



ONTIME STAFFING SOLUTIONS INC

**TRUST US! WE BUILD
YOUR SUCCESS**



Website
www.ontimestaffingsolution.com

 **ONTIME**
STAFFING SOLUTIONS INC.
DMW LICENSE NUMBER-DMW-494-LB-02072025-R



About Us

ONTIME STAFFING SOLUTIONS INC, is a recruitment agency and is duly and licensed by the Department of Migrant Workers (**DMW-494-LB-02072025-R**) Selection and deployment of highly skilled Filipino workers in many parts of the world is our main goal. It has developed a large pool of manpower reserves with the support of its top-caliber staff that is considered experts in different areas of the business.

We have strengthened our institutional capability to meet all skills requirement in nearly all facets of business.

Vision

To become the employer's only choice/preferred Recruitment Agency base on our excellent quality of performance and to become the leading recruitment company in the Philippines and make waves in the international trades by providing excellent services through good leadership, quantities, teamwork, extensive networking skills and effective interpersonal skills.

Mission

- To protect every citizen desiring to work overseas by securing the best possible and conditions of employment;
- To ensure care selection of Filipino workers for overseas employment in order to protect the good name of the Philippines abroad;
- To deploy Overseas Filipino Worker's (OFW) only in countries where the rights of Filipino migrant workers are protected;
- To make sure that the receiving country is taking positive and concrete measures to protect the rights of migrant workers.

Objectives

- To provide globally competitive manpower services in different countries of the world where Filipino workforce is needed.
- To accommodates highly motivated individuals who are globally competitive in their fields of specialization in the workplace.
- To make maintain high quality services as an important salient features in the company's program.
- To continuous improved system of service delivery to better its clients.
- To serve employers by providing well-fit, honest and dedicated manpower and cost-efficient benefits commensurate to their individual needs.
- To build a wholesome relationship between and among the employers and the workers by including the values of integrity and honesty, loyalty and trustworthiness, openness and understanding of the international marketplace.



The
Deployment by

100%

Approved the
Employer



ONTime

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Why Choose ONTIME STAFFING SOLUTION INC.?

Our company believes in long-term business relationship- a relationship that is mutual, wherein all parties would win. Our business is about people. Our employees are our and most valuable asset. Our motivated workplace is our true and most valuable asset. Our motivated workplace is our passport to success. We firmly believe that valuing our employees and taking care of them are cornerstone for cultivating a corporate culture of performance and excellence. Performance excellence, driven by dedication and motivation, is pre-requisites for achieving and exceeding customer satisfaction, creating stakeholder value, and meeting future demands and needs.

In order to have a Consistent and unprecedented growth, the company lives in its culture of:

- Continuous improvement of its syste, policies, and structure
- Passion for excellence
- Hosnesty and transparency
- Whole-hearted service



Our company is the best business partner for the following reasons:

- We give you convenience - we reply to all e-mail inquiries within 15 minutes.
- Our staff can be reached thru different media of communication - thru landline phones, thru email, thru web conferencing thru SMS, thru Viber, thru Facebook, and other popular messaging applications.
- We treat our customers as our most valuable assets. Attending to the needs and requests our customers is our utmost concern.
- candidates undergo rigid and strict screening. We make sure they have the right knowledge, skills, and attitudes that would fit the employer's criteria
- As much as possible, we let the candidates be prepared earlier, so that they would be deployed on time or as scheduled.

Highly Skillful, Highly Educated Highly Experienced

Our selection criteria include several key components that will need to be verified before the recruitment process begins. For example, we would need to establish the skills and experience required, technical competencies and key performance indicators for the position, which would be provided in writing for your approval. We will then create the Job Personality Profile to provide us with the personality traits to look for during the recruitment process.

ONTIME STAFFING SOLUTIONS INC., uses a personality profile system to profile both the job and candidate personalities. We will analyze the Job's required traits and the adaptations that may be made in behavior, in order to meet the needs of a working situation. This provides us with key personality traits that we will be looking for during the recruitment process and forms the basis for the behavior based interview questions.

STEP 1 We listed to our client to identify each trait required for their position; skills, experience, and attitude. Our priority is to get background information relative to the job. The more information we gather, the more successful the placement

STEP 2 It is this early stage that makes what we do unique. Firstly, we actively source candidates using standard online and print advertising, candidate database and candidate referrals. Secondly, we utilize our extensive personal networks. We have a strong network of proven candidates that reflect the ethos and the quality of what we do in their own work, and we attempt to avail of these where possible.

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OUR SERVICES

Our deployment staff have been known for their adaptability, perseverance, & smooth interpersonal relations. We ensure that before their deployment, they attend briefings and seminars that would prepare them psychologically and emotionally, to boost their morale, and productivity. We also require some of our candidates to undergo further training to accredited training centers to review and upgrade their current skills and competencies.

Intensive Screening, Through Assessment, Job Matching

ONTIME STAFFING SOLUTION INC., specializes in finding candidates that are difficult to source. Effective sourcing is crucial to any recruitment program. All our candidates undergo rigid and intensive screening, so we make sure only those with relevant and suitable knowledge and experience would be lined up for interview.

HEADHUNTING

We believe that for certain positions a search program could be an effective way of sourcing candidates. The program would involve contracting people in the industry to ask whether they know of anyone who may be interested in the vacancies. By using this approach, we are indirectly asking whether they might be interested in the role. We go directly to the source of the candidates that the client desires.

Newspaper Advertisement

We can run press advertising all over the country. We use a unique layout and design to attract attention and will also ensure that the content of the ad creates an impression to entice candidates to apply.

Internet Advertisement

Social media advertising works very well provided it is managed correctly. Advertisements are presented to a job seeker in date order, i.e. the most recently placed ad will be the top of the list. We have a recruitment administrator who is responsible for ensuring that the ads we place remain at the top of this list by refreshing them on a regular basis. We also monitor the statistics relating to each ad to see how many people have viewed the details, versus how many have applied for the position.

Candidate Referral Program

The Candidate Referral Program is designed to reach a much wider group of people than just the applicants registered on our database. We use our candidate networks to broaden our database of qualified applicants suited to our client needs.

OUR SERVICES

Database Candidate Search

Our database of candidates is full of experience and talented people. This valuable point of reference allows us to search any criteria including: skills, experience, location and availability date, amongst other things. This system also allows us to see candidate's previous work history making it very easy for any consultant to review the candidate's details and quickly decide whether they are suited to a position.

Personality Profiling

We believe that a successful match between the job and candidate will improve longevity of a placement and will also provide key management and motivational suggestions. During the process the personality of the candidate will be verified at three different stages; during the interview, from the results of the personality profile and during the reference check. All candidates will be asked to complete a questionnaire which will provide a report of their internal. external and summary profile is the assessed alongside the Job Personality Profile to see how well suited this candidate is to the position.

Behavioral Based Interview

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Reference Checks

ONTIME STAFFING SOLUTIONS INC., has an advanced, customized reference checking utility. The benefits of this system are; that it stream lines the process even further and it ensures that a candidate's personality and ability to meet the selection criteria are verified for a third time. The program is quick and easy to use ensuring that we can present candidates to your as quickly as possible.

Skill Testing

ONTIME STAFFING SOLUTIONS INC., has specific testing software with numerous tests available. We ask all candidates registering to work to complete a Spelling, Grammar, Numeracy and Reasoning test. We would be happy to include further testing in the process if required. Once the above process has been completed we will present short-listed candidates. We required all our workers to undergo training. We do not only train them in terms of skills and knowledge but in terms of attitude as well, that's why our training programs include, personality enhancement, right mannrs and attitude refinement. We also offer specilized training based on clients and employers request and standards.



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