



JOB FAIR CLEARANCE APPLICATION FORM

Print Legibly. Mark appropriate boxes with ✓

I. ORGANIZER / SPONSOR INFORMATION

1. NAME / ORGANIZATION _____

2. CONTACT/FOCAL PERSON _____

Telephone _____ Cellular Phone _____

Fax _____ E-Mail Address _____

3. BUSINESS ADDRESS _____

4. TYPE OF BUSINESS

National Government _____ Local Government Unit _____

School Based Institution _____

5. NATURE OF BUSINESS

II. PLANNED JOB FAIR EVENT

6. TYPE OF JOB FAIR Local Overseas Both | **7. PROPOSED DATE** _____

8. PROPOSED JOB FAIR SITE / LOCATION ADDRESS

(Please attach Job Fair site location and plan for reference)

III. PESO REVIEW AND ENDORSEMENT

9. We have received, recorded and reviewed the submitted Job Fair Application Form and have verified that the applicant has complied with all the requirements set by the Department of Labor and Employment with regard to the conduct of Job Fair with the submission of the following:

Letter of Intent duly signed by an Authorized Individual (Head of Agency/Department, PESO Manager, SUC President)

Proposed list of Participating Entities (private companies, local, and overseas recruitment agencies must be registered with the Phil-JobNet)

List of job vacancies for local employment and pre-approved Job Orders for overseas employment

Location map with the proposed Job Fair venue layout

Further, we have checked our schedules and found no conflict thereat. In view of this, I, as head of this unit, formally endorse this Application together with our skills registry list for your favorable approval.

Note: Endorsement by PESOs to its respective DOLE Field Office must not exceed more than two (2) days upon receipt hereof.

PESO Manager

PESO Office

Date and time received from Applicant

IV. PROVINCIAL EVALUATION AND APPROVAL

10. We received this Job Fair Application duly reviewed by the concerned PESO and verified that;

The applicant has complied with all the requirements set under Department Order No. _____

The applicant failed to comply with the requirements set under Department Order No. _____

In view of this, we hereby:

Approve the application to conduct a Job Fair activity on the above-mentioned date and venue

Disapprove due to _____

Note: Field Officers are bound to act on this application within five (5) working days as mandated in the DOLE Citizens Charter.

DOLE Focal Person

Date and time received from PESO/Applicant