



PESO JOBS  
PROCESS MAP

EMPLOYER  
MODULE



USER'S MANUAL



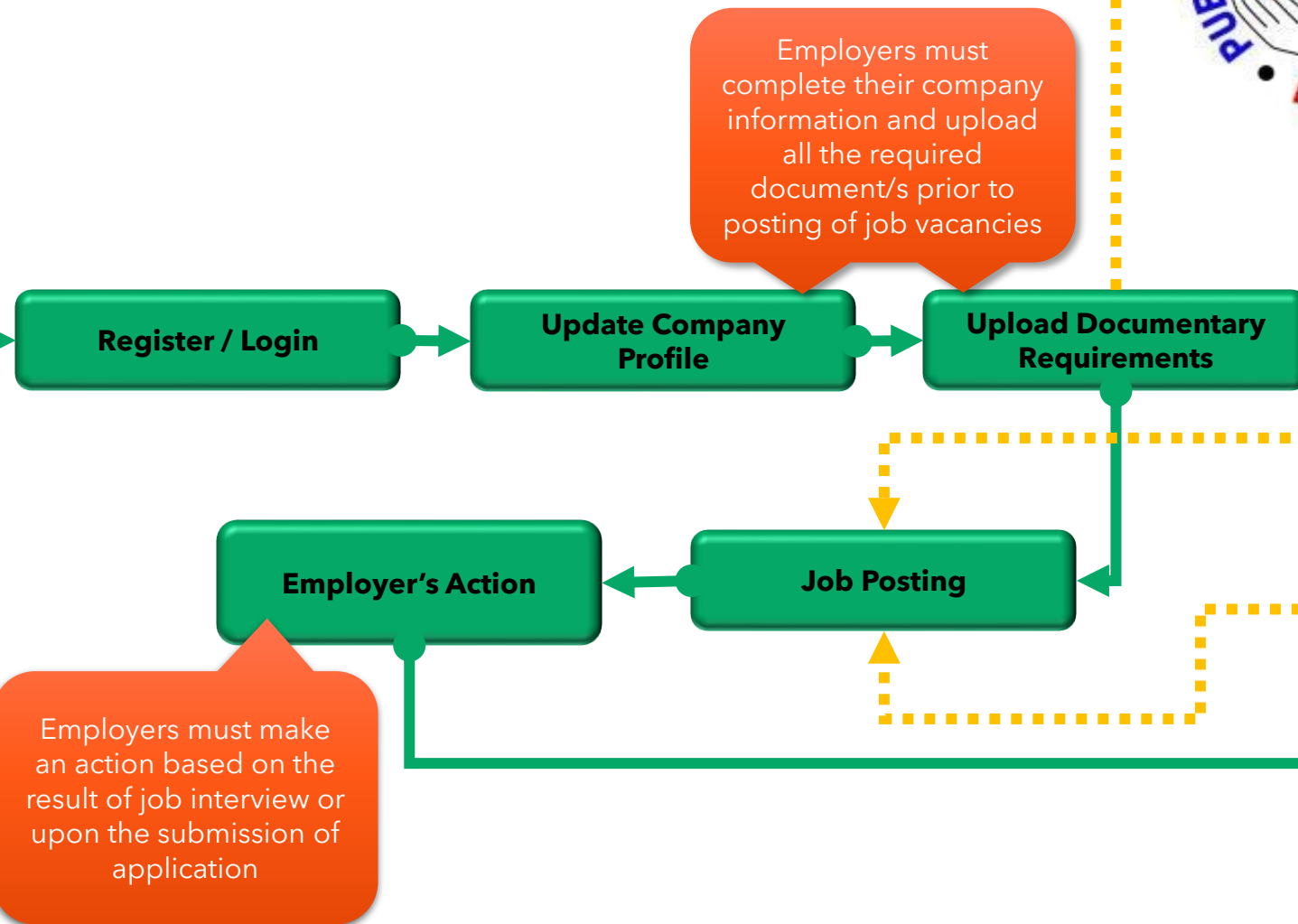


# EMPLOYER'S MODULE



Back to Main  
Process Map

# EMPLOYER'S MODULE PROCESS MAP



# 1. Registration / Log in

Using your web browser, enter the URL **https://pesojobs.ph/**

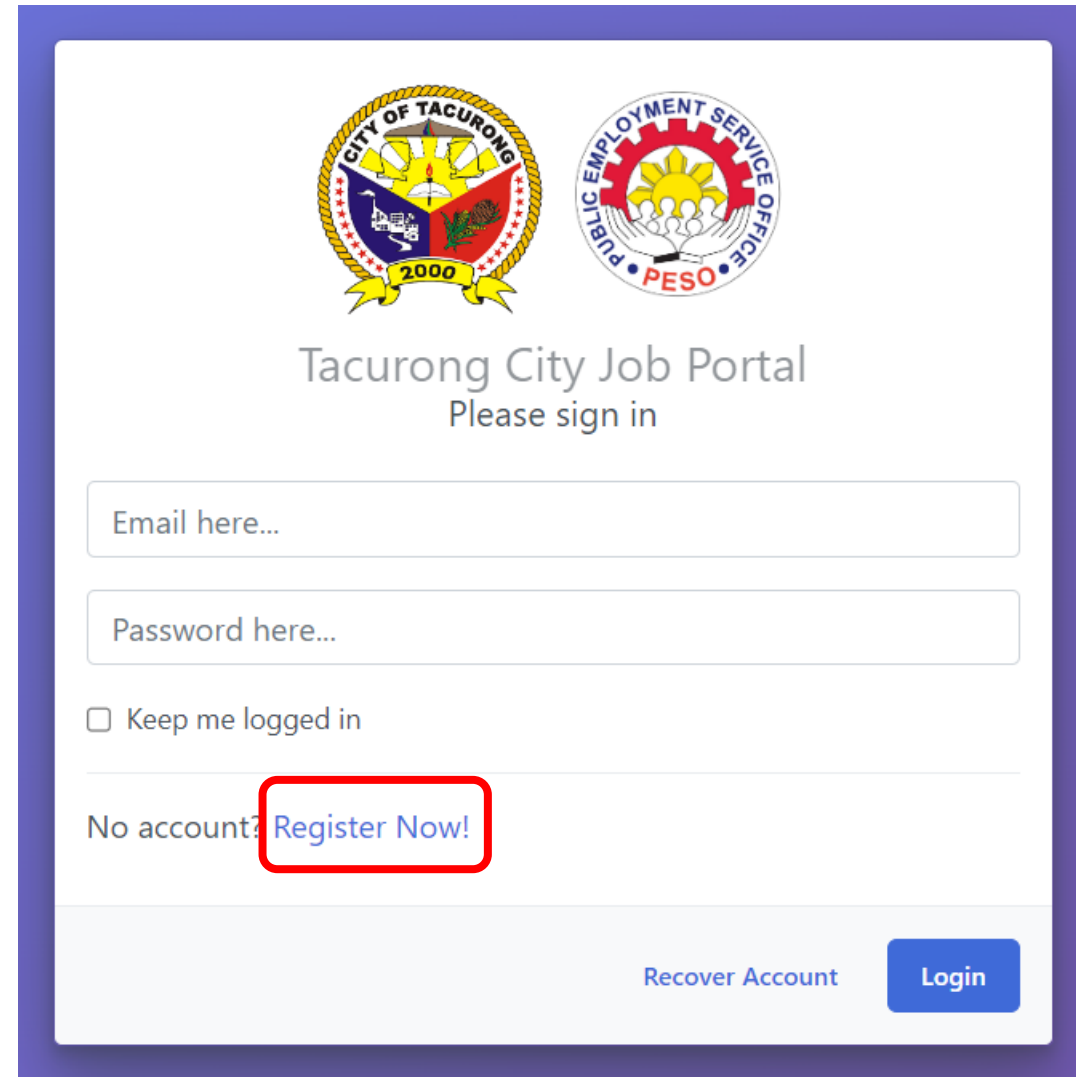


# 1. Registration / Log in

You will be redirected to the login / registration page of the system

Select **REGISTER NOW** to create an account

- **Account Recovery for existing account**  
*If there is a problem encountered in logging in, and there is a need to recover an existing account using the same email address, select **RECOVER ACCOUNT**, and check your registered email account for further instructions.*



The screenshot shows the Tacurong City Job Portal login and registration interface. At the top, there are two circular logos: the City of Tacurong logo on the left and the Public Employment Service Office (PESO) logo on the right. Below the logos, the text "Tacurong City Job Portal" and "Please sign in" are displayed. The form contains two input fields: "Email here..." and "Password here...". Below these fields is a checkbox labeled "Keep me logged in". At the bottom of the form, there is a link "No account? Register Now!" which is highlighted with a red rectangular box. In the bottom right corner of the form, there are two buttons: "Recover Account" and "Login".

# 1. Registration / Log in

Select **EMPLOYER**

Enter all the information required in the registration form

Select **ACCEPT OUR TERMS AND CONDITIONS**

Select **CREATE ACCOUNT** to proceed

*Note: Verification link will be sent to your email address. Follow the link for account verification before logging in to the system.*



## Tacurong City Job Portal

It only takes a **few seconds** to create your account

I'm an ☐ Applicant or ☒ **Employer**

Company Name

First Name

Last Name

Email / User Name

Password

☐ Accept our [Terms and Conditions](#)

Already have an account? [Sign in](#) | [Recover Password](#)

**Create Account**



# 1. Registration / Log in

You will be redirected to the home page of the system, after successful login

The screenshot shows the Tacurong City Job Portal dashboard for an employer named Aurelio Ebita. The interface includes a top navigation bar with the portal name, a search icon, and a dropdown menu for PESO Programs and Services. The left sidebar lists navigation options: Dashboard, Applications, Referrals, Hired, and Search Applicants. The main content area features a welcome message, four summary cards for hiring statistics, and three sections for applicant lists with 'View All' buttons.

**EMPLOYER**

- Dashboard
- Applications
- Referrals
- Hired
- Search Applicants

Thank you for registering to our job portal. Please provide all details needed before you can begin posting your job vacancies. Please visit **company details** and **legal documents** and supply all necessary information and documents. Thank you.

No. of Hired Applicants	No. of Posted Vacancies	No. of Applicants	No. of Applicants Available
-	-	-	-

Name	Address	% Match
<a href="#">View All</a>		

Name	Address	% Match
<a href="#">View All</a>		

Name	Address	% Match
<a href="#">View All</a>		



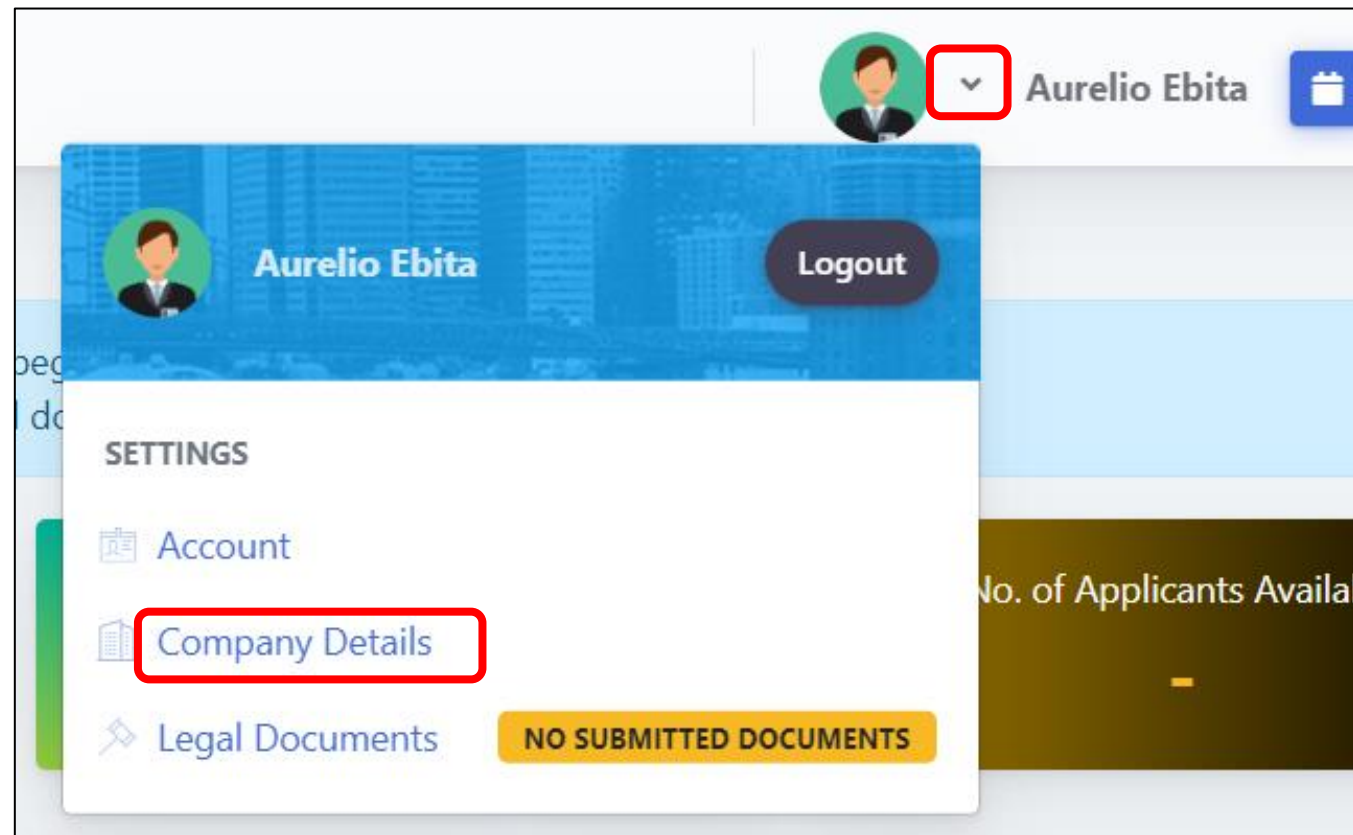
## 2. Update Company Profile

After successfully registering to the system, you are required to provide or update your company details subject for approval of the PESO to be able to post job vacancies.

Thank you for registering to our job portal. Please provide all details needed before you can begin posting your job vacancies. Please visit **company details** and **legal documents** and supply all necessary information and documents. Thank you.

## 2. Update Company Profile

Select your **PROFILE PICTURE / ICON** and select **COMPANY DETAILS**



## 2. Update Company Profile

Enter all the required information to update your company details & information

### Company Details & Information

Company Name: *	<input type="text" value="JI Construction and Supply"/>
Establishment Type: *	<input type="text" value="Corporation/Incorporated"/>
TIN No.: *	<input type="text" value="123-983-883"/>
Name of Owner/President: *	<input type="text" value="James Dean"/>
Position/Designation: *	<input type="text" value="CEO"/>
Sex:	<input checked="" type="radio"/> Male <input type="radio"/> Female

## 2. Update Company Profile

Select if a Licensed Overseas Recruitment Agency (LRA) or Private Employment Agency (PEA), then enter your business address / location, contact information and upload your company logo. Select **SUBMIT** button to finalize.

License (Overseas) Recruitment Agency (LRA): ☒

Private Employment Agency (PEA): ☐

Business Address:


Province/City/Municipality/Barangay:

Zip Code: \*

Tel./Mobile/Email: \*

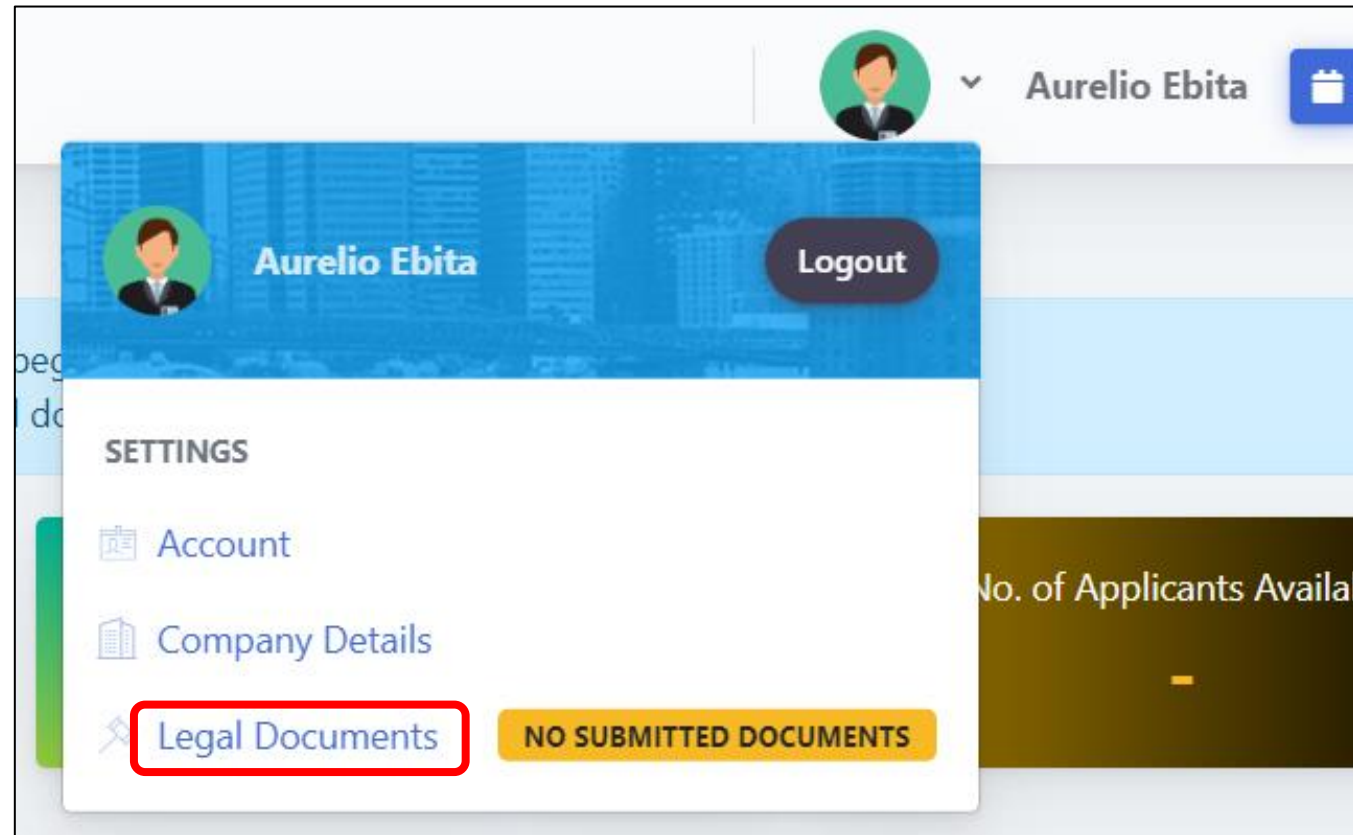
Company Email Address: \*

Company Logo:  No file chosen



### 3. Upload Documentary Requirements / Legal Requirements

Select **LEGAL DOCUMENTS** to attach your company's legal documents subject for review and approval of PESO



### 3. Upload Documentary Requirements / legal Requirements

Select **CHOOSE FILE** to upload a document and enter the **DATE ISSUED** and **DATE EXPIRY** then select **UPLOAD** once completed.

VIEW/UPLOAD CORPORATION/INCORPORATED LEGAL DOCUMENTS

DOCUMENTS FOR CORPORATION/INCORPORATED (.PDF)

SEC Certificate (Max. 2MB): *	<a href="#">Replace File</a> <a href="#">View File</a>	Date Issued	Date Expiry
	<a href="#">Choose File</a> No file chosen		
Business Permit: *	<a href="#">Replace File</a> <a href="#">View File</a>	Date Issued	Date Expiry
BIR Certificate of Registration (Form 2303): *	<a href="#">Replace File</a> <a href="#">View File</a>	Date Issued	
POEA License: *	<a href="#">Replace File</a> <a href="#">View File</a>	Date Issued	Date Expiry
Private Recruitment Agency (PEA) License:	<a href="#">Replace File</a> <a href="#">View File</a>	Date Issued	Date Expiry
D.O. 174, Series of 2017 (Contractor/Sub-Contractor) Certificate:	<a href="#">Replace File</a> <a href="#">View File</a>	Date Issued	Date Expiry

[Reset](#) [Upload](#)

Note: *Uploading of the type of your proof of ownership depends on the selection of your establishment type.*

## 4. Job Posting

Once the PESO has already approved your registration, you will be able to post your job vacancies

You will be notified in the system dashboard that your company is fully registered and will be able to post job vacancies. **JOB POSTS** function will be enabled

Congratulations! You have already provided the needed documentary requirements and completed the Employer's Application Process. You can begin posting your job vacancies. Thank you.

Dashboard

Job Posts

Applications

Referrals

Hired

Search Applicants

Congratulations! You have already provided the needed documentary requirements and completed the Employer's Application Process. You can begin posting your job vacancies. Thank you.

No. of Hired Applicants  
-

No. of Posted Vacancies  
-

No. of Applicants  
-

No. of Applicants Available  
-

Top Qualified Applicants

Name	Address	% Match
<a href="#">View All</a>		

Job Matches By Position

Name	Address	% Match
<a href="#">View All</a>		

Top Applicants With Experience

Name	Address	% Match
<a href="#">View All</a>		

PESO JOBS  
The Department of Education  
The Department of Education


Back to Process Map





# 4. Job Posting


Select **JOB POSTS** and select **ADD VACANCY / JOB POST** and enter all the required information


**EMPLOYER**


 Dashboard

 Job Posts

 Applications

 Referrals

 Hired

 Search Applicants

## Job Posts

Add Vacancy / Job Post

Job ID	Job Title

Select Industry

Job Title/Name

Salary Range Min

Salary Range Max

No. of Vacancies

Job Description

Select Status

Select Educ. Level

Select Level

Select Course

Match Weight in % e.g. 50%

Experience (Job Title)

Select Industry

Select Year Experience

Match Weight in % e.g. 40%

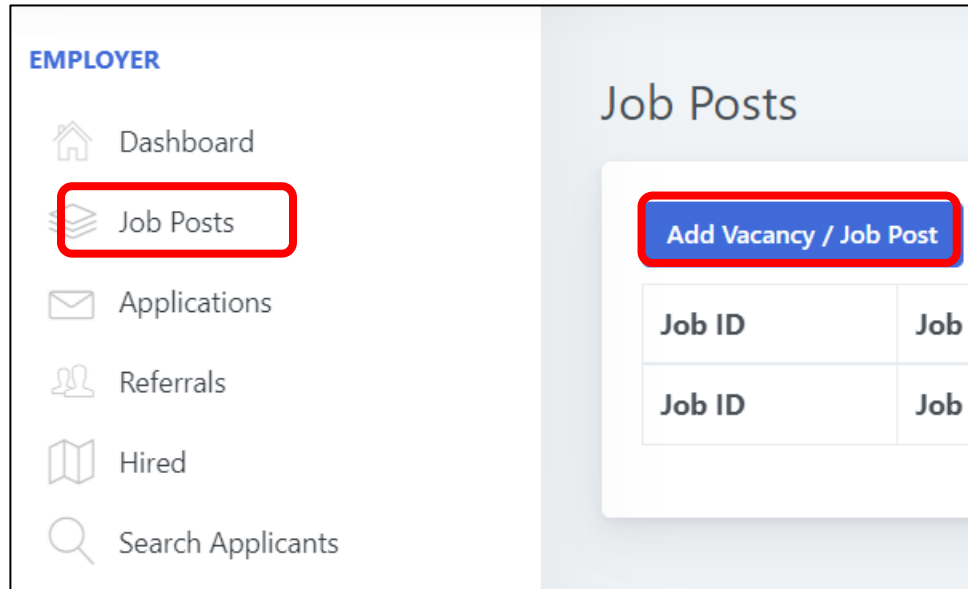
Skills

Match Weight in % e.g. 10%



## 4. Job Posting

Select **JOB POSTS** and select **ADD VACANCY / JOB POST** and enter all the required information then select **SAVE** when done



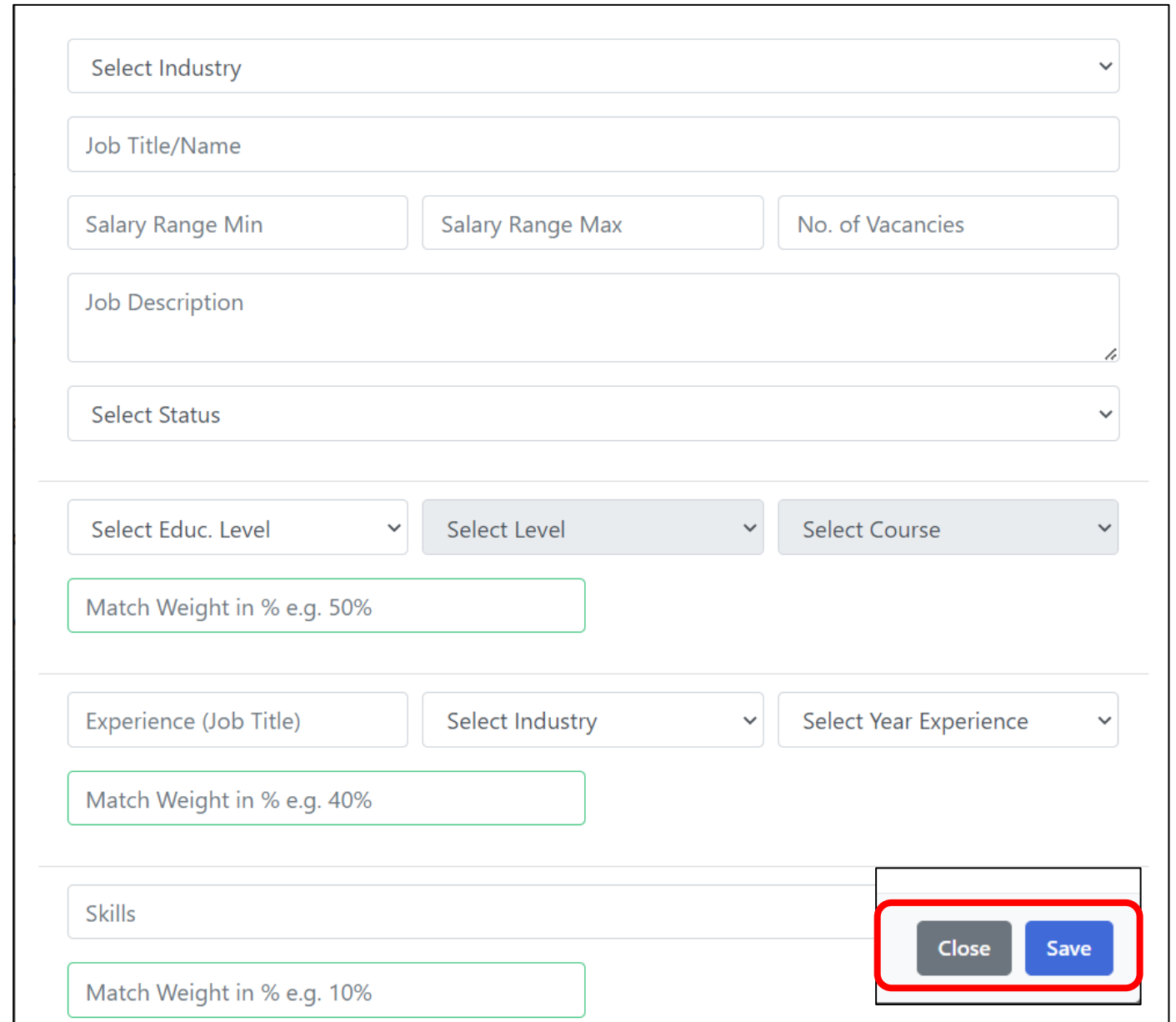
EMPLOYER

- Dashboard
- Job Posts**
- Applications
- Referrals
- Hired
- Search Applicants

Job Posts

**Add Vacancy / Job Post**

Job ID	Job
Job ID	Job



Select Industry

Job Title/Name

Salary Range Min Salary Range Max No. of Vacancies

Job Description

Select Status

Select Educ. Level Select Level Select Course

Match Weight in % e.g. 50%

Experience (Job Title) Select Industry Select Year Experience

Match Weight in % e.g. 40%

Skills

Match Weight in % e.g. 10%

Close Save



## 4. Job Posting

You can **VIEW, UPDATE**  and **MONITOR** your job vacancy. **REMOVE**  if necessary

[Add Vacancy / Job Post](#)

Show  entries

Search:

Job ID	Job Title/Position	Vacancies	Applicants	Hired	Status	Action
JB2RN4RS	Management Trainee	3	-	0	Posted	 

# 5. Employer's Action

Select **APPLICATION** to view applicants who applied for the posted job vacancy

EMPLOYER

 Dashboard

 Job Posts



 Applications

 Referrals

 Hired

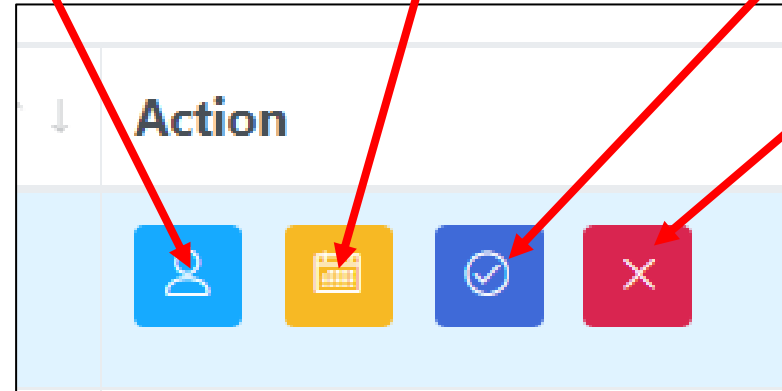
 Search Applicants

Applications


Applicants	Job Title/Position	Job Match	Status	Action
Eugenio Mendillo	Management Trainee		Applied	   
Applicants	Job Title/Position	Job Match	Status	Action

# 5. Employer's Action


Select an action to **VIEW APPLICANT, SCHEDULE AN INTERVIEW, HIRE** or **REJECT** an application




# 5. Employer's Action

Select **VIEW APPLICANT** icon  to view the applicant's system generated CV or you may download the uploaded / attached CV of the applicant

- Spouse Name Extension	09178332363 Spouse Contact Number
Marketing Supervisor Spouse Occupation	Country Bankers Insurance Corporation Spouse Employer Name
Kalaw, Manila Spouse Business/Employer Address	

 View CV


Close

**Eugenio Alvarado Mendillo**  
Education: Bachelor of Science in Hotel and Restaurant Management (2011) - Our Lady of Fatima University  
Last Work/Job: Kitchen Helper - Teriyaki Boy Japanese Restaurant

Alvarado Middle Name	Mendillo Last Name
09778265483 Mobile Number	eugenio-mendillo@infoadvance.com.ph Email
1985-08-06 Birth Date	Tarlac, Tarlac Birth Place
Philippines Citizenship Country	

Back to Process Map

# 5. Employer's Action

Select **SCHEDULE AN INTERVIEW** icon  to send a message to the applicant regarding the details of the interview.

Include in the notes the interview platform (face to face / phone call / online interview)

Applicants may send a reply to the employer.

Select **SUBMIT** when done

Schedule Interview

Date Interview:

Date

\* Time:

e.g. 8:00

\* AM/PM:

Select AM

\* Interview Notes:

Notes

\* Send Reply to Employer:

Notes

Close

Submit





## 5. Employer's Action

Select **ACCEPT / HIRE APPLICANT** icon  to hire the applicant

Enter the hiring date. Once hired profile of the hired applicant shall be reflected in the **HIRED** module.

The application status and number of job vacancies per Job Title / Position will be updated.

Hire Applicant

\* Date Hired:

Date

Job ID	Job Title/Position	Vacancies	Applicants	Hired	Status
JB2RN4RS	Management Trainee	2	1	1	Posted

Close

Submit