

D. Clearance to Conduct Jobs Fair

The Clearance to Conduct Jobs Fair is an authority issued to the requesting entity to host or sponsor a job fair.

Client/s/Applicant/s

The requesting party refers to the entity requesting to host or sponsor a Jobs Fair. Jobs Fair may be conducted, hosted, sponsored an/or co-sponsored by Non-Government Organizations and other private entities including educational institutions and participated in by employers, Private Recruitment and Placement Agency (PRPA) and Private Employment Agency (PEA) or registered job contractors/sub-contractors.

Requirements

1. Written request for the conduct of Jobs Fair, with complete details such as the proposed date, venue and complete location/address, submitted at least ten (10) working days before the scheduled date of the event.
2. List of participating employers and agencies with their individual
 - a. copy of license
 - b. registration certificate
 - c. job orders/vacancies

Validity Period of the Clearance

Within the specified duration of the jobs fair

Service fee

None

Where to apply

Field Office where the jobs fair will be conducted.

Total Process Cycle Time

Five (5) Working Days upon receipt of complete documents.

Basic Steps

Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		

Before the conduct of jobs fair:



Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		

1.	Get the list of requirements for Clearance to Conduct Jobs Fair from the Action Officer.	Provide list of requirements for the issuance of Clearance.	(Name/ Position of Action Officer and alternate)
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2.	Submit the letter request at least ten (10) working days before the schedule date of Jobs Fair and with the following: a. proposed date, b. venue and complete location/address list of private establishments, companies, recruitment agencies, job contractors/sub-contractors which will participate in the Jobs Fair with copies of their individual license, registration certificate and job orders/vacancies.	Check the completeness of all the documentary requirements.	(Name/ Position of Action Officer and alternate)
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a. For incomplete documents: Return the letter request and documents to the client with the checklist indicating the lacking requirement/s and explain, as may be necessary. Application is deemed not filed.	(Name/ Position of Action Officer and alternate)
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Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		
3.	Receive a claim stub indicating the release date and time.	Review and verify the documents. Conduct ocular site inspection within the 3 working days upon receipt of application. Field Office Head/ Designated Approving Officer approve/disapprove clearance.	(Name/ Position of Action Officer/Evaluator and alternate Field Office Head or Designated Approving Officer)	Not later than (NLT) than 3 rd day upon receipt of complete documents

Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		
4.	Present the claim stub to the Action Officer on the scheduled date and claim Clearance Certificate/Letter of Denial/Disapproval. If the claimant of the requested service is other than the one who filed the application, submit the letter of authorization together with photocopy of their IDs (Filer/Applicant and Authorized Representative – to present original for verification purposes). During the conduct of jobs fair	Release the Certificate of Has No Pending/Pending Case on the scheduled release date.		Maximum of three (3) working day upon submission of complete documents

Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		
5.	Post the job fair procedure in conspicuous places in the area and conduct the job fair.	a. For Job Fair (local): DOLE RO/FO/PESO supervise the conduct of the activity to ensure the conformity to existing rules.	DOLE Regional/Field Officers and PESO Managers	During the actual job fair
		b. For Job Fair (with overseas) DOLE RO/FO/PESO with POEA to supervise the conduct of the activity to ensure the conformity to rules and regulations on overseas recruitment		
After the conduct of jobs fair				
6.	All participating employers, companies, PRPAs, contractors/sub-contractors submit Job Fair Terminal Report immediately after the conduct of jobs fair and before leaving the venue to DOLE – RO/FO and POEA, if applicable, copy furnished PESO.	Checks compliance.		
		Follow up placement report.		
7.	All participating employers, companies, PRPAs,			

Steps	Activity		Action Officer	Duration of Transaction
	Applicant/Client	DOLE		
	<p>contractors/sub-contractors submit Job Fair Placement Report for</p> <p>Local employment one (1) month after the conduct of jobs fair and every month thereafter to DOLE RO/FO copy furnished PESO.</p> <p>Overseas employment ninety (90) days after the conduct of jobs fair and every month thereafter until the final report is submitted to POEA, copy furnished DOLE RO/FO and PESO.</p>			

