



DEPARTMENT OF LABOR AND EMPLOYMENT	
Public Employment Service Central Records Section - GSCU	
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Department Order No. 132
Series of 2013

GUIDELINES FOR THE DEPLOYMENT OF THE ENHANCED PHIL-JOBNET WEB-BASED APPLICATION SYSTEM

In the interest of the service and in line with the Department of Labor and Employment's (DOLE) efforts to effectively implement the Enhanced Phil-JobNet System, the following guidelines is hereby issued.

A. Objectives

In general, this Guidelines aims to ensure the effective and smooth implementation of the Enhanced Phil-JobNet (E-PJN) System through the provision of standards and procedures, as well as the delineation of roles and responsibilities of all offices, clients and stakeholders.

Specifically, this Guidelines aims to ensure that:

- 1) Jobseekers are protected against fraud, deceit and illegal recruitment;
- 2) Only establishments duly registered and accredited can post job vacancies and hire job applicants in order to prevent fly-by-night or bogus establishments;
- 3) The number and job vacancies posted are valid;
- 4) The system will provide accurate, timely, and relevant labor market information; and
- 5) The system will eliminate duplicate entries and records of jobseekers, establishments, and job vacancies.

B. Coverage

- 1) Any establishment duly recognized by the Philippine government agencies/authorities with Tax Identification Number (TIN) issued by the Bureau of Internal Revenue (BIR); and registered and accredited by the Bureau of Local Employment (BLE) and/or DOLE Regional/Field Offices may post job vacancies and use the E-PJN services for free.
- 2) Any person fifteen (15) years old and above may register for free either as an applicant searching for available jobs and any person of legal age can transact a business or serve as a representative of an establishment.
- 3) All DOLE Regional or Field Offices and Public Employment Service Offices (PESOs) are authorized to use the E-PJN in encoding walk-in job applicants and/or National Skills Registry System (NSRS) registrants. However, in areas with weak/intermittent or no available internet connection, the SRS Offline Windows/Desktop Application is recommended for registration prior to uploading in the E-PJN System.

C. Requirements

- 1) **Registration.** All current Phil-JobNet users such as, DOLE Regional/Field Office employment focal person, PESO employment officers/IT personnel, establishments' authorized representatives, jobseekers, and other prospective users are required to undergo a one-time registration and accreditation process for establishments to access the E-PJN services and functionalities by using their own email account and desired password.
- 2) **Role of DOLE Regional/Field Offices and PESOs.** The DOLE Regional/Field Office employment focal person and PESO employment officers/IT personnel shall formally inform the E-PJN System Administrators through the BLE for the system 'Role Assignment' and 'PESO ID Association' upon successful registration by sending official communication through email at pjn_team@yahoo.com or fax number (02) 527-2421.
- 3) **Establishment Accreditation.** Accreditation of establishments shall be carried out by the DOLE Regional or Field Offices upon submission of the following documentary requirements:
 - a. BIR Certificate of Registration (Form 2303); and
 - b. *Any of the following:*
 - Department of Trade and Industry (DTI) Registration for single proprietorship,
 - Securities and Exchange Commission (SEC) Registration for partnership or corporation,
 - Cooperative Development Authority (CDA) Certificate for Cooperative,
 - Philippine Overseas Employment Administration (POEA) License for Overseas Recruitment and Placement Agency,
 - DOLE License for Private Recruitment and Placement Agency (PRPA) local recruitment and placement, or
 - DOLE Registration of Contractors/Subcontractors.

In the event that an accredited establishment is found to be using an erroneous TIN, the establishment shall be required to re-submit the BIR Certificate of Registration (Form 2303) for validation.

- 4) **Establishment Authorized Representative.** The authorized representatives must submit "Authority to Represent" (E-PJN Form 1) signed by the establishment's authorized officer for approval of the DOLE Regional/Field Offices to be associated with the establishment's E-PJN account.
- 5) **Job Vacancy Posting.** Only accredited establishments and duly authorized contact persons are allowed to post job vacancies in the E-PJN.
- 6) **Job Fair Pre-registration.** Online pre-registration of job applicants may be allowed in any particular Job Fair.
- 7) **Walk-in Job Applicants and NSRS Registrants.** All walk-in job applicants and NSRS registrants may fill-out the NSRS registration form and submit it to the PESO employment officer for evaluation and encoding to the E-PJN system or to the NSRS Offline application system in areas with no available internet connection.

D. Roles and Responsibilities

The implementation of the E-PJN is a joint responsibility of the BLE, DOLE Regional/Field Offices, and PESOs. To ensure its effective implementation, the following duties and responsibilities shall be undertaken by the following offices and entities:

1) BLE shall:

- a. Act as the E-PJN System Administrator and shall be responsible for the 'Role Assignment' of DOLE Regional/Field Offices and PESO users/encoders;
- b. Update and maintain the E-PJN classification and lookup codes such as, PSCED, PSIC, PSOC, PSGC, Schools, License, PESO Profile, etc.;
- c. Attend to technical queries and resolve issues raised by the concerned parties;
- d. Conduct Trainors' Training and orientation for DOLE and/or PESO users/encoders;
- e. Develop information and advocacy materials; and
- f. Monitor and evaluate the implementation of the E-PJN and recommend measures to improve the System.

2) DOLE-ROs/FOs shall:

- a. Create and maintain a dedicated email account for the Phil-JobNet System exclusively for notification purposes such as new establishment registrants, interview schedule of applicants without an email account, etc.;
- b. Evaluate and validate documentary requirements submitted by the establishment in their areas of jurisdiction, and ensure that the TIN and other information supplied during registration is in order prior to approval of accreditation;
- c. Perform the 'contact approval' of establishment's authorized representative upon submission of the written authority from the establishment;
- d. Assist walk-in job applicants who want to register in the E-PJN System and refer job applicants online;
- e. Coordinate and validate with the establishment or concerned PESO regarding the information of establishment that appears to be dubious including the number of job vacancies posted;
- f. Revoke or cancel establishment's account in the Phil-JobNet in cases of repeated posting of deceptive information or violation of the Terms and Conditions contained in the "E-PJN Terms of Service" posted in the E-PJN website;
- g. Post immediately Job Fair schedule in their areas of jurisdiction upon issuance of Job Fair permit or clearance;

- h. Approve or deny online Job Fair 'signed-up' or application by establishment in particular job fair event in accordance with Department Order No. 113, Series of 2011;
 - i. Assign PESO IDs for PESO employment officer/IT personnel in their areas of jurisdiction;
 - j. Conduct briefing, training and orientation for establishments and PESO staff; and
 - k. Undertake advocacy activities to promote the use of the E-PJN in their respective areas of jurisdiction.
- 3) PESOs shall:
- a. Create and maintain a dedicated email account for the E-PJN System exclusively for notification purposes such as interview schedule of applicants, Job Fair sign-up, etc.;
 - b. Encode walk-in job applicants and NSRS registrants' information;
 - c. Provide online referral and/or referral letter to job applicants;
 - d. Conduct promotion and advocacy activities in coordination with DOLE Regional/Field Office; and
 - e. Coordinate and validate the establishment's information and the number of job vacancies posted.
- 4) Establishment's Authorized Representative shall:
- a. Provide the DOLE with written authority from the company/establishment being represented that he/she was granted the authority to post job vacancies and utilize the E-PJN services and functionalities;
 - b. Register the establishment in the E-PJN System and post job vacancies with the correct, accurate, current, and complete information;
 - c. Report immediately all placements of jobseekers in the E-PJN using the 'Hire Button' functionality;
 - d. Submit the necessary documentary requirements of the establishment for accreditation through the online document submission facility of the E-PJN System; and
 - e. Agree and abide by the "**E-PJN Terms of Service**" stipulated in the E-PJN website.
- 5) Jobseekers shall:
- a. Register online and provide true, accurate, current and complete personal information;
 - b. Promptly update any changes, whether personal or job-related information;
 - c. Not create more than one account or create an account for anyone without permission; and
 - d. Agree and abide by the "**E-PJN Terms of Service**" stipulated in the E-PJN website.

E. Database Maintenance

As part of the Phil-JobNet database maintenance and in order to further improve the quality of data and information stored in the system, the E-PJN System Administrators of BLE will implement a data cleansing process for both the job applicants and establishments' information. Data cleansing is the process of removing inaccurate and duplicate records. The following rules will be observed:

- 1) Jobseekers and establishments with existing account in the current Phil-JobNet will be given thirty days (30) or one (1) month from the effectivity of this Order to correct and update all information related to their respective account in the E-PJN website. The current version of Phil-JobNet website will be available and accessible during this transition period and online users are advised to update their accounts to the E-PJN version (www.phil-jonnet.dole.gov.ph) through an advisory in the current Phil-JobNet website (www.phil-job.net).
- 2) Establishments with erroneous TIN shall re-submit their BIR Certificate of Registration (Form 2303) for validation purposes. The TIN will serve as the unique key identifier of an establishment to eliminate duplicate information or records.
- 3) Jobseekers with duplicate records shall select one record to be activated/upgraded during the sign-up and registration process in the E-PJN.
- 4) All inactive jobseeker's account/record within the prescribed period of three (3) months shall be tagged or transferred to a dormant-status record, and will be excluded from the list of job matches of establishment.

F. Repealing Clause

All previous issuances, agreements or procedures inconsistent herewith are hereby superseded or modified accordingly.

G. Effectivity

This Order shall take effect immediately.


ROSALINDA DIMAPILIS-BALDOZ
Secretary

24 December 2013

ENHANCED PHIL-JOBNET TERMS OF SERVICE¹

Please read this carefully, this page states the Terms of Service ("TOS") that govern your use and access to the services of Enhanced Phil-JobNet ("E-PJN") website. You agree to comply with its Terms and Conditions that contain important information about your rights and obligations in accessing and using the E-PJN.

Each time you use E-PJN, you agree to be bound by the TOS, the Department of Labor and Employment (DOLE) **reserves the right to modify or revise the set of terms** from time to time and will notify users of any changes made by posting notices in this site. Hence, clients are hereby advised to review periodically. If you are entering into this TOS on behalf of a company or other legal entity, you represent that you have the authority to bind such entity to the TOS, in which case, the terms "you" or "your" shall refer to such entity. If you do not have such authority, or if you do not agree with the TOS, you may not use our website or Services.

1. SPECIFIC TERMS OF USE

a. JOBSEEKERS

- a.1. Agree to provide true, accurate, current and complete information and shall not create an account for anyone without permission.
- a.2. Agree not to create more than one personal profile.
- a.3. Agree to update promptly for any changes, whether they be in the personal information or job-related information.
- a.4. Agree not to share user ID and password, let anyone else access your account, or do anything else that might jeopardize the security of your account.
- a.5. Are advised to exercise due diligence in accepting job offers. They are also advised to verify any information provided by establishments to ensure its accuracy.
- a.6. Agree that any personal information released to establishment through E-PJN is given voluntarily with full understanding that it may be accessible to any user of the E-PJN. You also agree to be responsible for the accuracy of any personal information you make available to or through the E-PJN and agree further that DOLE shall not be held liable in any manner in connection with the personal information you have made available through the E-PJN.
- a.7. Permit DOLE and accredited establishments to conduct any pre-employment background check deemed necessary with no further notice or consent from the jobseekers.
- a.8. Agree that personal information will only be available to registered and accredited establishments. Should any of the said establishments choose to view or print the personal information, DOLE will not be responsible or held liable in any way if the establishment uses the jobseeker's personal data for any purpose other than consideration for employment.

¹ Posted in the E-PJN website, subject to modification, where necessary.

b. ESTABLISHMENT AND/OR AUTHORIZED REPRESENTATIVE

- b.1. Agree that establishment module of the E-PJN system can only be used by registered user if he/she is associated to the accredited establishment.
- b.2. Agree that registered users shall be associated to accredited establishment upon submission of **Authority to Represent** from the establishment's legal or authorized representatives, and at the same time to register its details and use the services provided on behalf of the establishment.
- b.3. Agree that to be accredited by the DOLE Regional or Field Office having jurisdiction of the business operation, shall submit:
 - BIR Certificate of Registration (Form 2303), and
 - Any of the following:
 - DTI Registration for single proprietorship,
 - SEC Registration for partnership or corporation,
 - CDA Certificate for Cooperative,
 - POEA License for overseas recruitment and placement agency,
 - DOLE License for Local Private Recruitment and Placement Agency,
 - DOLE Registration of Contractors/Subcontractors, or
 - other documents issued by duly authorized agencies.
- b.4. Agree to ensure that the recruitment and placement process and procedures comply with all applicable Philippine laws.
- b.5. Agree that all information obtained from the E-PJN database will not be used for sale or used to contact the jobseekers for solicitation to the applicants for purchase of any products or service, or for any purpose other than employment.
- b.6. Agree not to allow or transfer to any third party the right to access the service under your account.
- b.7. Agree to be solely responsible for maintaining the security of your user ID and password.
- b.8. Agree to use the E-PJN hiring facility to provide an accurate job placement report.
- b.9. Agree that posting of overseas job vacancy by Licensed Recruitment Agencies shall be allowed only if the said vacancy has an approved Job Orders from POEA.
- b.10. Agree that a suspension of the agency's license from DOLE or POEA will result in the suspension of agencies' account with E-PJN. And further agree that the DOLE reserves the right to suspend accounts without prior notice.

PROHIBITION

Establishments agree not to use E-PJN system for any of the following purposes:

1. illegal recruitment;
2. manpower pooling purposes;

3. post incomplete, false and information not their own;
4. collect charges or fees from jobseekers or applicants, except placement fees authorized under existing rules and regulations;
5. post job vacancies of Licensed Recruitment Agencies without approved Job Orders;
6. ignore the E-PJN hiring facility for the job placement report;
7. communicate with applicants for purposes other than employment;
8. obtain in any way personal information about other users for purposes other than employment;
9. revise or delete another user's information;
10. violate or attempt to violate the security and privacy of E-PJN and its users by:
 - accessing or attempting to access data that is not their own or not intended for them; and/or
 - logging on or attempting to log on to an account that they are not authorized to access.
11. advertise or promote other products/services such as:
 - posting content or link that aims to drive traffic and promote products and services; and,
 - posting content or link that are not in any way related to employment/recruitment.

2. YOUR REGISTRATION OBLIGATIONS

In order to use the E-PJN Services as jobseeker or establishment, you must register at the E-PJN website and/or represent that you are of employable age or authorized to represent the establishment/company not barred from the E-PJN Services under this TOS. You also agree to:

- (a) provide correct, accurate, current and complete information about yourself or entity as prompted by the E-PJN registration facility; and
- (b) maintain and promptly update the information to be current and complete. If any information provided is untrue, inaccurate, not current or incomplete, DOLE has a reasonable ground to suspend or terminate the account and refuse any and all current or future use of the E-PJN Services.

3. PRIVACY POLICY

DOLE is concerned about the safety and privacy of all E-PJN system users and to provide clients with accurate, timely, and reliable labor market information.

This privacy policy covers the collection, use and disclosure of your information. DOLE receives your information through our E-PJN website.

The DOLE values the information that our clients and users share and disclose in our E-PJN website. We exercise diligence and responsible use of all information given to us, and our commitment to guaranteed confidentiality and privacy of your personal information, such as your name, address, contact number/s, and other employment information that may be used for employment and labor market information purposes.

4. MEMBER ACCOUNT, PASSWORD AND SECURITY

You will be asked to provide your email account and password during registration process. You are responsible for safeguarding and maintaining the confidentiality of the account and password and are fully responsible for all activities or actions that occur under your account or password. You agree to (a) immediately notify DOLE of any unauthorized use of your password or account or any other breach of security, and (b) ensure that you exit from your account at the end of each session. We encourage you to use "strong" password (password that use a combination of upper and lower case letters, numbers and symbols) with your account. DOLE cannot and will not be liable for any loss or damage arising from your failure to comply with this Section.

5. CONTENT ON THE SERVICES

You understand that all information, data, text, photographs, graphics, messages, or other materials ("**Content**") posted, are the sole responsibility of the person from whom such **Content** originated. This means that you, and not DOLE, are entirely responsible for all **Content** that you upload, post or otherwise make available via the E-PJN Services. DOLE may not monitor or control the **Content** posted via the E-PJN services and, as such, does not guarantee the accuracy, integrity or quality of such **Content**.

You agree to not use the E-PJN Services to:

- a. upload, post or otherwise make available any **Content** that is unlawful, harmful, threatening, abusive, harassing, tortious, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable;
- b. impersonate any person or entity, including, but not limited to, a DOLE/PESO officers and employees, or falsely state or otherwise misrepresent your affiliation with a person or entity;
- c. upload, post or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
- d. collect or store personal data about other users in connection with the prohibited conduct and activities set forth in paragraphs a through c above.

You acknowledge, consent and agree that DOLE may access, preserve and disclose your account information and **Content** if required to do so by law or in a good faith belief that such access preservation or disclosure is reasonably necessary to: (i) comply with legal process; (ii) enforce the TOS; (iii) respond to claims that any **Content** violates the rights of third parties; (iv) respond to your requests for customer service; or (v) protect the rights, property or personal safety of DOLE, its users and the public.

6. COMMENTS AND SUGGESTION

By submitting ideas, suggestions and/or proposals ("**Contributions**") to E-PJN through its Contact Us webpage, you acknowledge and agree that: (a) your messages do not contain confidential or proprietary information; (b) DOLE is not

under any obligation of confidentiality, express or implied, with respect to the **Contributions**; (c) DOLE shall be entitled to use or disclose (or choose not to use or disclose) such **Contributions** for any purpose, in any way, in any media worldwide; (d) your **Contributions** automatically become the property of DOLE without any obligation; and (e) you are not entitled to any compensation or reimbursement of any kind from DOLE under any circumstances.

7. INDEMNITY

By accessing and using E-PJN, you agree to indemnify, and hold harmless the DOLE, its officers, employees and partners from and against any claims or demands, losses or damages, including attorney's fees, made by any third party due to or arising from or resulting from your use of the E-PJN website or their breach of the terms of this agreement.

8. GENERAL PRACTICES REGARDING USE

You acknowledge that DOLE reserves the right to set your accounts to an inactive status for not updating your record for a period of six (6) months.

9. MODIFICATIONS TO E-PJN SERVICES

DOLE reserves the right at any time and from time to time to modify or discontinue, temporarily the E-PJN Services with or without notice. You agree that DOLE shall not be liable to you or to any third party for any modification, suspension or discontinuance of the E-PJN Services.

10. SUSPENSION/TERMINATION

You may terminate your E-PJN account, any associated establishment or company and access to the E-PJN Services by submitting such termination request to DOLE.

You agree that DOLE may, *without prior notice*, immediately terminate, limit your access to or suspend your E-PJN account, any associated establishment or entity, and access to the E-PJN Services. Cause for such termination, limitation of access or suspension shall include, but not be limited to, (a) breaches or violations of this TOS or other incorporated agreements or guidelines, (b) requests by law enforcement or other government agencies, (c) engagement by you in fraudulent or illegal activities, and (d) allowing others to use your user ID and password.

Further, you agree that all terminations, limitations of access and suspensions for cause shall be made in DOLE's sole discretion and that DOLE shall not be liable to you or any third party for any termination of your account, any associated establishment or entity, or access to the E-PJN Services.

11. LINKS TO OTHER SITES

The E-PJN Services may provide, or third parties may provide, links to other sites. However, these links do not in any way serve as an endorsement. You acknowledge and agree that DOLE is not responsible or liable for any information or materials obtained from external sites, and is not responsible or liable for any **Content**, advertising, products or other materials on or available from such sites. You acknowledge sole responsibility for and assume all risk arising from your use of any such websites or resources.

12. DISCLAIMER

The materials in this site are provided on a "as is" basis and do not offer warranties of any kind. All of the information in the E-PJN system has been provided by the owners themselves. DOLE does not guarantee the full efficiency, reliability, or accuracy of any material posted or obtained from the E-PJN website as this is done at the user's own discretion and risk.

Classification codes used in the E-PJN system, such as Philippine Standard Industrial Classification (PSIC), Philippine Standard Occupational Classification (PSOC), Philippine Standard Geographic Code (PSGC), and Standard Classification of Education (PSCED) are formulated and maintained by the National Statistical Coordination Board (NSCB).

13. GOVERNING LAW

This Agreement is governed by the laws of the Republic of the Philippines and users hereby submit to the jurisdiction of the Philippine Courts. Violation of E-PJN terms and condition will result in immediate suspension of account access.

Last updated December 18, 2013.

AUTHORITY TO REPRESENT

I, (Full Name) , a duly authorized signatory and (Position Title) of (Establishment's Name) , a company duly organized and existing under the law of the Philippines with BIR Certificate of Registration, Tax Identification Number (TIN) - - - , do hereby authorize the named-below representative/s to represent the company and grant the authority to do and perform the following tasks in the Enhanced Phil-JobNet (E-PJN) web-based application system in accordance with its Terms of Service:

- a) input, edit, and update company's profile and other information;
- b) post job vacancy/ies on behalf of the company;
- c) use the online facility to search and invite job applicants for job interview;
- d) sign-up to participate in a particular Job Fair event and use the Job Fair monitoring module;
- e) use the facility to tag applicants as "Hired"; and
- f) participate in the E-PJN survey, if required.

This Authority to Represent shall be limited to the named-below representative/s and may be revoked or terminated anytime by written notice from the Company.

I have executed this Authority to Represent on this day of , 20 .

Signed

 (Signature over printed name)

Company's Authorized Representative/s:

FULL NAME	CONTACT NO.	EMAIL ADDRESS
1.		
2.		
3.		
4.		

Authority to Represent is a documentary requirement in the Enhanced Phil-JobNet (E-PJN) web-based application system to establishment's representative/s in order to be associated and gain access to establishment's information and perform the above-mentioned tasks. This is to identify the legitimacy of the E-PJN users claiming as establishment's authorized representatives and prevent from false claim. Send this through the online document submission facility of the E-PJN System.