



**QUARTERLY REPORT ON COMPLIANCE WITH THE
PROCESS CYCLE TIME (PCT)**

_____ Quarter 20__

Private Employment Agency (PEA) License

PCT: Ten (10) working days upon submission of complete documents and payment of application fee.

No.	Name of Agency	Date Filed	Date Issued	Remarks

Issuance of New/Renewal of Authority to Operate a Branch Office

PCT: Ten (10) working days upon submission of complete documents.

No.	Name of Agency	Date Filed	Date Issued	Remarks

Issuance of Authority to Recruit

PCT: Total of five (5) working days upon submission of complete documents.

No.	Name of Applicant	Name of Agency	Date Filed	Date Issued	Remarks

Note: Please accomplish this form on a quarterly basis and submit to the Bureau of Local Employment not later than the 15th day of the succeeding quarter.

Prepared by:

Approved by:

Noted by:

Name
Designation

Name
Designation

Name
Regional Director

Date: