



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila

Q & A



DOLE

training and
employment services

introduction

The Q&A on DOLE Training and Employment Services is designed for use by students, jobseekers, seafarers, skilled workers and other DOLE clients to provide accessible and easy to understand information on DOLEs services and programs and simple rules and guidelines in accessing these services.

The collaborative work of the following agencies, namely the Bureau of Local Employment (BLE), Technical Education Skills Development Authority (TESDA), Professional Regulation Commission (PRC), Maritime Training Council (MTC) and National Maritime Polytechnic (NMP) paved the way for the creation of the Q&A for DOLE Training and Employment Services which also seeks to increase awareness on DOLE's provision of employment services and manpower development.





The DOLE is committed to promote gainful employment opportunities and develop human resources, equipping workers with demand-driven skills, technical education and productivity improvement technology through the delivery of professional regulation services, technical-vocational education, skills competency and productivity trainings.

What are the training and education services offered by the DOLE agencies particular to students/jobseekers?

TESDA

TESDA provides **Technical-Vocational Education Training (TVET)** to students/workers to gain necessary skills/competencies based on industry standards, for them to be employable. The TVET program is delivered in three modes, namely:

- 1. Institution-based training programs** - TVET offered by public or private TVET institutions conducted in the schools or training centers;
- 2. Enterprise-based training programs** - TVET implemented within companies/establishments and of which, there are (3) three types.; and
- 3. Technology-based community training programs** - TVET conducted in the community by public or private TVET institutions or sponsored by LGUs, NGOs and other government agencies covering a full qualification or cluster or units of competencies.

What are the 3 types of TVET Enterprise-based training programs ?

Applicants may engage and choose from these 3 types of Enterprise-based training programs, that is:

Apprenticeship Program - where an applicant or "apprentice" and an employer are involved in a contract for a training and employment program on an apprenticeable occupation for a minimum period of four (4) months and a maximum of six (6) months

Learnership Program - companies with TESDA-approved and registered learnership programs hire learners in a practical training on-the-job for approved learnable occupations for a period not exceeding three (3) months.

Dual Training System (DTS) - is an instructional delivery system that involves two venues of learning:

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the school/training center and the company/establishment. A training plan is implemented by an accredited dual system educational institution/training center and accredited dual system of agricultural, industrial and business establishments.

What are the incentives provided by law to accredited schools and companies under the DTS?

For the Company:

- Deduction of 50% from the taxable income on actual expenses paid for the allowance of the DTS trainees;
- Deduction in full from taxable income the donation, contribution, bequest, subsidy or financial aid actually paid or made for the operation of the system; and
- Exemption from donor's tax.

For the School:

- Exception from taxes (VAT, ad valorem, or excise tax) and duties in the importation of essential equipment, apparatus and materials to be used for DTS.

What sectors/industries are covered by the TVET programs?

TESDA and its **network of over 4,000 TVET schools** offer training programs on the following priority sectors and qualifications:

- Automotive (Foundry-Pattern Making, Tinsmithing, Automotive Electrical Assembly, Painting Machine Operation, Automotive Servicing, Automotive Body Painting, etc.)
- Construction (Carpentry, Plumbing, different types of Heavy Equipment Operation, Construction Painting, etc.)
- Metals and Engineering (different types of Welding,

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Technical Drawing, Tool and Die Making, CNC Machining, etc.)

- Heating, Ventilation and Air Conditioning (Refrigeration and Air Conditioning Servicing, Transport RAC Servicing, etc.)
- Electronics (Mechatronics Servicing, Consumer Electronics Servicing, Instrumentation Control Servicing, etc.)
- Agriculture and Fishery (Agricultural Crops Production, Horticulture, Animal Production, Fish Capture, etc.)
- Processed Food and Beverages (Food Processing, Slaughtering Operations, Fish Products Packaging)
- Tourism (Cooking, Bartending, Food and Beverage Services, Barista, Housekeeping, etc.)
- Health and Other Community Development Services (SPA Therapy, Barangay Health Services, Biomedical Equipment Technician, Emergency Medical Services, Household Services, Security Services, Beauty Care, etc.)
- Information and Communication Technology (Contact Center Services, Animation, Medical and Legal Transcription, Software Development, Computer Hardware Servicing, etc.)
- Aviation/Land Transportation (Aircraft Structure Maintenance, Driving, Small Engine Repair)
- Maritime (Seafaring – Deck and Engine)
- Garments (Dressmaking, Tailoring)
- Footwear and Leathergoods (Footwear Making)
- Pyrotechnics (Pyrotechnics)

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- Furniture and Fixtures (Furniture Finishing)
- Utilities (Diesel Power Plant Operation, Transmission Line Installation, etc.)
- Language Skills Institute (English, Mandarin, Korean, Japanese, Spanish, Arabic, German, Italian)

B. SCHOLARSHIP PROGRAMS

What are the scholarship programs offered by TESDA?

TESDA offers scholarship programs, through the following:

Training for Work Scholarship Program (TWSP)

Under the TWSP, beneficiaries are provided highly critical skills with free training and competency assessment. The program also encourages private TVET providers to redirect training programs to skills directly connected to existing jobs for immediate employment.

Private Education Student Financial Assistance Program (PESFA)

Open to qualified and deserving college freshmen both in degree and non-degree courses, CHED and TESDA through PESFA, offer educational grants/financial assistance to promote TVET and also assists private institutions in their development efforts by assuring a steady supply of enrollees to their course offerings (RA No. 8545, Sec. 8.)

C. YOUTH PROFILING FOR STARRING CAREERS (YP4SC)

What is YP4SC?

It is TESDA's career guidance program for students, out-of-school youths (OSYs) and unemployed adults to help them make informed career choices and decide intelligently on what course to pursue that best fit his/her interest and aptitude after high school.

Where and how to apply for training and education services?

Applicants can go to any of the TESDA Regional/Provincial/District Offices or TESDA Technology Institutes nearest their area. They may also call the Central Office hotline at 887-77-77 or text TESDA at 0917-479-43-70 and 0918-273-82-32. Or log-on to the TESDA website at www.etesda.gov.ph

What are the training and education services offered by the DOLE agencies particular to seafarers/seamen ?

NMP

A. SPECIALIZATION AND UPGRADING COURSES FOR MERCHANT MARINE OFFICERS AND RATINGS

NMP offers specialization and upgrading courses for merchant marine officers and ratings, conducts competency assessment and maritime research and studies on the latest maritime technologies, and other matters related to the maritime industry.

What are the courses offered by NMP?

The courses offered by NMP are:

1. Standards of Training, Certification and Watch-keeping (STCW) Courses;
2. Environmental Protection and Maritime Allied Courses;
3. Professional Development; and
4. Faculty Development.

Where and how to apply for training and education services?

A trainee must enroll at NMP Tacloban Complex or NMP Manila Office and submit the following requirements:

Requirements for Upgrading Courses

Photocopies of the following documents:

- Latest PRC license
- Radar Nav certificate for Radar Simulator Course (RSC)
- RSC certificate for Radar Automatic Radar Plotting Aids (ARPA)
- Radar Nav and Operational Use of Electronic Chart Display and Information System (OUECDIS) certificate for Ship Simulator & Bridge Teamwork (SSBT)

NMP

- Short-based Fire Fighting for Tankers (SBFF) certificate for General Tanker Familiarization (GTF)
 - PRC license for Deck Officers & 1st class Rubber Tyred Gantry (RTG) Operators' license for Radio Officers taking up General Operators Course (GOC) for Global Maritime Distress Safety System (GMDSS)
 - 1 pc. 2X2 colored picture on a white background with nametag and in uniform
 - 1 pc. 1X1 latest ID picture

Non-marine graduates may enroll to any course/s offered, provided he/she meets the entry requirements set forth by NMP

For OWWA scholars who want to avail of the scholarship program, he/she must submit a Notice of Award, while for company-sponsored trainees should submit Guarantee Letter from sponsoring company upon enrolment.

B. CONDUCT OF COMPETENCY ASSESSMENT FOR MERCHANT MARINE OFFICERS AND RATINGS

Being a recognized assessment center by MTC, PRC and TESDA, NMP conducts competency assessment leading towards issuance of certificate of competency and proficiency.

How to apply for Assessment (NAC) for Issuance of Certificate of Proficiency?

1. For Currently Enrolled Trainees

NMP trainees who take up BST, ATFF, PSCRB and MEFA courses are automatically considered for assessment.

Requirements

- Certificate of sea service (at least 6 months for PSCRB only)
- 2 pcs. Passport size ID picture (in uniform with nametag)
- Long brown envelope
- Processing fee - P240.00

2. For Walk-in Applicants

Walk-in applicants for NAC assessment can only be accepted provided he/she meets the qualifications set forth by MTC.

Requirements

- Certificate of training completion (valid within 5 years preceding application) in the following courses: (Basic Safety Training, Advance Training in Fire Fighting, Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats, MEFA)
- Medical certificate (physically and medically fit)
- Certificate of sea service (at least 6 months for PSCRB only)
- 2 pcs. Passport size ID picture (in uniform with nametag)
- Long brown envelope
- Assessment fee – P700.00
- Processing fee - P240.00

How to apply for Assessment (PRC) for issuance of Certificate of Competency?

A marine deck/engine officer who is officially enrolled in SSBT or ERS course at NMP automatically qualifies for SSBT or ERS practical assessment after complying with all the requirements of the course.

Walk-in applicants who are not familiar with the simulator equipment to be used in the assessment are required to undergo one-day familiarization training.

How to apply for Assessment (TESDA) for issuance of Certificate of Competency?

Performance Assessment

An applicant must present the requirements for evaluation including original documents and must pass the written exam to qualify for actual performance test.

NMP

Requirements

Photocopy of Sea Service Certificate

Photocopy of Seaman's Identification Record Book (SIRB)

- Medical Certificate using the prescribed form
- Photocopy of BST certificate
- Photocopy of Deck Watchkeeping Training certificate (for Deck Rating) or Engine Watchkeeping Training Certificate (for Engine Rating)
- 3 pcs. Passport size (in uniform with nametag)
- Long brown envelope
- Registration fee – Performance P800.00; Portfolio P200.00

How to secure forms and information on other services/trainings provided?

Trainee's Registration Form and other relevant information on trainings and other services can be secured by visiting the NMP Tacloban Complex in Leyte. One may also visit the NMP Manila Office at the 2nd Floor of ECC Building, 355 Gil Puyat Avenue, Makati City. NMP can be reached on the following contact numbers (053) 321-3353; 321-3356; 325-5160 or (02) 897-2767; 899-3683. Access NMP website at www.nmp.gov.ph

TESDA

What maritime training programs are offered by TESDA?

Maritime training programs on Deck Seafaring, NC I, II, III; Engineer Seafaring NC I, II, III and Marine Electricity NC II are being offered by the Maritime TVET providers with registered programs under the Unified TVET Program Registration and Accreditation System (UTPRAS) for ratings.

ACCREDITATION OF STCW COURSES OF MARITIME TRAINING CENTERS

MTC accredits the Standards of Training, Certification and Watch-keeping (STCW) courses conducted by maritime training centers in the country.

How does the MTC accredit training centers?

Applicant training centers should abide with the various requirements for setting up a training center and offering of courses, such as classrooms, training sites, faculty, library holdings, equipment, etc. Those who comply are given an accreditation valid for 3 years. During this period, MTC conducts surprise inspections and other monitoring activities to ensure training centers comply with the standards set. For non-compliance, appropriate sanctions are given.

What certificate is issued by MTC?

MTC issues Certificate of Proficiency (COP) to seafarers who satisfy the training requirements under Chapters V and VI of the STCW Convention as amended. linear

How does one obtain his/her certificate?

MTC has made the issuance of COP easier for seafarers. Accredited training centers will simply submit to MTC the names of their trainees who successfully passed their training and assessment and this will be the basis for MTC to issue the appropriate COP.

How to access list of accredited training centers/providers?

A directory of accredited training centers/providers is available at the MTC website www.mtc.gov.ph

What are the training and education services offered by the DOLE agencies particular to skilled workers/professionals?

TESDA

A. COMPETENCY STANDARDS DEVELOPMENT

What is Competency Standards Development?

TESDA develops competency standards and systems to be used as training regulations to serve as basis in the registration of TVET programs and in assessing the qualifications of the middle-level skilled workers through the competency assessment and certification. There are currently four (4) levels of qualifications, namely: NC I, II, III and IV.

B. COMPETENCY ASSESSMENT AND CERTIFICATION

What is Competency Assessment and Certification ?

TESDA assess and issues National Certificate (NC) or Certificate of Competency (COC) to graduates or middle-level skilled workers who conforms to the defined competency standards in the workplace, based on the Philippine TVET Qualification and Certification System (PTQCS).

C. UNIFIED TVET PROGRAM REGISTRATION AND ACCREDITATION SYSTEM (UTPRAS)

What is UTPRAS and how are TVET programs registered and accredited ?

It is the system that ensures compliance of Technical Vocational Institutions (TVIs) with the minimum requirements as prescribed under the promulgated training regulation. It consists of two components, namely:

Program Registration Registered TVET programs are monitored through compliance audits to validate full compliance with prevailing training standards, correction of sub-standard ones and denial of registration for those who fail to comply with the minimum requirements

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prescribed in the Training Regulations (TRs), anchored on competency-based system.

Accreditation is a process by which a TVET institution evaluates its operations and programs, and seeks independent judgment to confirm that it achieved its objectives and equal in quality to comparable institutions/programs. Formal recognition is granted by an authorized accrediting agency to an institution that complies with the components of quality systems in their program/institution.

D. TESDA LANGUAGE SKILLS INSTITUTE (LSI)

What is the LSI?

LSI is TESDA's training facility for language programs. It develops language standards and curricula, serve as the center for language skills assessment and certification, and is a center for language skills trainers' development.

What language courses are offered by the LSI?

There are 35 LSIs nationwide offering the following language courses, which include:

- Arabic Language and Saudi/Gulf Culture (100 hrs)
- English Language-Computer Based (100 hrs)
- Finishing Course for Call Center Agents (100 hrs)
- Korean Language and Culture (100 hrs)
- Mandarin Chinese Language and Culture (80 hrs)
- Japanese Language and Culture (150 hrs)
- Spanish Language for Different Vocations (100 hrs)

E. TRAINERS DEVELOPMENT PROGRAM

What is the Trainers Development Program?

It is a continuing training program provided to trainers, administrators, supervisors and non-teaching personnel to improve and upgrade the delivery of technology-based instructions within the TVET sector to prepare trainees to meet the requirements of the national certification system and enable TVET personnel to upgrade their skills in their areas of specialization.

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Who are qualified to avail the training and education services?

Beneficiaries of TESDA programs and services shall possess the following general qualifications:

- Filipino citizen;
- At least a high school graduate;
- Must be at least 18 years old; and
- Must be able to meet the pre-qualification requirements of the programs/ services.

Where and how to apply for training and education services?

Applicants for TVET programs and services can go to any of the TESDA Regional/Provincial/District Offices, TESDA Technology Institutes nearest their area or TVET institutions with TESDA registered programs. They may also call the Central Office hotline at 887-77-77. They can also text TESDA at 0917-479-43-70 and 0918-273-82-32. Or log-on to the TESDA website at www.etesda.gov.ph

What are the training/education certificates being issued by TESDA?

TESDA issues COC for partial achievement of the requirements of the qualification and NC for the recognition of the attainment of competencies in the appropriate level for a full qualification. NC are being issued at four levels: NCI, NCII, NCIII and NCIV. While PRC issues national licenses for professionals, TESDA issues COC/NC for skilled workers. Graduates of TESDA training institutions are issued Training Certificates on the training program attended.

Where and how to apply for examinations/competency assessment?

Application forms can be filed at TESDA Accredited Assessment Centers or at the TESDA District/Provincial Office nearest their location and submit the following documentary requirements:

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- a. Duly accomplished Application Form;
- b. Properly and completely filled-out Self Assessment Guide of your chosen qualification; and
- c. 3 pcs. of colored and passport size picture, white background, with collar and with name printed at the back

Assessment Fee will be paid at the Assessment Center Cashier while an Official Receipt (OR) and an Admission Slip would be issued containing the scheduled date and assigned venue of assessment.

Where to apply for NC or COC?

Assessment Centers issue the Competency Assessment Result Summary (CARS) that indicate whether one was able to pass or fail the assessment after the conduct of competency assessment. Passers must apply for certification at the TESDA District/ Provincial Office where the assessment center/venue is under jurisdiction.

They can claim their NC/COC seven (7) working days after application for the issuance of COC/ NC.

What are the things to remember in claiming NC/COC?

1. NC/COC is released directly to the applicant; if to be claimed by a representative, an authorization letter by the applicant should be submitted.
2. CARS and OR issued by Assessment Centers and valid Identification Card (ID) should be presented upon claiming of COCs.
3. Falsification or fraudulent duplication of documents shall be ground for disqualification/forfeiture of the right to participate in any assessment certification or similar programs of TESDA.

CERTIFICATE OF AUTHENTICATION AND VERIFICATION (CAV) FOR TESDA ISSUED CERTIFICATE OF COMPETENCY (COC)

How does one apply for CAV?

1. Go to the TESDA-issuing office of your NC/COC and apply for Certificate of Authentication and Verification (CAV).
2. Submit the following documentary requirements:
 - a. Two (2) photocopies of the NC/COC
 - b. Original NC/COC
3. Pay the authentication fee (P50.00) to the Cashier and get Official Receipt
4. Present Official Receipt to the TESDA Issuing Office for CAV.
5. Get the CAV document from the TESDA Office

When and how to renew certificates?

NC/COC must be renewed/revalidated on or before the indicated expiry date and application for renewal is done in the TESDA District or Provincial Issuing Office of the present certificate (NC/COC).

Steps to be taken:

1. Submit original NC/COC
2. Submit 2 pcs. of colored and passport size picture, white background, with collar and with name printed at the back;
3. Pay the Renewal Fee at the Assessment Center Cashier and get the Official Receipt.
4. Claim your NC/COC on the scheduled date given by the TESDA issuing office.

What are the things to remember in claiming COC?

1. COC is released directly to the applicant. However, if to be claimed by a representative, an authorization letter by the applicant should be submitted.
2. Official Receipt and valid Identification Card (ID) should also be presented upon claiming of NC/COCs.
3. Falsification or fraudulent duplication of documents shall be ground for disqualification/forfeiture of the right to participate in any assessment certification or similar programs of TESDA.

How to apply for program registration under UTPRAS?

A TVET institution has to comply with the requirements of registration prior to its offering of a program. An institution is issued a Certificate of Program Registration (CoPR) and the program is officially listed in the TESDA Compendium of Registered Programs upon completion of requirements. The program is subjected to a compliance audit and in some instances surveillance upon receipt of complaint by TESDA.

Where to apply and what are the requirements to register under UTPRAS ?

Application is filed at the TESDA District/ Provincial Office. Requirements for program registration are available and downloadable in the Website: www.tesda.gov.ph

- Letter of Application
- Program Registration Requirement Checklist
- UTPRAS Required Documents
- Required Forms

How to access list of accredited training centers/ providers?

TESDA maintains the Registry of Workers, Assessed and Certified containing vital information on the pool of certified workers in certain occupations nationwide, accessible through the TESDA Website: www.tesda.gov.ph. Verification can be made by name, certificate number, or by qualification. As the database is being updated regularly, those who are unable to find their name from the list may email **qmdmccaco@yahoo.com.ph** together with their **FULL NAME, NC/COC CERTIFICATE NUMBER, NC/COC QUALIFICATION and DATE OF ISSUANCE**. For other inquiries call telephone number **817-1999** from Monday to Friday, 8:00 AM to 5:00 PM.

**LICENSURE EXAMINATION SERVICES
REGISTRATION AND LICENSING**

PRC conducts and administers professional licensure examinations, registration and licensing of professionals and the regulation of the practice of the professions.

What is a professional license?

A professional license is a document issued by the PRC which certifies/authorizes an individual to practice a regulated profession/activity that involves a high level of specialized skill upon passing its licensure examination.

What are the training/education licenses/certificates being issued by PRC?

The PRC issues a Professional Identification Card and a Certificate of Registration for individuals/professionals who pass the licensure examination given by PRC for 46 professions identified for regulation and licensing.

Where and how to apply for examinations/competency assessment?

Application for licensure exam can be filed at the PRC Central Office in Manila or at any of its ten (10) Regional Offices located in the cities of Baguio, Tuguegarao, Lucena, Legaspi, Iloilo, Cebu, Tacloban, Pagadian, Cagayan de Oro and Davao.

The basic documents to be submitted are:

- a. Transcript of Records (TOR) with scanned picture and remarks "For Board Examination purposes only". (This is to establish the educational qualification of the applicant).
- b. Birth Certificate from the National Statistical Office (NSO) on Security Paper. (This is to establish that applicant is a Filipino citizen or is of age/majority age as required by the PRC).
- c. NSO Marriage Certificate (for married women)

- d. 4 pcs. passport size picture with complete name-tag in white background
- e. Community Tax Certificate

Where and how to apply for licenses/certificates?

Successful examinee must take his/her oath of professional before a duly authorized administering officer or during oath taking ceremonies administered by the Professional Regulatory Board. The Oath of Professional must be presented and submitted to the Registration Division prior to initial registration together with the payment of registration fees to receive their professional identification cards and certificates of registration. Results of the examination are published in newspapers of general circulation and posted in the PRC Website.

Professional Identification Cards are valid for three (3) years for all professions except for the maritime profession which is valid for five (5) years and are renewed during the birth month of the professional.

Two (2) passport size pictures in white background with name-tag are required for the renewal of professional identification cards.

How to access forms and other information on examinations and licensure?

Applications forms, list of regulated professions and other relevant information on examinations, licensures and other services can be secured by visiting the Customer Service Center of the PRC Central and its Regional Offices or download it at www.prc.gov.ph .



The DOLE continues to protect and safeguard the interest of the Filipino worker in attaining equal opportunities and decent work. Regulations and processes are streamlined to enhance the access of workers/jobseekers to employment opportunities and ensure fair and just terms for both local and overseas workers.

BLE

A. APPLICATION FOR AND ISSUANCE OF ALIEN EMPLOYMENT PERMIT (AEP)

What is an AEP?

An AEP is a document issued by the DOLE which authorizes a foreign national to work in the Philippines.

Who are the foreign nationals required to apply for an AEP?

All foreign nationals who intend to engage in gainful employment in the Philippines and any domestic or foreign employer who desires to engage an alien for employment in the Philippines.

Where and how to apply for an AEP?

Application for AEP shall be filed personally or through their respective employer, with the DOLE Regional or Field Office (RO/FO) having jurisdiction over the intended place of work.

What are the requirements in the filing of application for AEP?

Among the important requirements are the following:

- a. Duly accomplished Application Form;
- b. Photocopy of passport with visa or Certificate of Recognition for Refugees;
- c. Contract of Employment/Appointment or Board Secretary's Certificate of Election;
- d. Photocopy of Mayor's Permit to operate business or in case of locators in economic zones, Certification from the PEZA or the Ecozone authority, that the company is located and operating within the ecozone; and
- e. Photocopy of current AEP (if for renewal).

A permit fee of P8,000 for one year validity or a fraction thereof plus P3,000 for every additional year or fraction thereof.

What is the period of validity for an AEP?

AEP is valid for one (1) year, unless the employment contract, consultancy services, or other modes of engagement provides otherwise, which in no case shall exceed five (5) years. The AEP may be renewed upon compliance with the requirements.

What are the grounds for the denial of AEP?

An application for AEP may be denied on the following grounds:

1. Misrepresentation of facts in the application;
2. Submission of falsified documents;
3. The foreign national has a derogatory record; or
4. Availability of a Filipino who is competent, able and willing to do the job intended for the foreign national.

What are the grounds for suspension of AEP?

An AEP may be suspended after due process based on the following:

1. The continued stay of the foreign national may result in damage to the interest of the industry or the country; and
2. The employment of the foreign national is suspended by the employer or by order of the Court.

Are there fines and penalties relative to the filing of an application for an AEP?

Yes. A fine of P10,000 for every year or a fraction thereof on foreign nationals found working without an AEP or with an expired AEP.

B. PRIVATE RECRUITMENT AND PLACEMENT AGENCY (PRPA) LICENSE

What is a PRPA License?

It is a license issued by the DOLE authorizing an individual, partnership, corporation or entity to operate a private recruitment and placement agency for local employment.

Who can apply for PRPA license?

1. Must be a Filipino citizen, if single proprietorship. For a partnership or corporation, at least 75% of the authorized capital stock must be owned and controlled by Filipino citizens;
2. Must have a minimum net worth of P200,000 in the case of single proprietorship and partnership, or a minimum paid-up capital of P500,000 in the case of corporation;
3. The owners, partners or the officers of the corporation must be of good moral character and not otherwise disqualified by law;
4. Must have an office space with a minimum floor area of fifty (50) square meters;
5. Must issue an undertaking on the following:
 - a. Will not engage in the recruitment of children below 15 years of age or place children below 18 years old in hazardous occupation in accordance with Republic Act No. 9231 and other related laws; and
 - b. Assume full responsibility for all claims and liabilities which may arise in connection with the use of the license.
6. Must have undergone orientation on rules and regulations on local recruitment.

Where and what are the requirements for PRPA license application?

Application is filed in DOLE ROs and the important requirements are the following:

1. Duly filled up and notarized Application Form with undertaking.
2. Single Proprietor: A filing fee of P1,000 and certified copy of the Certificate of Registration of Firm or business name Partnership or Corporation: A filing fee of P3,000 and a certified copy of the Articles of Partnership or Incorporation.
3. A sworn statement of assets and liabilities and/or duly audited financial statement.
4. Owner's certificate/title of office location or contract of lease of office space for at least two (2) years.
5. NBI clearance of the applicant, partners or all the officers.
6. Income Tax Return for at least two (2) years.
7. Organizational structure and list of all officers.
8. Specific address and location map of the office/

proposed office.

9. List of all authorized representatives.

What are the requirements in the application for Authority to Operate Branch Office?

Among the important requirements are the following:

1. Filing fee of P1,000.
2. Certified copy of the current license.
3. Organizational structure.
4. NBI clearance, bio-data of the branch manager and staff members.
5. Minimum floor area of fifty (50) square meters.
6. Certification that the licensee has no pending case.
7. List of all authorized representatives.

What are the requirements for the application for Authority to Recruit?

Among the important requirements are the following:

1. Letter request by the agency.
2. Copy of current license.
3. Proposed recruitment activities.
4. NBI clearance and bio-data of the representative.
5. Clearance from previous agency, if applicable.
6. Previous Authority to Recruit in case of renewal.

Summary matrix of the fees:

	New or Renewal of License		Authority to operate a Branch Office
	Single Proprietorship	Corporation/ Partnership	
Filing Fee	P1,000	P3,000	P1,000
License Fee	P6,000	P6,000	P3,000
Cash Bond	P25,000	P25,000	
Surety Bond	P100,000	P100,000	Additional P50,000
Replacement of Lost License	P600		

What is the period of validity of a PRPA license?

It is valid for two (2) years and renewable every 2 years.

What are the fees allowed to be collected by PRPAs?

1. Service Fee: shall not exceed 20% of the annual basic salary of the worker;
2. Placement Fee: shall not exceed 20% of first month's basic salary; and
3. Transportation Expenses: transportation expenses of the worker from the place of origin to the place of work shall be charged against the employer.

*Official Receipt for any payments shall be issued for any fees collected by the PRPA.

What is illegal recruitment under Article 38 of the Labor Code?

- Any recruitment activities, including the prohibited practices under Art. 34 to be undertaken by non-licensees or non-holders of authority shall be deemed illegal and punishable under Art. 39
- When committed by a syndicate or in large scale shall be considered economic sabotage syndicate if carried out by a group of 3 or more persons
- Large scale if committed against 3 or more persons individually or as a group

What are the penalties imposed for illegal recruitment under Art. 39 of the Labor Code?

Offense/ Offender	Penalties
Economic sabotage	Imprisonment <u>and</u> fine of P100,000
Licensee/holder of authority	Imprisonment of 2-5 years/fine of P10,000– P50,000
Non-licensee or non-holder of authority	Imprisonment of 4-8 years/fine of P20,000 – P100,000
Corporation/ Partnership/ Association/Entity	Penalty to officer/s responsible for violation

Where can I complain for any violations made by PRPAs?

Report to DOLE and/or the concerned RO/Field Office (FO) having jurisdiction on the PRPA any irregularities and violations incurred by said PRPA.

C. REGISTRATION OF JOB CONTRACTORS AND SUB-CONTRACTORS

What is a Certificate of Registration of Job Contractors and Sub-contractors ?

It is a certificate issued to persons, entities, companies engaged in legitimate contracting and subcontracting arrangements in accordance with Articles 106-109 of the Labor Code, as amended, and its implementing guidelines under DOLE Department Order No. 18-02.

Who can apply for Certificate of Registration of Job Contractors and Sub-contractors?

Any legal and duly registered entity engaged in legitimate job contracting and sub-contracting arrangements.

Where can one apply and what are the requirements for PRPA license application?

Application is filed in the DOLE RO/FO having jurisdiction of the business operation of the applicant. The requirements for registration are the following:

1. Duly accomplished and notarized application form with undertaking that the applicant shall abide to all applicable labor laws, rules and regulations.
2. Certified true copy of certificate of registration of firm or business name from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA) or from the DOLE if the applicant is a union;
3. Certified true copy of the license/business permit issued by the LGU or units where the contractor or sub-contractor operates; and
4. Certified true copy of audited financial statements if the applicant is a corporation, partnership, cooperative or union, or copy of the latest ITR if the applicant is a sole proprietorship.

What is the cost of the registration and period of validity?

The registration fee is P100 and is valid for three (3) years and renewable every three (3) years.



The DOLE improves and provides better access of workers to employment opportunities, both local and overseas through job search assistance for wage employment and capacity building services for livelihood and self-employment. Other strategies employed include intensive market intelligence work and strengthening linkages with the education/academe, partnership with the private sector and other stakeholders .

What facilities/programs of the DOLE are available to students/jobseekers to help find work?

A. PHIL-JOBNET

What is Phil-JobNet?

It is the official job website of the Philippine government, an online automatic job and applicant matching system which aims to fast-track job seekers search for jobs and employers search for manpower.

Do I have to pay to register with Phil-JobNet?

Applicants and establishments are welcome to voluntarily register/enroll and avail of the services provided by Phil-JobNet free of charge.

Can a fresh graduate apply at Phil-JobNet?

Everyone can apply at the Phil-JobNet, whether unskilled, undergraduate, fresh graduate, and even persons with disability. However, it is to ones advantage if he/she has skills and experiences.

How can I access Phil-JobNet?

There are several ways you can access the Phil-JobNet, either thru:

- Internet, accessible 24/7, just type www.phil-job.net ;
- Job Center Kiosk located in selected malls, and DOLE Offices (POEA, TESDA, NRCO, DOLE Regional Offices, Etc.);
- Cellular phone thru Trabaho i-text Mo. Just text Trabaho and send to 2376 for Globe, and 2476 for Smart subscribers; and
- visit any Public Employment Service Offices (PESOs) in your respective Provincial/City/Municipal Office

What are the benefits in using the Phil-JobNet?

For Applicants

- Post application for free
- Advertise your skills

- Run job match
- Look for employers contact details

For Employers

- Post job vacancies for free
- Look for applicants and browse their profile
- Run job match

For researchers and policy makers

- Get reports
- View in demand vacancies

B. JOB FAIR

What is a Job Fair?

It is an employment facilitation strategy aimed to fast-track the meeting of jobseekers and employers/overseas recruitment agencies in one venue at a specific date to reduce cost, time and effort particularly on the part of the applicants.

Who can participate in a Job Fair?

It is open to all unemployed, skilled and unskilled workers, fresh college graduates, graduates of training institutions, displaced workers and employees seeking work, job or advancement.

I am a company looking for employees, can I participate in a Job Fair?

Yes. All employers are welcome to participate with any Job Fair activity provided they comply with the requirements set forth by the DOLE, and register and post vacancies in Phil-JobNet.

Can I organize a Job Fair?

Yes. One may organize a Job Fair activity provided that he/she apply and conform with the DOLE's set guidelines in organizing and sponsoring a Job Fair activity.

Where do I apply to organize a Job Fair?

The DOLE RO regulates and approves the conduct of Job Fair in their respective regions, while the PESOs are in charge of monitoring the activity supervised by the DOLE Field/District Officers.

C. PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)

What is a PESO?

The Public Employment Service Office or PESO is a non-fee charging multi-employment service facility or entity where people could explore simultaneously various employment options and actually seek assistance they prefer. (RA 8759, PESO Act of 1999).

Where can I find these PESO ?

PESOs are usually located in every local government units (LGUs), either in Provincial, City or Municipal Offices or selected schools accredited to operate their respective PESOs.

How does the PESO help Job Seekers?

PESOs register jobseekers to run job matches and refer them to companies with job vacancies. They also provide useful information on re-tooling or trainings, tips when having a job interview, or assistance in providing self-employment and livelihood opportunities.

How does PESO help companies/employers?

PESOs may recommend and help find the best fit employee which suits the employer's requirement and provide skills mapping to the companies after registering in the Phil-JobNet.

How can one become a PESO?

An LGU or a would be school-based PESO should coordinate with their respective DOLE RO for accreditation/acknowledgement. After being recognized, they should forge a MOA with DOLE and must have an office and staff/employees to handle the daily operation of PESOs.

D. JOB SEARCH KIOSK

What is a Job Search Kiosk?

It is an information portal housed in an ATM type box which provides information on local/overseas job opportunities and other employment related information.

Where can I find Job Search Kiosk?

The Job Search Kiosk is located at selected Robinsons malls and Local Government Units (LGUs), DOLE Regional Offices and other DOLE Agencies such as POEA, NRCO, and TESDA.

How could the Job Search Kiosk help Job seekers?

The Job Search Kiosk enable job seekers to fast-track access to relevant information on job openings, hiring requirements of employers or upgrade their skills thru the TESDA programs and BLE career guides.

If we are interested to buy a kiosk, what office should we contact?

Interested parties, may coordinate with the Bureau of Local Employment at 6th floor BF Condominium, Soriano St., Intramuros, Manila, with telephone nos. 5272453, fax 5272421, and visit the web at www.ble.dole.gov.ph

E. NATIONAL MANPOWER SKILLS REGISTRY SYSTEM (SRS)

What is the SRS?

The National Manpower Skills Registry System (SRS) was developed with a broad goal of establishing a national manpower "registry of skills" as a means of providing adequate and available supply of labor, when needed. The SRS is a joint undertaking with the LGUs designed to tap available skills down to the baranggay level.

What does the SRS provide?

The registry may help reduce the growing concern on skills and labor mismatch. It provides information on the qualifications and skills of registrants which are either formally acquired in school or gained through experience, providing a profile of workers/skills in a certain area. The essence of a "Live Registry," is that a registrant should be readily available when called upon for interview by any prospective employer.

Who can register in the system?

Anyone who is interested to find a job or those with desire to work should be registered.

Where can I register?

The jobseekers and fresh graduates can register by visiting the nearest Public Employment Service Office (PESO) in his/her respective City/Municipal/Provincial Office.

F. CAREER GUIDANCE AND EMPLOYMENT COACHING

What is Career Guidance and Employment Coaching?

It is the job search assistance function of the DOLE to assist the youth and jobseekers in making appropriate career, training and educational choices. It enables the youth to develop their potential and have access to work opportunities compatible with their interest and capabilities.

What is the objective of the Career Guidance and Employment Coaching?

The objective is to bring career and employment services closer to the students and jobseekers to address the persistence of jobs and skills mismatch by providing adequate LMI relevant to their decision making in relation to the course or career path they would choose.

Who can benefit from the program?

Students of secondary, tertiary, technical-

vocational level and jobseekers are the intended beneficiaries of the program. Parents and teachers may also benefit from the program as it may help them to properly guide the youth on their future career paths.

How does the program work?

Training and advocacy seminars are being conducted by the DOLE field implementers on a year round basis and tap an established network of guidance counselors to assist in the facilitation of the program, particular to the administration of various tests and the interpretation of the results.

Where to avail the program?

The DOLE field implementers spearhead the implementation of the program. For schools and organizations, they may signify their intention through a letter suggesting their intent to conduct said program and request for technical assistance for its conduct.

For walk-ins and individuals, they may avail the program at the nearest Public Employment Service Office (PESO), or other deputized entities.

G. EMPLOYMENT SERVICES OFFERED BY TESDA

1. Jobs Bridging and Referral - Is aimed at shortening the job search period and assisting the TVET graduates in finding immediate employment implemented through the TESDA "Blue Desks" to serve as one-stop center for TESDA information and services like job referral and placement assistance services, career profiling and coaching.

2. Labor Market Intelligence Reports (LMIRs) - The LMIRs provide vital information on current trends, critical and highly in-demand occupations, and other issues and challenges in the both the local and international labor markets to help guide the trainees in making career choices.



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Muralla St. cor. Gen. Luna St., Intramuros, 1002
Manila, Philippines

**If you want to know more about DOLE's
programs and services, please call our hot-
line 527-8000/908-2917
or visit us at our web site:
<http://www.dole.gov.ph>**