

Venue accessible to public

Venue can be reached by public transport

Other Remarks

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: _____

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