



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

DEPARTMENT OF LABOR AND EMPLOYMENT	
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DEPARTMENT ORDER No. 124-12
Series of 2012

**GUIDELINES IN THE ACCREDITATION OF ESTABLISHMENTS
IN THE POSTING OF VACANCIES IN THE PHIL-JOBNET SYSTEM**

Pursuant to Section 5(a) and Section 7(a) of the PESO Act of 1999, and in line with the policy of the Department to utilize the Phil-JobNet system for the provision of information on employment opportunities for jobseekers, the Bureau of Local Employment (BLE), in coordination with DOLE Regional and Field Offices, shall intensify its advocacy campaign that will encourage employers to post their manpower requirements in the system.

As part of the strategies on advocacy campaign of the Phil-JobNet system, the BLE, through the DOLE Regional and Field Offices shall implement an accreditation procedure through the issuance of a "Seal of Accreditation" and Certificate of Accreditation to establishments duly registered in the Phil-JobNet, to be posted/displayed in conspicuous place of the establishments/companies. To implement this accreditation procedure, the following guidelines are hereby issued:

SECTION 1. OBJECTIVES

General:

To maximize the efficient and effective utilization of the Phil-JobNet by employers in posting their job vacancies and jobseekers' registration in the system and to provide the most current and updated information on supply and demand in the labor market.

Specific:

This Guidelines aims to achieve the following:

1. To fulfill the government's obligation as a signatory to ILO Convention 88 which mandates ratifying countries to create and maintain free employment services;
2. To encourage registered and accredited employers to utilize the Phil-JobNet system's job and applicant matching facility free of charge;
3. To afford jobseekers the protection from fraudulent job vacancy advertisements by ensuring that all establishments utilizing the Phil-JobNet are duly accredited by DOLE;

4. To recognize the efforts of the accredited establishments in promoting and utilizing the Phil-JobNet system; and
5. To establish a standard procedure in the registration and accreditation of establishments in the Phil-JobNet.

SECTION 2. DEFINITION OF TERMS

- a. **Department** – refers to the Department of Labor and Employment.
- b. **Secretary** – refers to the Secretary of Labor and Employment.
- c. **Bureau** – refers to the Bureau of Local Employment.
- d. **Regional Office (RO)** – refers to the Regional Offices of the Department.
- e. **Field Office (FO)** – refers to the extension offices of the Department.
- f. **Regional Director** – refers to the Director of the Regional Office.
- g. **Establishment** – refers to a juridical person or entity.
- h. **BIR** – refers to the Bureau of Internal Revenue.
- i. **PJN** – refers to the Phil-JobNet System which is an automated job and applicant matching system which aims to fast-track jobseekers search for jobs and employers search for manpower.
- j. **Seal of Accreditation** - refers to an acknowledgement in a form of a sticker/decal which shall be issued by the DOLE Regional Office to the accredited establishment
- k. **Certificate of Accreditation** – refers to the document issued by the DOLE Regional Director certifying that the establishment has already passed the accreditation process.

SECTION 3. COVERAGE

This Guidelines shall apply to all establishments which shall utilize the PJN as well as the procedure for the following:

1. Registration and accreditation at the PJN;
2. Posting of manpower requirements in the PJN; and
3. Provision of non-fee charging internet-based job and applicant matching facility.

SECTION 4. REQUIREMENTS IN THE APPLICATION FOR ACCREDITATION

1. BIR Certificate of Registration (BIR Form 2303); and
2. Any of the following documents, as applicable:
 - a. Securities and Exchange Commission (SEC) Registration for partnership or corporation;
 - b. Certificate from Cooperative Development Authority (CDA) for cooperative;
 - c. DOLE License for Private Recruitment and Placement Agency for Local Employment;
 - d. POEA License For Overseas Recruitment and Placement Agency; and
 - e. Business or Mayor's Permit and Certificate from BDT-DTI for single proprietorship.

SECTION 5. STEPS IN THE APPLICATION FOR REGISTRATION AND ACCREDITATION

The applicant establishment shall :

- a. Sign-up at www.phil-jobnet.dole.gov.ph;
- b. Fill up the online registration form;
- c. Enter a valid twelve (12) digit Tax Identification Number (TIN) issued by the BIR;
- d. Submit the necessary documents for accreditation through fax or email and/or through the online submission of documents module. Copies of documents submitted through fax or email must be forwarded to the DOLE Regional/Field Offices concerned; and
- e. Wait between one to three days for processing and account activation.

SECTION 6. ROLE OF THE DOLE REGIONAL OFFICE AND FIELD OFFICE IN THE VALIDATION, ACCREDITATION AND REVOCATION

The DOLE Regional or Field Office shall:

- a. Log- in to the PJN using a registered username or email account and password;
- b. After log-in, proceed to accreditation module and search for the establishment applying for accreditation;
- c. Validate submitted documents;
- d. Approve the application that comply with all the requirements;

- e. Deny the application in accordance with the provisions in Section 9;
- f. Revoke the accreditation under the grounds provided under Section 10;
- g. Issue Certificate and Seal of Accreditation signed by the Regional Director;
and
- h. Monitor the PJN related activities of all accredited establishments.

SECTION 7. ROLE OF THE ACCREDITED ESTABLISHMENT

The accredited establishment shall:

- a. Log-in at the PJN website;
- b. After approval and activation of PJN account, designate a permanent representative of the establishment;
- c. Post all job vacancies in their establishment;
- d. In cases where practicable, participate in job fairs as notified in the PJN;
- e. Subscribe to the Code of Ethical Standards for the utilization of the PJN which includes the following:
 - 1) All data produced by the PJN must be treated with caution in the best interest of the registrants, thus it must be used and disseminated with utmost confidentiality;
 - 2) All data or information produced by the PJN must not be used to harm the registrants' life, security, happiness, freedom, opportunities, and other key human and societal values;
 - 3) All data and information produced by PJN must not be used directly or indirectly to any illegal recruitment or human trafficking activities; and
 - 4) Adherence to data use agreements and/or non-disclosure agreements.
- f. Provide updates on hired employees/workers through the PJN.

SECTION 8. VALIDITY PERIOD OF ACCREDITATION

The accreditation of establishments shall be without expiration unless revoked or cancelled for violation of existing laws, regulations and this guidelines.

SECTION 9. GROUNDS FOR DENIAL OF APPLICATION OR REVOCATION OF ACCREDITATION

- 1. Misrepresentation of information in the application;

2. Submission of fraudulent or falsified documents;
3. Non-compliance with any of the requirements stated in this Guidelines; and
4. Violation of any of the provisions of this Guidelines.

SECTION 10. REPEALING CLAUSE

All rules and regulations inconsistent herewith are hereby repealed, superseded or modified accordingly.

SECTION 11. SEPARABILITY CLAUSE

If any provision of these Guidelines is held invalid or unconstitutional, the other provisions not affected shall continue to be valid and effective.

SECTION 12. EFFECTIVITY

This Guidelines shall take effect after fifteen (15) days from the date of its publication in two (2) newspapers of general circulation.


ROSALINDA DIMAPILIS-BALDOZ
Secretary

29 November 2012