Affairs Officer



1. Provision of Local Employment Referrals (for applicants)

The City Government of Laoag provides employment assistance to job seekers/applicants through referral. Career guidance and counseling are also offered to assist the applicants/job seekers in going about the recruitment process in different companies.

Office or Division:	Office of the City Community Affairs Officer			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	Job applicants/seekers through referral			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Curriculum Vitae/Resume with 2x2 ID pictures ➤ Transcript of Records or graduation certificate ➤ Form 138 for high school graduates ➤ Barangay Clearance 		<ul style="list-style-type: none"> ➤ School graduated ➤ School graduated ➤ Barangay Chairman/Secretary 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit yourself for interview and job matching	1. Show list of job vacancies	None	10 minutes	Community Affairs Officer III,II,I Community Affairs Asst. Adm. Aide I
2. Submit requirements	2. Reviews and assesses documents		5 minutes	Community Affairs Officer II & I Adm. Aide I
	2.1 Prepares referral letter of jobseekers who match qualification requirements of vacancies posted by employers.		2 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Reviews and signs referral letter		15 minutes	City Mayor
Receive referral letter	3. Releases referral letter to the applicant. 3.1 Make follow-up to the employers regarding the status of the referred job seekers.	None	1 minute	Community Affairs Officer II Admin. Aide I
TOTAL:			33 minutes	

2. Provision of Local Employment Referrals (for employers)

Provision of assistance to employers/companies by conducting preliminary screening of applicants for referral. Employers must submit list of job vacancies to be posted on bulletin boards and other strategic areas at the City Hall.

Office or Division:	Office of the City Community Affairs Officer		
Classification:	Simple		
Type of Transactions:	G2C – Government to Citizen		
Who may avail:	Employers/Companies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<ul style="list-style-type: none"> ➤ Company/Employer Profile ➤ Job Vacancies/positions ➤ Number of persons to be hired ➤ Qualification requirements of applicants ➤ List of required documents to be submitted by the applicants 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call or visit CAD-PESO office and provide the needed information.	1. Receives necessary information and input it in the data bank.	None	15 minutes	Community Affairs Officer III, II & I
2. Match applicants to job vacancies	2. Matches applicants' qualifications with your company's set of standards	None	30 minutes	Community Affairs Officer III, II & I
3. Request from referred applicants a PESO referral letter and other pertinent documents	3. Provides referral letter and other pertinent documents of qualified applicants.	None	5 minutes	Community Affairs Officer III, II & I
TOTAL:			50 minutes	

3. Issuance of Certificate of No Objection to Overseas Recruitment Agencies

Provision of assistance to recruitment agencies in acquiring a Certificate of no objection to recruit job applicants in Laoag City for job opportunities overseas.

Office or Division:	Office of the City Community Affairs Officer		
Classification:	Simple		
Type of Transactions:	G2C – Government to Citizen		
Who may avail:	Recruitment Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<ul style="list-style-type: none"> ➤ Letter request addressed to the City Mayor ➤ POEA License ➤ Job Orders ➤ Affidavit of Undertaking ➤ Authorization letter of the General Manager of the Agency 		<ul style="list-style-type: none"> ➤ POEA ➤ Recruitment Agency ➤ Recruitment Agency ➤ Recruitment Agency 	



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents.	1. Receive documents	None	5 minutes	Community Affairs Officer II & I Admin. Aide I
	1.1 Reviews/scrutinizes documents submitted		5 minutes	City Community Affairs Officer, CAO IV, II and I
	1.2 Refer to the POEA.gov.ph, to verify if recruitment agency is licensed.		2 minutes	City Community Affairs Officer, CAO IV, II and I
	1.3 Endorses documents to the City Mayor		2 minutes	CAO IV, II and I
2. Receive certificate of no objection	2. Releases approved certificate of no objection.	None	2 minutes	Community Affairs Officer III, II & I
TOTAL:			16 minutes	

4. Provision of Special Program for Employment of Students (SPES)

The Special Program for the Employment of Students (SPES) aims to help poor but deserving In and Out-of School Youths (IOSYs) in pursuing their education by encouraging their employment during summer break under RA 10917.



Office or Division:	Office of the City Community Affairs Officer	
Classification:	Simple	
Type of Transactions:	G2C – Government to Citizen	
Who may avail:	In and Out-of-School Youths	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ul style="list-style-type: none"> ➤ Photocopy of Birth Certificate or any document indicating date of birth or age (age must be 15-30 y/o) ➤ Photocopy of the latest Income Tax Return (ITR) of parents/legal guardian or certification issued by BIR that the parents/guardians are exempted from payment of tax or original certificate of indigence or original Certificate of Low Income issued by the Barangay or DSWD/CSWD where the applicant resides ➤ For Students, any of the following in addition to 1 & 2 requirements: <ul style="list-style-type: none"> • Photocopy of proof of average passing grade such as (1) class card or (2) Form 138 of the previous semester or year immediately preceding the application; or • Original copy of Certification by the School Registrar as to passing grade immediately preceding semester/year if grades are not yet available ➤ For Out-of-School-Youth, original copy of Certification as OSY issued by DSWD/CSWD or authorized individual/agency 	<ul style="list-style-type: none"> ➤ PSA, Local Civil Registrar ➤ Bureau of Internal Revenue ➤ School ➤ School Registrar ➤ DSWD/CSWD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about SPES program	1. Initial screening and interview of applicants	None	10 minutes	Community Affairs Officer II, Sports & Games Regulations Officer I, Community Affairs Asst.
2. Submits application letter and requirements	2. Receives and reviews letter request and requirements	None	10 minutes	Community Affairs Officer II, Sports & Games Regulations Officer I, Community Affairs Asst., Adm. Aide I
	2.1 Approves applications	None	5 minutes	City Mayor
	2.2 Prepares and post list of hired applicants	None	8 hours	Community Affairs Officer II
3. Attends orientation	3. Conduct orientation	None	4 hours	Community Affairs Officer II, Sports & Games Regulations Officer I, Community Affairs Asst.
4. Reports to assigned office	4. Supervise hired students/OSYs under SPES	None		Community Affairs Officer II, Sports & Games Regulations Officer I, Community Affairs Asst
5. Receives salary	5. Distributes salary	None	5 minutes	City Mayor City Community Affairs Officer CTO, Cash Division Staff
TOTAL:			12 hours and 30 minutes	



5. Processing of Claims for Livelihood Assistance i.e. Animal Dispersal (Pig, Goat and others)

Livelihood assistance is given by the City Government to various individuals or groups in the conduct of Barangay Outreach Program of the city government.

Office or Division:	Office of the City Community Affairs Officer			
Classification:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Letter Request of Barangay Resolution ➤ City Mayor's approval of the request 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or barangay resolution	1. Receives, reviews letter-request and requirements 1.1 Forwards letter request to the City Mayor for approval 1.2 Approves letter request 1.3 Prepares and process contract and insurance	None	2 minutes	Community Affairs Asst., Adm. Aide I
			3 minutes	Community Affairs Asst., Adm. Aide
			5 minutes	City Mayor
			2 minutes	Community Affairs Asst., Adm. Aide
2. Reviews and signs contract	2. Orient recipient/s of the content of the Contract and other responsibilities	None	5 minutes	Community Affairs Officer II, Community Affairs Asst.,



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receives livelihood assistance	3. Awards livelihood assistance to recipients	None	3 minutes	City Mayor City Community Affairs Officer, Community Affairs Asst.
TOTAL:			20 minutes	

6. Processing of Claims for Prizes for the “Search for the Cleanest, Greenest, Most Productive, and Safest Barangay and Public Schools of Laoag City”

Office or Division:	Office of the City Community Affairs Officer
Classification:	Simple
Type of Transactions:	G2C - Government to Citizen
Who may avail:	Winners in the Search for the Cleanest, Greenest, Most Productive and Safest Barangays and Public Schools in Laoag City

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Project proposal in the form of a Barangay resolution or Program of work ➤ Approval of the City Mayor 	<ul style="list-style-type: none"> ➤ Barangay Council or Office of the City Engineer ➤ Office of the City Mayor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receives and verifies requirements	None	1 minute	Community Affairs Officer I
	1.1 Confirms recipient's name from the list of winners		2 minutes	Community Affairs Officer I



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receives and verifies requirements	None	1 minute	Community Affairs Officer I
	1.1 Confirms recipient's name from the list of winners		2 minutes	Community Affairs Officer I
	1.2 Prepare and processes pertinent documents i.e. purchase request, voucher, etc.		1 week	Community Affairs Officer
	1.3 Forwards documents to the City Mayor for approval		3 minutes	Community Affairs Officer
2. Receives the prize at the Cash Division, Office of the City Treasurer	2. Advices recipient to receive the cash prize at the Cash Division, Office of the City Treasurer	None	1 minute	Community Affairs Officer
TOTAL			1 week and 7	

The winners of the City Government's Annual Search for the Cleanest, Greenest, Most Productive and Safest Barangays and Public Schools of Laoag City are given incentives. With the City Mayor's endorsement, the Community Affairs Office is tasked to process these claims.



7. “Sama-Summer” Together Program

The City Government of Laoag provides free sports clinic and art workshops for children ages 5-18 years old and a resident of Laoag City.

The program is conducted during Summer.

The activities offered are: Sports – Basketball, Volleyball, Badminton, Chess, Football, Athletics, Swimming, Sepak Takraw, Taekwondo, Archery, Gymnastics, Table Tennis, Baseball, Softball, Lawn Tennis, Futsal. Art Workshops – Music (singing, guitar lesson, voice lesson); Art (drawing, painting, dancing, basic photography, acting and directing); Cooking and Academics – Public Speaking, Creative Writing, Computer Tutorial, Personality Development and Methods of Research.

Office or Division:	Office of the City Community Affairs Officer
Classification:	Simple
Type of Transactions:	G2C - Government to Citizen
Who may avail:	Children ages 5-18 years old and residents of Laoag City

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Certificate of residency ➤ Photocopy of Birth Certificate ➤ Consent of parent or guardian 		<ul style="list-style-type: none"> ➤ Barangay Chairman ➤ PSA/Local Civil Registrar 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for evaluation (2 weeks before the start of the program)	1. Receive and evaluate requirements	None	5 minutes	Sports and Games Regulations Officer I
2. Register	2. Receives registration	None	1 minute	Sports and Games Regulations Officer I
3. Attend orientation	3. Conducts orientation (a day before the start of the program)	None	60 minutes	Sports and Games Regulations Officer I



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Attend classes/sports activities	4. Conducts classes/sports activities	None		Trainers and Coaches
5. Attend/join the Culminating Activities	5. Prepare for the culminating activities	None		Sports and Games Regulations Officer I Trainers and Coaches
TOTAL:			1 hour & 6 minutes	