

## SEARCH FOR BEST PESO

The search for the best PESO aims to recognize the contribution of the PESO on employment facilitation programs and to reward its outstanding accomplishments

### A. Scope of Award

The Search for Best PESO shall cover all existing and operational Public Employment Service Offices (PESOs) as confirmed by the DOLE Regional Office. Whether it is an LGU, NGO and/or School Based PESO.

### B. Categories of Award

*Regional Awards:*

#### 1. Outstanding PESO Office and LCE by type

*Province*

- 1st Class
- 2<sup>nd</sup> Class
- 3<sup>rd</sup> Class

*City*

- Highly Urbanized
- Component City

*Municipality*

- 1st-3<sup>rd</sup> class
- 4<sup>th</sup>-6<sup>th</sup> class

*NGO (NGO/SUCs)*

**Note:** 8 entries per region will vie for the National Awards

*National Awards:*

Eight (8) Outstanding PESO Offices and LCEs by type

## **C. Qualification of Candidates:**

### ***c.1 Regional Awards***

*Candidate PESO must meet the following criteria:*

1. Must be an operational PESO at the time of Candidacy as certified by the DOLE Regional Office. Please see attached and accomplish SBP Form No. 3 as reference. An **OPERATIONAL** Public Employment Service Office is:
    - a. A Public Employment Service Office with a designated PESO Manager.
    - b. Undertaking at least one (1) of the following PESO Core Services.
      - i. Referral and Placement
      - ii. Employment Guidance and Counseling
      - iii. Labor Market Information

PESOs undertaking SPES and Jobs Fair programs only are not classified as operational in as much as the SPES and Jobs Fair are seasonal in nature. Proof – A PESO cannot fulfill the monthly reportorial requirements of the DOLE if SPES and Jobs Fair are the only activities being done by such office.
  - c. Must be regularly submitting monthly accomplishment reports to the DOLE Regional Office through the Provincial Offices and/or DOLE field offices in the case of NCR. Proof of submission of reports must be a photocopy of the log receipt, or DOLE receiving mark clearly indicating the date of submission. Please note that late reports will not merit any point.
  - d. Must have accomplished and submitted the PESO Survey Form.
2. Manager and Staff Personnel shall have no pending administrative or criminal case at the time of the nomination of their office. A certification of no pending case issued LGU Administrative offices is required. (Please refer to SBP Form No. 4 for the sample Certification Format)
  3. Must submit an accomplished letter of intent together with the following supporting documents:
    - a. Duly accomplished Application Form (SBP Form No. 2) Containing the following details
      - i. PESO Office Information
      - ii. Summary of Accomplishments

- iii. Certification of the PESO Manager
- iv. Nomination
- b. Documentary attachments
  - i. Photocopy of duly accomplished Personnel Data Sheet of PESO Personnel
  - ii. Photocopy of existing MOA between PESO and DOLE. For institutional PESO, a copy of the Sangunian Board Resolution on the Creation of PESO.
  - iii. **ONLY FOR PROVINCIAL PESOS** copies of Attendance Sheets for Meetings Conducted, Certificate of Attendance for Meetings Attended, and Summary of Assistance Provided to other PESO Offices.
  - iv. Summary of accomplishments (with photocopies of citations/awards received as well as clippings as proof duly certified by the DOLE Regional Office, that accomplishments were done during the period covered.

(Note: Forms are available for download at the <http://www.ble.dole.gov.ph>)

### **c.2 National Awards**

All winners of the Regional Awards are automatic candidates for the National Awards.

Only one nominee per category for each region will vie for the National Awards.

### **c.3 The Hall of Fame Award**

The Hall of Fame Award will be awarded to any PESO winning the Best PESO Award for three consecutive years in the same category. If an awardee is elevated to the Hall of Fame status, the award will be conferred on the same night.

The Hall of Fame Awards shall contain an active roster of National awardees. To be able to maintain its stature in the roster, the awardees must maintain a performance rating not lower than 85%. Should the awardee fail to maintain the required rating; their office will be taken off from the Hall of Fame list. Hall of Fame awardees dropped from the list can still vie and compete for the Best PESO Award.

In order to be elevated back in the Hall of fame roster of Awardees, the PESO should at least win once in the same category where they earned the Hall of Fame Award.

## D. Criteria for Evaluation for the Regional and National Award

### d.1 Impact of performance/achievement - 80%

*Services and Programs implemented:*

d.1.1 Core Services - 55pts.  
(Please refer to attachment "A" for point's breakdown)

d.1.1a Referral and Placement – Placement rate and number of beneficiaries (30 pts)

**City**

- Highly Urbanized
- Component City

**Target**

75% Placement Rate  
75% Placement Rate

**Municipality**

- 1st-3<sup>rd</sup> class
- 4<sup>th</sup>-6<sup>th</sup> class

**Target**

75% Placement Rate  
75% Placement Rate

**NGOs/SUCs**

- Any type

**Target**

75% Placement Rate

Note for **Provincial PESOs** the 30 points under referral and placement shall be based on the following criteria:

- *Number of Provincial PESO Federation Meetings Conducted (5pts)*
- *Number of Regional PESO Meetings Attended (5pts)*
- *Number of Assistance provided to City/Municipal PESO in the Province (10pts)*
- *Placement (10pts)*

d.1.1b LMI - number of reports (15pts)

**Province**

- 1st Class
- 2<sup>nd</sup> Class
- 3<sup>rd</sup> Class

**Target**

12 reports /year  
12 reports /year  
12 reports /year

**City**

- Highly Urbanized
- Component City

**Target**

12 reports /year  
12 reports /year

<b>Municipality</b>	<b>Target</b>
• 1st-3 <sup>rd</sup> class	12 reports /year
• 4 <sup>th</sup> -6 <sup>th</sup> class	12 reports /year

<b>NGOs/SUCs</b>	<b>Target</b>
• Any type	12 reports /year

d.1.1c Career Guidance and Employment Counseling - number conducted and beneficiaries (10pts)

<b>Province</b>	<b>Target</b>
• 1st Class	10000 Beneficiaries
• 2 <sup>nd</sup> Class	7000 Beneficiaries
• 3 <sup>rd</sup> Class	3000 Beneficiaries

<b>City</b>	<b>Target</b>
• Highly Urbanized	5000 Beneficiaries
• Component City	3000 Beneficiaries

<b>Municipality</b>	<b>Target</b>
• 1st-3 <sup>rd</sup> class	1000 Beneficiaries
• 4 <sup>th</sup> -6 <sup>th</sup> class	500 Beneficiaries

<b>NGOs/SUCs</b>	<b>Target</b>
• Universities and colleges	3000 Beneficiaries
• NGO	1000 Beneficiaries

d.1.2 Programs of DOLE - 25pts.

- d.1.2a Implementing 1- 3 programs - 5 pts
- d.1.2b Implementing 4-6 programs - 10pts
- d.1.2c Implementing 7-10 programs - 20 pts.
- d.1.2d More than 10 programs - 25 pts

**d.2 Recipient of Awards from prestigious institutions - 10%**  
**(This refers to awards for employment related achievements)**

**d.3 Leadership in any prestigious organization with contribution to employment - 10%**

- d.3.1 1 organization - 1pts.
- d.3.2 2 to 3 organizations - 3pts

- |       |                   |   |       |
|-------|-------------------|---|-------|
| d.3.3 | 4-5 organizations | - | 5pts  |
| d.3.4 | 6-7 organizations | - | 7pts  |
| d.3.5 | 8 or more         | - | 10pts |

## E. Composition of the Committee on Awards

### *For the National Award*

- Undersecretary for Employment and Manpower Development
- Representative from the Media
- Employers / Industry Representative

### *For the Regional Awards*

- DOLE Regional Director
- RCC Representative
- Representative from the Media

## F. Documents for Submission

The provided clear file per category containing the documents required and the supporting proof of accomplishments shall be submitted by the Regional Office to the Bureau of Local Employment:

1. Candidate Checklist (SBP Form No. 1)
2. Certification from the DOLE Regional Office that the PESO is an operational PESO implementing any or all of the following PESO Core Services. (SBP Form No.3)
  - i. Referral and Placement
  - ii. LMI
  - iii. Career Guidance Counseling
3. Certification of no pending case issued by the LGUs Administrative Office. (SBP Form No. 4)
4. Matrix of Candidates Rating (SBP Form No. 6) and a copy of the Minutes of deliberation duly certified by the DOLE Regional Office.  
**Note: Failure to include this form shall automatically drop the candidate PESO from the list of finalist**
5. Proof of accomplishments duly certified by the DOLE Regional Office. Ex. Photocopy of submitted reports with corresponding proof of receipts. Late LMI reports will not merit any point.
6. Photocopy of Pictures of plaque/ Trophy/Citations earned by the PESO during the period covered.

(Note: Forms are available for download at the <http://www.ble.dole.gov.ph>)

## **G. Timelines**

### *Regional Awards/National Award*

1. National Awards shall be conferred during the National PESO Congress.

**POINTS SYSTEM REFERENCE**  
**Search for the Best PESO**

**d.1.1 Core Services ( 55 points)**

**d.1.1.a Referral and Placement**  
(Max of 30 Points)

Points are earned if the PESO meets the required placement rate as indicated bellow (This applies to all categories and classes):

30 pts =	75% and more Placement Rate
25 pts =	65% Placement Rate (65% to 74.5%)
20 pts =	55% Placement Rate (55% to 64.5%)
15 pts =	45% Placement Rate (45% to 54.5%)
10 pts =	35% Placement Rate (35% to 44.5%)
5 pts =	25% Placement Rate (25% and Below)

Placement Rate = (Placed / Referred) x 100

**30 points for Provincial PESOs were allocated to the following items: (Applicable to Provincial PESOs only)**

- **Number of Provincial PESO Federation Meetings Conducted (5pts). Please attach Attendance Sheets with date and venue as documentary proof.**

Points are earned if Provincial PESO conducts the required number of meetings

5 pts =	4 or More Provincial PESO Meetings
4 pts =	3 Provincial PESO Meetings
3 pts =	2 Provincial PESO Meetings
2 pts =	1 Provincial PESO Meetings
0 pts =	Conducted No Meeting at all

- **Number of Regional PESO Meetings Attended (5pts) Please attach Certificate of Attendance with date and venue as documentary proof.**

Points are earned based on the attendance of the Provincial PESO to the Regional PESO Meetings

5 pts =	4 or More Regional PESO Meetings
4 pts =	3 Regional PESO Meetings



3 pts = 2 Regional Peso Meetings  
2 pts = 1 Regional Peso Meetings  
0 pts = No attendance to Regional PESO Meeting\

- ***Number of Assistance provided to City/Municipal PESO by the Provincial PESO (10pts). Please attach summary of assistance provided as documentary proof.***

Points are earned by Provincial PESO upon providing the number of assistance to City/ Municipal PESOs in the under his/her Province. Assistance may be in the form of trainings (PDOS, seminars, orientations, etc.), support to Jobs Fair and other programs of the Department.

10 pts = Provided 21 or more assistance  
8 pts= Provided 15 to 20 assistance  
6 pts = Provided 10 to 14 assistance  
4 pts = Provided 5 to 9 assistance  
2 pts = Provided 1 to 4 assistance  
0 pts = Provided no assistance whatsoever

- ***Placement (10pts)***

10 pts = Placed more than 1000 applicants  
7 pts = Placed 801-1000 applicants  
5pts = Placed 501-800 applicants  
3pts = Placed 50-500 applicants  
0 pt = No Placement

d.1.1.b

***Labor Market Information (Labor Market Supply and Demand) Report Submission***  
(Max 15 Points)

Points are earned if the PESO is able to submit on time the required number of reports per year. Late submission of reports will not merit any point.

15 pts = 12 monthly reports / year  
12 pts = 9 to 11 reports / year  
9 pts = 6 to 8 reports / year  
6 pts = 3 to 5 reports / year  
3 pts = Submitted at least 1 to 2 monthly reports/year  
0 pts = No Report at all for all categories and classes

d.1.1.c **Career Guidance and Employment Counseling**  
(Max 10 Points)

This refers to career guidance and employment counseling activities conducted outside the usual counseling requirement prior to regular referrals. This may be done through symposia/convocations/sessions/career orientation seminars held outside the PESO Office which benefited students and other job seeking clientele. Points will be earned base on the number of beneficiaries, regardless of categories and classes.

10 pts = 10000 or more for 1<sup>st</sup> Class Provincial  
7000 or more for 2<sup>nd</sup> Class Provincial  
300 or more for 3<sup>rd</sup> Class Provincial  
5000 or more for Highly Urbanized Cities  
3000 or more for Component City  
1000 or more for 1<sup>st</sup> to 3<sup>rd</sup> Class Municipality  
500 or more for 4<sup>th</sup> to 6<sup>th</sup> Class Municipality  
3000 or more for SUCs  
1000 or more for NGOs

5 pts = 7000 to 9999 for 1<sup>st</sup> Class Provincial  
4500 to 6999 for 2<sup>nd</sup> Class Provincial  
150 to 299 for 3<sup>rd</sup> Class Provincial  
2500 to 4999 for Highly Urbanized Cities  
1500 to 2999 for Component City  
500 to 999 for 1<sup>st</sup> to 3<sup>rd</sup> Class Municipality  
250 to 499 for 4<sup>th</sup> to 6<sup>th</sup> Class Municipality  
1500 to 2999 for SUCs  
500 to 999 for NGOs

2 pts = Less than 6999 for 1<sup>st</sup> Class Provincial  
Less than 4499 for 2<sup>nd</sup> Class Provincial  
Less than 149 for 3<sup>rd</sup> Class Provincial  
Less than 2499 for Highly Urbanized Cities  
Less than 1499 for Component City  
Less than 499 for 1<sup>st</sup> to 3<sup>rd</sup> Class Municipality  
Less than 249 for 4<sup>th</sup> to 6<sup>th</sup> Class Municipality  
Less than 1499 for SUCs  
Less than 499 for NGOs

0 pts = No report at all

d.1.2 Programs of DOLE - 25pts.

d.1.2a Implementing 1- 3 programs - 5 pts

d.1.2b implementing 4-6 programs - 10pts

d.1.2c Implementing 7-10 programs - 20 pts.

d.1.2d More than 10 programs - 25 pts

**d.2 Recipient of Awards from prestigious institutions - 10%**

**d.3 Leadership in any organization with contribution to employment - 10%**

d.3.1 1 organization - 1pts.

d.3.2 2 to 3 organizations - 3pts

d.3.3 4-5 organizations - 5pts

d.3.4 6-7 organizations - 7pts

d.3.5 8 or more - 10pts