

REVISED GUIDELINES FOR THE CONDUCT OF JOB FAIR (AMENDING D.O. NO. 2, SERIES OF 2001, OTHERWISE KNOWN AS GUIDELINES FOR THE CONDUCT OF JOBS FAIR BY PRIVATE ENTITIES, NON-GOVERNME...

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It is the policy of the State to promote full employment through improved manpower allocation and utilization. To attain this policy, the government provides free employment facilitation services through the Public Employment Service Office (PESO) pursuant to Republic Act (RA) 8759, otherwise known as the “Public Employment Service Office Act of 1999” and its Implementing Rules and Regulations. In line with this thrust, and to further improve the delivery of front line services, as well as to ensure the efficient and effective conduct of Job Fair with the participation of the private sector and industries, the following guidelines are hereby issued:

SECTION 1. Objectives

General: To ensure the efficient and effective conduct of Job Fairs through the rationalization and establishment of standards in the requirements and procedures in securing job fair permits, as well as define the respective roles and responsibilities of all key players involved.

Specific: This Guidelines aims to ensure the following:

1. That all entities involved in Job Fair have legal personalities to conduct hiring for employment.
2. That participating overseas licensed recruitment agencies were issued Job Fair Authority by the Philippine Overseas Employment Administration (POEA).
3. That all Job Fair sponsors/organizers are well informed on the Job Fair Guidelines and that they have secured the necessary permit to conduct the Job Fair.
4. That the jobseekers are fully protected by ensuring that all key players involved in the Job Fair possess the appropriate clearances, licenses and permits issued by the appropriate authorities.

SECTION 2. Definition of Terms - As used in this Guidelines, the following shall mean:

- a. Job Fair - an employment service strategy that facilitates the meeting of job seekers and employers, local and overseas licensed recruitment agencies, and registered job contractors and sub-contractors in an activity featuring registration, interviews and placements organized by the Regional/Field Offices of the Department of Labor and Employment (DOLE), PESOs and Private Entities. It shall include all or any other activities/events involving recruitment and placement of workers in a specific venue, and participated in by more than one (1) employer.
- b. Job Fair Permit Application Form (JF Form 1) - the application form to be accomplished by the sponsor/organizer who intends to conduct a Job Fair.
- c. Company Placement Report Form (JF Form 2) - the form used to record applicants who applied and were hired by the company during the Job Fair. This report shall be forwarded to the PESO for consolidation at the end of the Job Fair.

d. Post Job Fair Report (JF Form 3) - the report prepared and submitted by the host PESO to the DOLE Field Office at the end of the job fair detailing the number of participating employers, job vacancies solicited, applicants registered, qualified, and Hired-on-the- Spot (HOTS).

The Post Job Fair Report shall form part of the PESO's Labor Market Information and shall be made as a reference for follow through activities, interventions and program development initiatives of the DOLE and PESO. Said report must be submitted by the PESO to the DOLE Field Office not later than five (5) days after the conclusion of the Job Fair.

e. Job Fair Placement Report for Local Employment (JF Form 4) - the report indicating the number of applicants placed to be submitted by the participating companies to the host PESO not later than thirty (30) days after the Job Fair.

f. Job Fair Permit Monitoring Form (JF Form 5) - the form used by the DOLE Regional Office to record the Job Fair Permit Application approved/disapproved by the DOLE Field Office detailing the contact information of the Job Fair Sponsor/Organizer, the date and venue of the Job Fair, and the proposed number of participating firms/recruiters. This report shall be submitted by the DOLE Regional Office to BLE on a quarterly basis.

g. Job Fair Deployment Report for Overseas Employment (JF Form 6) - the report on the status and/or actual deployment for overseas employment of workers recruited during the job fair to be submitted by participating licensed recruitment agencies to the POEA, copy furnished the DOLE Regional Office and the Host PESO, not later than ninety (90) days after the conduct of the Job Fair.

h. Approved Job Order (AJO) - the overseas job vacancies posted by Foreign Employers duly registered/accredited by the POEA through Licensed Recruitment Agencies (LRAs).

i. Job Vacancies - the existing job openings listed with licensed-recruitment agencies for overseas employment, private companies, private recruitment and placement agencies for local employment and registered job contractors/sub-contractors posted during the Job Fair.

j. Participating Entities - the local companies, LRAs, PRPAs, Job/Sub Contractors participating in the Job Fair.

k. Registered Job Contractor/Subcontractor - the job contractor/subcontractor duly registered with the DOLE pursuant to Department Order No. 18-02, s. 2002

l. Licensed Recruitment Agency (LRA) - the overseas recruitment and placement agency duly licensed by the POEA.

m. Private Recruitment and Placement Agency (PRPA) - the recruitment and placement agency duly licensed by the DOLE Regional Office to engage in the recruitment and placement of workers for local employment.

n. Host PESO - the Public Employment Service Office (PESO) which has jurisdiction on the Job Fair Venue.

o. Regional/Field Office - the Regional/Field Office of the Department of Labor and Employment (DOLE) which is in charge of the overall management and supervision of the Job Fair Program in the Region.

p. Job Fair Sponsor/Organizer - refers to any individual, partnership, corporation or any entity engaged in the conduct of Job Fair.

q. Job Fair Permit (JFP) - the authority issued by the DOLE Regional Office through its Field Office, which has jurisdiction over the Job Fair Venue, allowing the Job Fair sponsor/organizer to conduct Job Fair.

r. Job Fair Clearance - authority to conduct Job Fair granted to entities exempted from securing a Job Fair Permit.

s. Job Fair Authority (JFA) - the authority issued by the POEA allowing the LRA to join Job Fair and conduct recruitment activities.

t. Phil-JobNet Card - the card issued (if available) to the job applicants upon registration with the Phil-JobNet System.

SECTION 3. Coverage - This Guidelines shall apply to all job fairs and any similar activity conducted in a specific venue involving recruitment and placement of workers and participated in by more than one employer or recruitment agency whether for local or overseas employment.

SECTION 4. Qualification and Requirements in the Application for Job Fair Permit by the Job Fair Sponsor/Organizer -

- a. Duly accomplished Job Fair Permit Application Form (JF Form 1);
- b. Copy of the Certificate of Registration with DTI, SEC, CDA, DOLE, whichever is applicable;
- c. List of participating entities with their respective Phil-JobNet user account;
- d. Copy of valid NBI/Police Clearance of the owner(s), partner(s), or officer(s) of the Sponsor/Organizer;
- e. Must have a minimum networth of Five Hundred Thousand Pesos (Php500,000) or a paid up capital of Two Million Pesos (Php2,000,000);
- f. Copy of appropriate license or registration of participating entities;
- g. List of Job vacancies for local employment or approved job orders for overseas employment and;
- h. Location map and layout of the venue.

SECTION 5. Role of Concerned Government Agencies in the Administration of the Job Fair Program -

a. The Department of Labor and Employment (DOLE) shall be primarily responsible for the administration of the Job Fair Program. As such, it is the sole Government Agency, through its Regional/Field Offices, which is authorized to issue a Job Fair Permit.

b. The Bureau of Local Employment (BLE) shall be the focal agency of DOLE that will assist the Secretary of Labor and Employment in the overall management of the Job Fair Program. It shall consolidate the Calendar of Job Fair activities in all regions, post the said calendar in the Phil-Jobnet, and submit to the Secretary periodic reports on the conduct of job fairs nationwide.

c. The DOLE Regional Office shall manage and supervise the implementation of the Job Fair Program in their respective region, including the provision of capacity building activities for the Field Offices and PESOs. It shall ensure that all job fairs conducted in the region are done in accordance with the systems, standards and pcedures outlined in this Guidelines. It shall be in charge of overall consolidation and submission of the Job Fair reportorial requirements to BLE on a quarterly basis, as indicated below:

- a. Calendar of Job Fair
- b. Job Fairs Reports
- c. List of Job Fair Permits Application approved and disapproved using JF Form 5

d. The DOLE Field Office under the guidance of the DOLE Regional Office shall be responsible for the receipt of filing fees, processing and issuance of the Job Fair Permit under its jurisdiction. It shall ensure that all job fairs are carried in accordance with the systems, standards and procedures outlined in this Guidelines. It shall directly supervise the PESO in the implementation of the Job Fair Program, and consolidate and submit a monthly Calendar of Job Fair as well as the Job Fair reports in its jurisdiction to the Regional Office.

e. The POEA being the focal agency that issues Job Fair Authority to Licensed Recruitment Agencies participating in the job fair, shall supervise recruitment for overseas employment during the Job Fair. It shall also monitor the deployment of Job Fair applicants for overseas employment.

f. The PESO shall be the implementing entity in the conduct of Job Fairs. It shall ensure that all job fairs conducted in their jurisdiction are done in accordance with the systems, standards, and procedures outlined in this Guidelines. It shall likewise prepare and submit to the DOLE Field Office for consolidation a monthly Calendar of Job Fairs and Job Fair reports their areas of jurisdiction.

SECTION 6. Duties and Responsibilities of Entities Involved in the Conduct of Job Fair

a. The DOLE Central Office through Bureau of Local Employment shall:

1. Monitor and supervise the conduct of National Job Fairs;
2. Monitor and evaluate the effectiveness of the implementation of the Job Fair Program; and
3. Conduct regular audit of program implementation, such as compliance with the systems and procedures.

b. The DOLE Regional Office shall:

1. Monitor and supervise the conduct of Job Fair in their respective regions;
2. Consolidate and submit quarterly Job Fair report to BLE;
3. Consolidate and submit a list of Job Fair Permit issuances to BLE on a quarterly basis;
4. Ensure that all job fairs conducted under its jurisdiction are done in accordance with the systems, standards and procedures outlined in this Guidelines;
5. Conduct regular audit of program implementation, such as compliance with the systems and procedures; and
6. Assist complainant(s) in the filing of appropriate legal complaint against any and/or all violation in reference with this guidelines.

c. The DOLE Field Office shall:

Before the Job Fair

1. Receive Job Fair Application Forms endorsed by PESO, and Job Fair Permit Fee;
2. Ensure that all participating entities are registered with the Phil-JobNet;
3. Conduct ocular inspection of the proposed Job Fair venue within three (3) working days upon receipt of the application;
4. Ensure the appropriateness and adequacy of the facilities such as: (1) accessibility, (2) registration area, (3) interview area, (4) job vacancy shopping area (5) entrance and exit points, (6) waiting area, (7) toilets (8) safety and security provisions;
5. Approve or disapprove application for Job Fair Permit within five (5) working days after receipt of application;
6. Issue Job Fair Permit directly to the Job Fair Sponsor/Organizer, copy furnished the DOLE Regional Office, and the Host PESO; and
7. Notify POEA of approved job fairs with overseas component.

During the Job Fair

8. Supervise the conduct of Job Fair;
9. Ensure that only entities who are authorized or were able to secure permit be allowed to conduct to participate in the Job Fair;
10. Impose appropriate sanctions and penalties as may be necessary in case of violations of this Guidelines and other related rules in the recruitment and placement of workers; and
11. Resolve immediately any issues/concerns occurring during the Job Fair.

After the Job Fair

12. Collect the Job Fair Summary Report from host PESO immediately after the Job Fair;
13. Consolidate all Job Fair Summary Report into one (1) monthly Post Job Fair Report and submit to the

Regional Office not later than the 10th day after the reference month; and

14. Require PESO/Organizer to submit Job Fair Placement Report for local employment thirty (30) days after the Job Fair, and deployment report for overseas employment, ninety (90) days after the job fair and every quarter thereafter.

d. The PESO shall:

Before the Job Fair

1. Receive Job Fair Permit Application Form (JF Form 1) filed by the Job Fair Sponsor/Organizer;
2. Check the schedule of the Job Fair and the completeness of requirements enumerated in Section 4 of this Guidelines;
3. Generate a local skills registry through the Phil-JobNet System for pre-matching of skills and vacancies, and attach the same to the Job Fair Application; and
4. Endorse the JFP Application together with the skills registry to the DOLE Field Office for approval within one (1) day after receipt of the application.

During the Job Fair

5. Register all Job Fair participants or supervise the registration and secure the registry from the organizer immediately after the Job Fair, in case the Job Fair is sponsored by an organizer;
6. Issue Phil-JobNet Card (if available) for 1st time registrants;
7. Assist the DOLE Field Office in supervising the Job Fair; and
8. Ensure the orderly implementation of the Job Fair Program in their areas of jurisdiction.

After the Job Fair

9. Prepare and submit the Job Fair Summary Report to DOLE Field Office within three (3) days after the Job Fair;
10. Follow-up status of Job Fair applicants with the concerned employers and require the submission of Job Fair Placement Reports from local employers and deployment reports from LRAs within the prescribed reporting period;
11. Notify the DOLE Field Office not later than three (3) days after the prescribed reporting period of the failure of the participating entities to submit the required reports for imposition of appropriate sanctions;
12. Encode all applicant registration in the Phil-JobNet System either on-line or offline, whichever is available, within one (1) month after the Job Fair;
13. Submit to the BLE the off-line encoded registries not later than (1) month after the Job Fair, if off-line system is used; and
14. Submit to DOLE Field Office monthly reports on job fairs conducted.

e. The POEA shall:

Before the Job Fair:

1. Receive a copy of Job Fair Clearance from the DOLE Regional Office or Job Fair Permit from the DOLE Field Office;
2. Receive and evaluate request for issuance of Job Fair Authority from participating LRAs per POEA rules and regulations on Job Fair;
3. Review the Skills Registry from the Host PESO and invite agencies with vacancies that match the skills contained in the registry;
4. Issue JFA to LRA upon compliance with the requirements for JFA set forth by the POEA; and
5. Provide the host PESO or DOLE Field Office an advance copy of JFA issued to participating LRAs and job orders approved for Job Fair posting and recruitment.

During the Job Fair

6. Supervise and monitor the Job Fair with overseas component;
7. Ensure that a maximum of four (4) authorized representatives per LRA whose names are listed in the JFA are allowed to participate in the Job Fair;
8. Ensure that only job vacancies submitted by the LRAs and approved by POEA for the Job Fair are posted in the designated areas; and
9. Monitor and require the submission of Job Fair deployment reports from LRAs within the prescribed period.

f. The Job Fair Sponsor/Organizer shall:

Before the Job Fair

Prior to the issuance of Job Fair Permit, the following must be complied with:

1. Designate a Job Fair Coordinator/Focal Person who will directly coordinate with the PESO before, during and after the Job Fair;
2. Invite local companies and recruitment agencies for local/overseas employment and prepare a list of qualified participating entities;
3. Ensure that the participating entities are duly informed of the direct costs to be borne;
4. File duly accomplished Job Fair Permit Application Form (JF Form1) together with the documentary requirements to the Host PESO having jurisdiction on the proposed Job Fair venue not later than ten (10) working days before the scheduled Job Fair;
5. Secure the Job Fair Permit from the DOLE Field Office
6. Coordinate with the POEA if the Job Fair includes overseas employment.

Upon issuance of the Job Fair Permit

7. Submit to DOLE Field Office a copy of lease contract of the venue and the list of personnel who will man the Job Fair at least three (3) days before the conduct of the Job Fair'
8. Arrange for the provision of chairs, tables, bulletin boards, tents if the Job Fair is to be conducted in an open area, computer with printer, provision for internet connection (optional) and telephone lines, electrical connections, CNMRS Forms, streamers, banners, and signages;
9. Assist in the arrangement of lodging house or hotel rooms to accommodate the representatives in case the employers' representatives need lodging for overnight stay;
10. Coordinate and request assistance from local police and security officers for the maintenance of peace and order during Job Fair. Meals should be provided to the police and security officers; and
11. Ensure that the Job Fair Coordinator/Focal Person is accessible, visible and constantly communicates with the PESO before, during and after the Job Fair;

During the Job Fair

12. Provide sufficient personnel to perform overall maintenance of electrical connections and errands, and to ensure cleanliness of the venue;
13. Ensure that personnel assigned to assist in the Job Fair wear proper identification at all times; and
14. Assist in maintaining the orderly conduct of the Job Fair.

After the Job Fair

15. Submit immediately to the Host PESO the complete registry of applicants who participated in the Job Fair; and
16. Monitor submission of Job Fair Placement Report by participating entities and submit said report to the host PESO within the prescribed reporting period.

g. Local Employers/PRPAs/Job/Sub Contractors shall:

1. Register and post job vacancies at the PhilJobNet at least five (5) days prior to the scheduled Job Fair;
2. Submit Job Fair Placement Report within thirty (30) days after the Job Fair;
3. Require representatives to wear their prescribed office uniforms/business attire and ID during the conduct of Job Fair; and
4. Limit the number of authorized representatives to a maximum of four (4).

h. Licensed Recruitment Agencies shall:

1. File Application for Job Fair Authority with the POEA at least three (3) days before the scheduled Job Fair;
2. Register and post job vacancies at the PhilJobNet at least five (5) days prior to the scheduled Job Fair;
3. Submit Job Fair Deployment Report ninety (90) days after the Job Fair;
4. Require representatives to wear their prescribed office uniforms/business attire and ID during the conduct of Job Fair; and
5. Limit the number of authorized representatives to a maximum of four (4).

SECTION 7. Exemptions from Securing the Job Fair Permit - The following entities hosting Job Fair are exempted from securing Job Fair Permit:

a. National Government Agencies (NGA)

Job Fairs requested, sponsored and hosted by National Government Agencies, including the attached agencies of DOLE shall be coordinated in writing with the concerned DOLE Regional/Field Office not later than ten (10) working days before the Job Fair. The DOLE Regional or Field Office shall reply formally within three (3) working days upon receipt of the request.

The PESO shall supervise, provide technical assistance in the conduct of Job Fair by National Government Agencies and monitor the results thereof.

b. PESO

Job Fairs requested, sponsored and hosted by PESOs, shall be coordinated in writing with the concerned DOLE Regional/Field Office not later than ten (10) working days before the Job Fair. The DOLE Regional or Field Office shall reply formally within three (3) working days upon receipt of the request.

For purposes of program monitoring and resources allocation, PESOs are required to:

1. Submit an annual indicated Job Fair Schedule to the DOLE Field Office, copy furnished the DOLE Regional Office. The Schedule shall indicate whether the Job Fair is for local, overseas or a combination thereof;
2. Notify the DOLE Regional/Field Office not later than two (2) weeks prior to the conduct of Job Fair, in case of unscheduled Job Fair; and
3. Inform the DOLE Field Office if the Job Fair will be postponed, not later than one (1) week before its scheduled date.

c. Educational Institutions

Job fairs requested, sponsored and hosted by Educational Institutions, shall be coordinated in writing with the concerned DOLE Regional/Field Office not later than ten (10) working days before the Job Fair. The DOLE Regional or Field Office, in consultation with the host PESO, shall reply formally within three (3) working days upon receipt of the request.

Provided that:

1. The Job Fair is solely for their students and graduates;

2. The same is to be conducted within their premises; and
3. The participating entities and companies are hiring for their own staff complement only.

The PESO shall supervise, provide technical assistance in the conduct of Job Fair by educational institution, and monitor the results of the Job Fair.

SECTION 8. Permit Fee

The sponsor/organizer of the Job Fair shall pay a permit fee of Three Thousand Pesos (Php 3,000.00) to the DOLE Field Office having jurisdiction over the Job Fair venue upon filing of application. The permit fee shall not be refundable.

Fees collected shall be treated as DOLE trust fund to be used for the following:

1. Management and maintenance of the Job Fair Program;
2. Conduct of ocular inspection of the proposed Job Fair venue;
3. Monitoring expenses during and after the conduct of Job Fair;
4. Procurement and production of Phil-JobNet Registration Cards; and
5. Attendant or miscellaneous expenses.

SECTION 9. Prohibitions

1. No Job Fair shall be conducted without a Job Fair Permit issued by the DOLE Field Office, except those granted exemptions under Section 7 of this Guidelines;
2. No charges or fees shall be collected from the job seekers or applicants before, during or after the Job Fair, except placement fees authorized under existing rules and regulations;
3. No participation fees shall be collected from participating entities by the Sponsor/Organizer except for direct cost incurred in organizing said event;
4. Job Fair permit shall not exceed three (3) days and shall be valid only for the venue indicated therein;
5. No advertisement or press release shall be made by the organizer/s or host/s prior to the issuance of the Job Fair Permit by DOLE;
6. No advertisement of Job Orders shall be allowed without clearance from POEA;
7. No participating entities shall be allowed to join job fairs if they are not registered and have not posted their Job Vacancies/Approved Job Orders at the Phil-JobNet
8. Manpower pooling is not allowed during the conduct of Job Fair;
9. No Licensed Recruitment Agencies shall be allowed to participate in job fairs without Job Fair Authority; and
10. No Job Fair Authority shall be issued prior to the issuance of the Job Fair Permit.

SECTION 10. Grounds for Denial of the Job Fair Permit Application

1. Misrepresentation of information in the application;
2. Submission of fraudulent or falsified documents;
3. Non compliance with the reporting requirements by the requesting party in relation to the previously conducted Job Fairs;
4. Non compliance with any of the requirements stated in this Guidelines; and
5. Violation of any of the provisions of Section 9 of this Guidelines.

SECTION 11. Penalties - Any violation of this Guidelines involving recruitment and placement for local employment shall be punishable in accordance with Articles 39 and 288 of the Labor Code, as amended. For violations related to recruitment and placement for overseas employment, pertinent provisions of RA 8042 entitled "Migrant Workers and Overseas Act of 1995", as amended and its Implementing Rules and Regulations, and other POEA issuances shall apply.

Personnel of National Government Agencies and Local Government Units found to have violated this Guidelines shall be punishable in accordance with the provisions of RA 3019 also known as Anti Graft and Corrupt Practices Act and RA 6713, also known as Code of Ethical Standards for Public Officials and Employees, as the case maybe.

SECTION 12. Repealing Clause - All Rules and Regulations inconsistent herewith are hereby repealed, superseded or modified accordingly.

SECTION 13. Separability Clause - If any provision of this Guidelines is held invalid or unconstitutional, any other provision not affected shall continue to be valid and effective.

SECTION 14. Effectivity - This Guidelines shall take effect after fifteen (15) days from the date of its publication in two (2) newspapers of general circulation.

Adopted: 28 April 2011

(SGD.) ROSALINDA DIMAPILIS-BALDOZ
Secretary

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