



JOB FAIR PERMIT APPLICATION FORM

Print legibly. Mark appropriate boxes with ✓

I. ORGANIZER/SPONSOR INFORMATION

1. NAME/ORGANIZATION _____

2. CONTACT/FORCAL PERSON _____

- Telephone _____ Cellular Phone: _____
- Fax _____ E-mail Address: _____

3. BUSINESS ADDRESS: _____

4. TYPE OF BUSINESS

- National Government Local Government Unit Non-Government Organizations
- School Based Institution Event Organizer Others: _____

5. NATURE OF BUSINESS

II. PLANNED JOB FAIR EVENT

6. TYPE OF JOB FAIR Local Overseas Both 7. PROPOSED DATE: _____

8. PROPOSED JOB FAIR SITE/LOCATION ADDRESS

Please attach Job Fair site location and plan for reference

III. PESO REVIEW AND ENDORSEMENT

9. We have received, recorded and reviewed the submitted Job Fair Application Form and have verified that the applicant has complied with all the requirements set by the Department of Labor and Employment with regard to the conduct of Job Fair with the submission of the following:

- Copy of Certification SEC, DTI, CDA, DOLE which ever is applicable
- Copy of valid NBI and/or Police Clearance of the owner, partner, and/or officers of the Sponsor
- Proof of Networth amounting to Php 500,000.00 or paid up capital of Php 2,000,000.00
- Proposed list of participating entities (private companies, local, and or overseas recruitment agencies must be registered with the Philjobnet)
- List of job vacancies for local employment and pre-approved Job Orders for overseas employment
- Location Map with the proposed Job Fair venue layout

Further, we have checked with our schedules and found no conflict thereat. In view of this, I, as head of this unit, formally endorse this Application together with our skills registry list for your favorable approval.

PESO Manager

PESO Office

Note: Endorsement by PESOs to its respective DOLE Field Office must not exceed more than two (2) days upon receipt hereof.

Date and time received from applicant

IV. FIELD/DISTRICT EVALUATION AND APPROVAL

10. We received this Job Fair application duly reviewed by the concerned PESO and verified that:
The applicant has complied with all the requirements set under Department Order No. _____
The applicant failed to comply with the requirements set under Department Order No. _____

In view of this, we hereby:
Approved the application to conduct a Job Fair activity on the above-mentioned date and venue
Disapproved due to: _____

DOLE Field/District Officer

Note: Field Officer are bound to act on this application with in five (5) working days as amended in the DOLE Citizens Charter

Date and time received from PESO/applicant