

GUIDELINES FOR THE RECRUITMENT AND ADVERTISEMENT FOR JOB VACANCIES

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In pursuance of Rule II entitled "Recruitment & Advertisement for Job Vacancies" of the New Rules and Regulations Governing Overseas Employment, the following guidelines are hereby issued for compliance of all licensed recruitment agencies and entities:

A

Advertisement for Accredited

Principal/Project

Advertisements for actual job vacancies by agencies and entities for their accredited foreign principal/project shall be allowed provided that job vacancies reflected in the advertisement are covered by job orders duly approved by the Administration, and provided further that the following basic information is indicated in said announcement:

- Name and address of the agency/entity
- Name of principal/project
- Accreditation number of principal/project or, in its absence, date of accreditation.
- Actual number of skills categories and qualification standards.
- Documentary requirements

For this purpose, the agency or entity shall provide the Accreditation Department with a copy of the published advertisement within five (5) working days from date of publication.

B

Advertisement for Manpower Pooling

Agencies and entities desiring to generate qualified applicants for their prospective principal/project may, where necessary, advertise provided the advertisement shall indicate that the announcement is for manpower pooling purposes only and that no fee shall be collected from applicants, Further, the following information should be reflected in the advertisement:

- Name and address of agency/entity
- Worksite of prospective employer/project
- Skills categories and qualification standards
- Documentary requirements

C

Press Releases on Recruitment

Press releases on negotiations with principals or of projects involving overseas job opening shall be considered as advertisements and therefore, shall be subject to the foregoing provisions.

All agencies and entities are enjoined to strictly comply with these guidelines. False and deceptive advertisements published by agencies/entities including those published not in accordance with these guidelines shall be considered as violation of the new rules and regulations and shall, therefore, be a valid ground for the cancellation of accreditation of the principal/project and/or for the suspension and/or cancellation of license or authority.

Adopted: 1 March 1984.

(SGD.) PATRICIA A. STO. TOMAS

Administrator

Re-issued: 18 Feb. 1992

(SGD.) JOSE N. SARMIENTO

Administrator

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