Chapter 2

**PRESENTATON OF FINDINGS AND ANAYLISYS AND INTERPRETATION OF DATA**

**Existing Operation and Processes**

PESO Department in Municipality of Pilar uses manual method in terms of hiring and generating jobs with the coordination of DOLE, using manual paper writing and Microsoft office as their means of storing data and list of the workers. If workers want to apply a program in their office like their on-going program TUPAD, it should be announced first in the barangay for selection of applicants and can be only available during working days.

**Filing of Application**

Applicants chosen buy in each barangay to work from must submit an application to PESO office with their valid ID, 2x2 picture and application letter and process to the interview, Applicants profiles are keep and it should be hard copy. After the interview, applicants will wait several days for a text or a call as a note that they can proceed to a seminar. Students are not allowed to work on this kind of job which is purposely ordered by DOLE in able for students to focus in their study.

**Seminar and Orientation**

Applicants are called for an orientation seminar conducted by DOLE and PESO in municipality of Pilar in able for better understanding on what to do and what to avoid during working, they discuss the fundamentals of the TUPAD, working hours and days and the end of the contract. Applicants are classified according to where they will assign to do their work within the municipality, this include cleaning, assisting on paper works etc. Applicants working schedule is 4hours per day in 10 days only.

**Daily Time Record**

Employee of TUPAD records their time of work and working days through a printed DTR (*Daily Time Record*) this manual recording will be pass through physical visit of the PESO office, the DTR will be kept along with the employee profile for checking.

**Wage Distribution**

DOLE and PESO well announce for another seminar for the release of wages and a complementary message for the success of the program, the wages of the employee will be distributed through a coupon containing you 2x2 picture, your name and a signature of the employee, the wage is to be claim by submitting the coupon in a remittance center.