



JOB FAIR PERMIT APPLICATION FORM

Print Legibly Mark Appropriate boxes with ✓

I. ORGANIZER / SPONSOR INFORMATION

- 1. NAME/ ORGANIZATION _____
- 2. CONTACT/FOCAL 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 / LOCATED 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 requirements set by the Ministry of Labor and Employment with regard to the conduct of Job Fair with the submission of the following:
- Copy of certification SEC, DTI/MTIT, CDA, DOLE/MOLE which ever is applicable
 - Copy of valid NBI and /or Police Clearance of the owner, partners, and/or officers of the Sponsor/Organizer
 - Proof of net worth 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 overseas recruitment agencies must be registered with the Phil-JobNet)
 - List of job vacancies for local employment and pre-approved Job Order for overseas employment
 - Location map with the proposed Job Fair venue layout

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

 PESO Manager

 PESO Office

 Date and Time received from Applicants

Note: Endorsement by PESOs to its respective MOLE field Office Must not exceed more than two (2) days upon receipt hereof.

IV. FIELD OFFICE/REGIONAL 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 Ministry Order No. _____
 - The applicant failed to comply with the requirements set under Ministry Order No. _____
 In view if this hereby;
 - Approve the application to conduct a Job Fair activity on the above –mentioned date and venue
 - Disapprove due to _____

 MOLE Field Office

Note: field Officers are bound to act on this application within Five (5) working days as mandated in the MOLE Citizen Charter

 Date and Time received from PESO/Applicant