



3. Job Fair

Job Fair is an employment facilitation strategy aimed to fast-track the meeting of job seekers and employers/overseas recruitment agencies in one venue at a specific date to reduce cost/time, and effort particularly on the part of the jobseekers. During the Jobs Fair, jobseekers select vacancies suited to their qualification and employers could interview and hire on the spot qualified workers.

Office or Division	Public Employment Service Office (PESO)			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Jobseekers, Employers and agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
JOBSEEKERS		Client		
a.1 Resume/Biodata (1 original Copy)				
a.2 2X2 recent picture (2 original copies)				
a.3 Transcript of Records/Diploma (1 photocopy)		School where the client studied		
EMPLOYERS/AGENCIES		Client- employer		
b.1. Available Job Orders (1 Original copy)				
b.2. Authority issued by DOLE (1 Original copy)		Department of Labor and Employment (DOLE)		
b.3. Valid POEA License/Business License (1 photocopy)		POEA/ Business Processing Licensing Office (BPLO)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
Jobseekers: Submit requirements and fill up NSRS Form at the registration area.	Evaluate credentials and issue NSRP Form and	None	5 Minutes	<i>Administrative Assistant I</i> Public Employment Service Office
Proceed to Company or agency for an interview.	Refer to Company or agency.	None	2 Minutes	<i>Administrative Aide I</i> Public Employment Service Office
TOTAL:		None	7 Minutes	



<p>a. Employers/ Agencies</p> <p>1. File a request for the conduct of Job Fair addressed to DOLE Regional Office, copy furnished the PESO at least 10 working days before the scheduled date of the job fair enclosing the list of employers and agencies, registration certificate and job orders, also the proposed date and venue of job fair.</p>	<p>1. Receive and evaluate request letter. Send copy of the request to DOLE-North Cotabato Field Office for approval of DOLE-Regional Office.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Administrative Assistant I</i></p> <p>Public Employment Service Office</p> <p><i>Administrative Aide I</i></p> <p>Public Employment Service Office</p>
<p>2. Receive reply on the request.</p>	<p>2. Inform reply from DOLE-NCFO and Regional Office.</p>	<p>None</p>	<p>5 Minutes</p>	
<p>3. Submit copies of job placement report or deployment report. (after the conduct of job fair)</p>	<p>3. Receive report and copy furnish DOLE-NCFO.</p>	<p>None</p>	<p>2 Minutes</p>	
	<p>TOTAL:</p>	<p>None</p>	<p>12 Minutes</p>	