

GUIDELINES FOR THE DEPLOYMENT OF THE ENHANCED PHIL-JOBNET WEB-BASED APPLICATION SYSTEM

DOLE DEPARTMENT ORDER NO. 133-13, S. OF 2013, December 26, 2013

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In the interest of the service and in line with the Department of Labor and Employment's (DOLE) efforts to effectively implement the Enhanced Phil-JobNet System, the following guidelines is hereby issued.

A. Objectives

In general, this Guidelines aims to ensure the effective and smooth implementation of the Enhanced Phil-JobNet (E-PJN) System through the provision of standards and procedures, as well as the delineation of roles and responsibilities of all offices, clients and stakeholders.

Specifically, this Guidelines aims to ensure that:

1)

Jobseekers are protected against fraud, deceit and illegal recruitment;

2)

Only establishments duly registered and accredited can post job vacancies and hire job applicants in order to prevent fly-by-night or bogus establishments;

3)

The number and job vacancies posted are valid;

4)

The system will provide accurate, timely, and relevant labor market information; and

5)

The system will eliminate duplicate entries and records of jobseekers, establishments, and job vacancies.

B. Coverage

1)

Any establishment duly recognized by the Philippine government agencies/authorities with Tax Identification Number (TIN) issued by the Bureau of Internal Revenue (BIR); and registered and accredited by the Bureau of Local Employment (BLE) and/or DOLE Regional/Field Offices may post job vacancies and use the E-PJN services for free.

2)

Any person fifteen (15) years old and above may register for free either as an applicant searching for available

jobs and any person of legal age can transact a business or serve as a representative of an establishment.

3)

All DOLE Regional or Field Offices and Public Employment Service Offices (PESOs) are authorized to use the E-PJN in encoding walk-in job applicants and/or National Skills Registry System (NSRS) registrants. However, in areas with weak/intermittent or no available internet connection, the SRS Offline Windows/Desktop Application is recommended for registration prior to uploading in the E-PJN System.

C. Requirements

1)

Registration. All current Phil-JobNet users such as, DOLE Regional/Field Office employment focal person, PESO employment officers/IT personnel, establishments' authorized representatives, jobseekers, and other prospective users are required to undergo a one-time registration and accreditation process for establishments to access the E-PJN services and functionalities by using their own email account and desired password.

2)

Role of DOLE Regional/Field Offices and PESOs. The DOLE Regional/Field Office employment focal person and PESO employment officers/IT personnel shall formally inform the E-PJN System Administrators through the BLE for the system 'Role Assignment' and 'PESO ID Association' upon successful registration by sending official communication through email at [pnj_team@yahoo.com](mailto:pjn_team@yahoo.com) or fax number (02) 527-2421.

3)

Establishment Accreditation. Accreditation of establishments shall be carried out by the DOLE Regional or Field Offices upon submission of the following documentary requirements:

- BIR Certificate of Registration (Form 2303); and
- Any of the following:
 - Department of Trade and Industry (DTI) Registration for single proprietorship,
 - Securities and Exchange Commission (SEC) Registration for partnership or corporation, Cooperative Development Authority (CDA) Certificate for Cooperative,
 - Philippine Overseas Employment Administration (POEA) License for Overseas Recruitment and Placement Agency,
 - DOLE License for Private Recruitment and Placement Agency (PRPA) local recruitment and placement, or
 - DOLE Registration of Contractors/Subcontractors.

In the event that an accredited establishment is found to be using an erroneous TIN, the establishment shall be required to re-submit the BIR Certificate of Registration (Form 2303) for validation.

4)

Establishment Authorized Representative. The authorized representatives must submit "Authority to Represent" (E-PJN Form 1) signed by the establishment's authorized officer for approval of the DOLE Regional/Field Offices to be associated with the establishment's E-PJN account.

5)

Job Vacancy Posting. Only accredited establishments and duly authorized contact persons are allowed to post job vacancies in the E-PJN.

6)

Job Fair Pre-registration. Online pre-registration of job applicants may be allowed in any particular Job Fair.

7)

Walk-in job applicants and NSRS Registrants. All walk-in job applicants and NSRS registrants may fill-out the NSRS registration form and submit it to the PESO employment officer for evaluation and encoding to the E-PJN system or to the NSRS Offline application system in areas with no available internet connection.

D. Roles and Responsibilities

The implementation of the E-PJN is a joint responsibility of the BLE, DOLE Regional/Field Offices, and PESOs. To ensure its effective implementation, the following duties and responsibilities shall be undertaken by the following offices and entities:

1)

BLE shall:

- Act as the E-PJN System Administrator and shall be responsible for the 'Role Assignment' of DOLE Regional/Field Offices and PESO users/ encoders;
- Update and maintain the E-PJN classification and lookup codes such as, PSCED, PSIC, PSOC, PSGC, Schools, License, PESO Profile, etc.;
- Attend to technical queries and resolve issues raised by the concerned parties;
- Conduct Trainors' Training and orientation for DOLE and/or PESO users/encoders;
- Develop information and advocacy materials; and
- Monitor and evaluate the implementation of the E-PJN and recommend measures to improve the System.

2)

DOLE—ROs/FOs shall:

- Create and maintain a dedicated email account for the Phil-JobNet System exclusively for notification purposes such as new establishment registrants, interview schedule of applicants without an email account, etc.;
- Evaluate and validate documentary requirements submitted by the establishment in their areas of jurisdiction, and ensure that the TIN and other information supplied during registration is in order prior to approval of accreditation;
- Perform the 'contact approval' of establishment's authorized representative upon submission of the written authority from the establishment;
- Assist walk-in job applicants who want to register in the E-PJN System and refer job applicants online;
- Coordinate and validate with the establishment or concerned PESO regarding the information of establishment that appears to be dubious including the number of job vacancies posted;
- Revoke or cancel establishment's account in the Phil-JobNet in cases of repeated posting of deceptive

information or violation of the Terms and Conditions contained in the “E-PJN Terms of Service” posted in the EPJN website;

- Post immediately Job Fair schedule in their areas of jurisdiction upon issuance of Job Fair permit or clearance;
- Approve or deny online Job Fair ‘signed-up” or application by establishment in particular job fair event in accordance with Department Order No. 113, Series of 2011;
- Assign PESO IDs for PESO employment officer/IT personnel in their areas of jurisdiction;
- Conduct briefing, training and orientation for establishments and PESO staff; and
- Undertake advocacy activities to promote the use of the E-PJN in their respective areas of jurisdiction.

3)

PESOs shall:

- Create and maintain a dedicated email account for the E-PJN System exclusively for notification purposes such as interview schedule of applicants, Job Fair sign-up, etc.;
- Encode walk-in job applicants and NSRS registrants’ information;
- Provide online referral and/or referral letter to job applicants;
- Conduct promotion and advocacy activities in coordination with DOLE Regional/Field Office; and
- Coordinate and validate the establishment’s information and the number of job vacancies posted.

4)

Establishment’s Authorized Representative shall:

- Provide the DOLE with written authority from the company/establishment being represented that he/she was granted the authority to post job vacancies and utilize the E-PJN services and functionalities;
- Register the establishment in the E-PJN System and post job vacancies with the correct, accurate, current, and complete information;
- Report immediately all placements of jobseekers in the E-PJN using the ‘Hire Button’ functionality;
- Submit the necessary documentary requirements of the establishment for accreditation through the online document submission facility of the E-PJN System; and
- Agree and abide by the “E-PJN Terms of Service” stipulated in the EPJN website.

5)

Jobseekers shall:

- Register online and provide true, accurate, current and complete personal information;
- Promptly update any changes, whether personal or job-related information;
- Not create more than one account or create an account for anyone without permission; and
- Agree and abide by the “E-PJN Terms of Service” stipulated in the EPJN website.

E. Database Maintenance

As part of the Phil-JobNet database maintenance and in order to further improve the quality of data and information stored in the system, the E-PJN System Administrators of BLE will implement a data cleansing process for both the job applicants and establishments' information. Data cleansing is the process of removing inaccurate and duplicate records. The following rules will be observed:

1)

Jobseekers and establishments with existing account in the current Phil-JobNet will be given thirty days (30) or one (1) month from the effectivity of this Order to correct and update all information related to their respective account in the E-PJN website. The current version of Phil-JobNet website will be available and accessible during this transition period and online users are advised to update their accounts to the E-PJN version (www.philjonnet.dole.gov.ph) through an advisory in the current Phil-JobNet website (www.phil-job.net).

2)

Establishments with erroneous TIN shall re-submit their BIR Certificate of Registration (Form 2303) for validation purposes. The TIN will serve as the unique key identifier of an establishment to eliminate duplicate information or records.

3)

Jobseekers with duplicate records shall select one record to be activated/ upgraded during the sign-up and registration process in the E-PJN.

4)

All inactive jobseeker's account/record within the prescribed period of three (3) months shall be tagged or transferred to a dormant-status record, and will be excluded from the list of job matches of establishment.

F. Repealing Clause

All previous issuances, agreements or procedures inconsistent herewith are hereby superseded or modified accordingly.

G. Effectivity

This Order shall take effect immediately.

(SGD) ROSALINDA DIMAPILIS-BALDOZ
Secretary

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