

OFW SERVICES AND PROCEDURE

FRONTLINE SERVICE:		VERIFICATION OF LICENSE OF AGENCIES AND JOB ORDERS	
OFFICE/LOCATION:	Public Information and Assistance Center (PIAC) /Ground Floor Lobby		
CLIENTS/CUSTOMERS:	Walk-in clients, general public		
DOCUMENTARY REQUIREMENTS:	None		
FEES:	None		
PROCEDURES:			PERSON IN CHARGE
Step 1.	Proceed to the Public Information and Assistance Center (PIAC) located at the Ground Floor Lobby.		PIAC Staff
Step 2.	Fill out and submit verification slip available at the counter.		
Step 3.	Wait for the requested information to be provided.		PIAC Staff
PROCESS CYCLE TIME:	5 minutes		