



APPLICATION FOR JOB FAIR PERMIT/CLEARANCE

Print Legibly. Mark appropriate boxes with

I. APPLICATION FORM

A. ORGANIZER / SPONSOR INFORMATION

1. NAME / ORGANIZATION _____

2. CONTACT/FOCAL PERSON _____

Telephone _____ Cellular Phone _____
 Fax _____ E-Mail Address _____

3. ADDRESS _____

4. TYPE OF ENTITY

National Government ((Clearance) Local Government Unit/PESO (Clearance) Non-Government Organizations (Permit)
 School Based Institution (Clearance) Event Organizer (Permit) Others _____ (Permit)

5. NATURE OF BUSINESS (FOR JOB FAIR PERMIT APPLICATION ONLY)

B. 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)

(Succeeding information to be filled-up by PESO and DOLE Field Office)

II. CHECKLIST OF REQUIREMENTS

A. FOR JOB FAIR PERMIT APPLICATION

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

DOLE- PESO
FO

- Copy of certification SEC, DTI, CDA, DOLE which ever is applicable
- Copy of valid NBI and/or Police Clearance of the owner, partners, and/or officers of the Sponsor/Organizer
- Proof of networth amounting to Php 500,000.00, or paid up capital of Php 2,000,000.00
- 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 two (2) days upon receipt hereof.

PESO Manager

PESO Office

Date and time received from Applicant

Additional requirement to be ensured by DOLE-FO: _____

Application with complete documentary requirements is submitted to DOLE-FO **15 working days** before the proposed date of the Job Fair

B. FOR JOB FAIR CLEARANCE APPLICATION

Letter of Intent/Request

Application/Request is submitted to DOLE-FO 13 working days before the proposed date of the Job Fair

III. OCULAR INSPECTION CHECKLIST AND REPORT (FOR JOB FAIR PERMIT APPLICATION ONLY)

A. OCULAR INSPECTION CHECKLIST

Accessibility

Venue accessible to public

Venue can be reached by public transport

Other Remarks

Adequacy of Facilities

Adequate space for Registration Area (Minimum of two tables; one for local and one for overseas)

Adequate space for Job Fair Shopping Area (Minimum of two boards for posting of Job vacancies; one for local and one for overseas);

Adequate space for Interview Area (Table to be provided to employers; at least 1 meter space between employers; chairs to be provided for applicants on queue)

Adequate space for entrance and exit points

Adequate space for Waiting Area (Tables and chairs to be provided for the job applicants)

Available public toilet

Safety and Security Provisions

B. OCULAR INSPECTION REPORT

Date of Ocular Inspection: _____

Venue is accessible and facilities are appropriate and adequate

Venue is accessible; however, facilities are inappropriate and inadequate

Facilities are appropriate and adequate; however, venue is not accessible

FO Staff/ Evaluator

IV. FIELD OFFICE EVALUATION AND APPROVAL

Recommending issuance of Permit/Clearance to conduct a Job Fair on the abovementioned date and venue considering that the applicant has complied with the requirements set under Department Order 113 Series of 2011

Recommending disapproval due to failure to comply with the requirements set under Department Order 113 Series of 2011

Other Remarks:

Evaluated by

Approved

Disapproved/ Issue Letter of Disapproval

FO Evaluator

FO Head

Date: _____

Date: _____