



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
M A N I L A

DEPARTMENT ORDER NO. 2  
Series of 2001

**GUIDELINES FOR THE CONDUCT OF JOBS FAIR  
BY PRIVATE ENTITIES, NON-GOVERNMENT ORGANIZATIONS AND  
EDUCATIONAL INSTITUTIONS**

In line with the government's thrust to further improve the delivery of frontline services and to ensure that Jobs Fairs conducted by private entities, non-government organizations, and educational institutions are in conformity with the provisions of the Labor Code, as amended and its Implementing Rules and Regulations, the following guidelines are hereby issued:

**Section 1. Objectives -**

**General Objective**

The Guidelines shall help to fast-track the delivery of employment facilitation services to the poor, unemployed, new entrants to the labor force, displaced and returning migrant workers throughout the country; assist in the filling-up of vacancies of employers; and strengthen support for anti-illegal recruitment campaign of the Department of Labor and Employment.

**Section 2. Definition of Terms -**

- a. **Regional Office** - refers to the Regional Office of the Department of Labor and Employment (DOLE) having jurisdiction over the conduct of the Jobs Fair.
- b. **PESO** - refers to the Public Employment Service Office having jurisdiction over the conduct of a Jobs Fair
- c. **Requesting Party** - refers to the entity requesting to host or sponsor a Jobs Fair.
- d. **Participating entity** - refers to employers, companies, licensed private recruitment and placement agencies, licensed employment agencies for overseas employment, registered contractors/sub-contractors who will be joining the Jobs Fair for purposes of recruitment.
- e. **Private Recruitment and Placement Agency (PRPA)** - refers to a recruitment and placement agency for local employment duly licensed by the DOLE

- f. **Private Employment Agency (PEA)** - refers to a recruitment and placement agency for overseas employment duly licensed by the POEA
- g. **Registered Contractor/Subcontractor** - refers to job/service contractor/subcontractor duly registered by the DOLE pursuant to Department Order No. 10, s.1997
- h. **Private entity** - refers to any individual, partnership, cooperative, or corporation having a legal and juridical personality and existing under the laws of the Philippines.
- i. **Educational institution** - refers to any private or public educational institution existing under the laws of the Philippines.
- j. **Jobs Fair** - refers to an employment facilitation strategy to fast-track the meeting of job seekers and employers, licensed/authorized recruitment agencies, and registered job-contractors/sub-contractors in one specific venue at a specified date and to disseminate information on other DOLE programs and services
- k. **Job Vacancies** - refer to existing job opportunities in enterprises of employers and/or listed with licensed/authorized recruitment agencies, and registered job contractors/sub-contractors, accredited to participate in the Jobs Fair.
- l. **Job Order** - refers to overseas job vacancies posted by accredited employers approved by the Philippine Overseas Employment Administration (POEA).
- m. **Jobs Fair Placement Report** - refers to the report on applicants hired for local employment to be submitted by participating employers, private recruitment and placement agencies and registered job-contractors/sub-contractors to the Regional Office, copy furnished the PESO not later than one (1) month after a particular Jobs Fair.
- n. **Jobs Fair Deployment Report** - refers to the report on workers placed abroad to be submitted by participating private employment agencies to the POEA, copy furnished the Regional Office and the PESO, not later than ninety (90) days after a particular Jobs Fair.
- o. **Jobs Fair Terminal Report** - refers to the report to be submitted to the duly authorized representative of the Regional Office, copy furnished the duly authorized representative of the PESO, by the participating employers, *PRPAs and PEAs*, job-contractors/sub-contractors, and other participating agencies before leaving the venue of the Jobs Fair.

### **Section 3. Coverage -**

These Guidelines shall apply to all Jobs Fairs to be conducted, hosted, sponsored and/or co-sponsored by Non-Government Organizations and other private entities including educational institutions and participated in by accredited employers, *PRPAs and PEAs*, or registered contractors/ subcontractors.

### **Section 4. Procedure in the Conduct of Jobs Fair -**

#### **A. Before the Actual Jobs Fair**

##### **1. *Role/responsibility of requesting party***

The Requesting Party shall file a request for the conduct of Jobs Fair, in writing, with the Regional Office, copy furnished the PESO, at least ten (10) working days before the scheduled date of the Jobs Fair enclosing therewith the list of employers and agencies intending to participate in the Jobs Fair with copies of license, registration certificate and job orders/ vacancies. The request should indicate the proposed date and venue of the Jobs Fair. Private employment agencies to participate in the Jobs Fair must properly secure Provincial Recruitment Authority (PRA) from the POEA.

2. The DOLE Regional Director and/or his duly authorized representative/s shall conduct an ocular inspection of the venue of the proposed Jobs Fair as well as verify the job vacancies, job orders and licenses of the participating employers and agencies within five (5) working days from receipt of said request. Job vacancies and job orders must be matched with the skills registry in the area.

3. The DOLE Regional Director shall evaluate and determine the merit of the request and approve the request in writing within five (5) working days from receipt thereof. Copy of the approval shall be furnished the PESO concerned .

#### **B. During the Jobs Fair**

1. Representatives of the Regional Office and/or the PESO shall supervise the conduct of the Jobs Fair to ensure its conformity with the existing rules.

2. If the Jobs Fair includes the participation of private employment agencies, representative/s from the POEA shall likewise supervise the Jobs Fair to ensure its conformity with POEA Rules and Regulations.

3. Jobs Fair Procedure must be posted in conspicuous places in the venue.

**C. After the Jobs Fair**

1. Before leaving the venue of the Jobs Fair, all participating employers, companies, recruitment agencies, and job-contractors/subcontractors or their duly authorized representative/s shall submit Jobs Fair Terminal Report, using the prescribed form, to the duly authorized representative of the Regional Office, copy furnished the duly authorized representative of the PESO. If the Jobs Fair is participated in by private employment agencies, the POEA representative must be furnished copy of the Jobs Fair Terminal Report.
2. Within one (1) month after the Jobs Fair and every month thereafter until such time that the final report is submitted, the participating employers, companies, PRPAs, and job contractors/sub-contractors shall submit Jobs Fair Placement Report to the Regional Office, copy furnished the PESO, using the prescribed form.
3. Within ninety (90) days after the Jobs Fair and every month thereafter until such time that the final report is submitted, the participating private employment agencies shall submit Jobs Fair Deployment Report, using the prescribed form, to the POEA, copy furnished the Regional Office and the PESO.
4. The Regional Office, with the assistance of the PESO, shall consolidate all reports for submission to the DOLE Secretary copy furnished the Bureau of Local Employment.

**Section 5. Requirements for participating employers and agencies -**

- a. All participating private establishments, companies, recruitment agencies, job contractors/sub-contractors must have existing job vacancies or approved job orders which must be submitted to the Regional Office, copy furnished the PESO, at least ten (10) working days before the Jobs Fair.
- b. All participating private recruitment and placement agencies must have a valid PRPA License/authority issued by the DOLE.
- c. All participating private employment agencies must have a valid POEA License, Provincial Recruitment Authority, and available job orders.

- d. All participating job contractors/subcontractors must be registered with the DOLE.
- e. All participating entities using the electronic medium in the recruitment and/or placement of persons must be registered with the DOLE.
- f. Representatives of participating agencies and employers must have the authority to decide on the hiring of applicants.

**Section 6. Prohibitions -**

- a. No Jobs Fair by private entities or any non-government organizations shall be conducted without the prior written approval of the Regional Director.
- b. No fees whatsoever shall be collected from the job seekers or applicants in the Jobs Fair. Collection of placement fees from applicants and service fees from principals shall be in accordance with the existing Rules and Regulations Governing Private Recruitment and Placement Agencies for Local Employment or the existing POEA Rules and Regulations on collection of placement fees for overseas employment.
- c. No advertisement or press release should be made by the organizer/s or host/s without the proper clearance from the Regional Office, provided that when overseas recruitment agencies and/or overseas job vacancies are included, proper clearance/s from the POEA are also secured.

**Section 7. Jobs Fair by educational institutions -**

Educational institutions may conduct Jobs Fair/s without seeking approval of the DOLE, provided that:

- a. said Jobs Fair/s are solely for their students and new graduates;
- b. the same is to be conducted within their premises;
- c. the participating entities and companies are hiring for their own staff complement;

The DOLE Regional Office or PESO may supervise, provide technical assistance in the conduct of jobs fair and monitor the result of the jobs fair.

Should the Jobs Fair by educational institutions fail to conform with the provisions of this Section, all the other provisions of this Guidelines shall apply.

**Section 8. Administrative Cost -**

The requesting party shall shoulder all the administrative costs in the conduct of the Jobs Fair

**Section 9. Penalties -**

Any violation of this Guidelines involving recruitment and placement for local employment shall be punishable in accordance with Articles 39 and 288 of the Labor Code, as amended. However, if the violation is related to recruitment and placement for overseas employment, the pertinent provisions of Republic Act No. 8042 entitled "Migrant Workers and Overseas Act of 1995" and its Implementing Rules and Regulations or the POEA Rules and Regulations shall apply.

This penal provision shall apply only to recruitment and placement agencies for local and/or overseas employment participating in the Jobs Fair.

**Section 10. Effectivity -**

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

**(SGD) PATRICIA A. STO. TOMAS**  
Secretary

Manila, Philippines, March 22, 2001

*\*These Guidelines were published on 31 March 2001 in Manila Times and Manila Standard. The Guidelines take effect on 15 April 2001.*