



MINISTRY ORDER NO. *006*  
Series of 2023

## IMPLEMENTING GUIDELINES GOVERNING THE MOLE-BARMM JOB PORTAL PROJECT (MBJPP)

Anchored on Article V, Section 2, item (jj) and Article XVI, item (d) of the Republic Act 11054, otherwise known as the Organic Law for the Bangsamoro Autonomous Region in Muslim Mindanao, the Ministry of Labor and Employment is mandated to be the primary policy-making, programming, coordinating and administrative entity of the Bangsamoro Government in the field of labor, employment and occupation.

As such, the ministry assumed the primary responsibility for the promotion of gainful employment opportunities and the optimization of the development and utilization of Bangsamoro human resources.

### SECTION 1. SYSTEM DESCRIPTION

The **MOLE-BARMM Job Portal** is an online system for matching jobs and qualified jobseekers. It is a free employment facilitation platform that is cost-effective, time-saving, easy-to-use and safe for jobseekers and employers.

The job portal, among others, has the following features and functionalities:

1. Allows employers to post for job vacancies.
2. Enables browsing of great number of resumes using a simple, defined, and specified search to streamline the recruitment and hiring process.
3. Allows applicants to directly apply online.
4. Permits jobseekers to explore possibilities and uncover opportunities that are suited for them through online job search.
5. Allows registered applicants to receive job alerts when positions matching their skill set become available or posted online.
6. Keeps jobseekers updated on the newest developments and trends in the labor market, latest skills in demand, and other related matters.

### SECTION 2. OBJECTIVES

#### General Objectives:

In general, these Guidelines aim to effectively implement and manage the MOLE-BARMM Job Portal through the provision of policy standards and procedures and define roles of all the stakeholders.

#### Specific Objectives:

Specifically, these Guidelines will ensure that:



1. Jobseekers are safeguarded from fraud, deceit, and illegal recruitment;
2. Private establishments/companies and recruitment agencies have the legal personality to submit or post job openings/vacancies and hire applicants; and
3. The system's data collection shall produce precise, accurate, timely, and pertinent information on the demand for and supply of labor.

### SECTION 3. COVERAGE

These Guidelines shall apply to the following:

1. Any private establishment/company/recruitment agency duly recognized by the Philippine government agencies/authorities with Tax Identification Number (TIN) issued by the Bureau of Internal Revenue (BIR) may use MOLE-BARMM Job Portal services for their recruitment and hiring process for free.
2. Any person who is at least fifteen (15) years old may register online for free as an applicant searching for available jobs.
3. All MOLE-BARMM and PESO employees duly authorized to use and manage the MOLE-BARMM Job Portal system.

### SECTION 4. REQUIREMENTS

Users of the MOLE-BARMM Job Portal Project must complete a registration process to access the system with an active electronic mail address and preferred password.

In addition, users are required to submit/upload the following documentary requirements in the system:

#### A. Regular Applicants/Jobseekers

1. Resume or Curriculum Vitae
2. Certificate of Experience (if applicable)
3. Training Certificate (if applicable)

#### B. Applicants under the Bangsamoro Government Internship Program (BGIP)

1. Application Letter
2. Accomplished MOLE BGIP Form
3. 2x2 ID picture taken within six (6) months from date of application
4. Photocopy of PSA authenticated birth certificate
5. Certificate of Barangay Residency
6. For College Graduates: photocopy of Transcript of Records (TOR) or Certificate of Graduation duly signed by the School Registrar
7. For Vocational Graduates: photocopy of National Certificate
8. For Sani Kuliya/Kulliyah Graduates: photocopy of Qasfu Darazat (TOR) or Shahadah Kulliyah (Diploma)



**C. Applicants under the Special Program for Employment of Students (SPES)**

1. Accomplished MOLE SPES Form
2. Latest grade/report card or certification from school duly signed by the School Registrar
3. 2x2 ID picture taken within six (6) months from date of application
4. Photocopy of PSA authenticated birth certificate
5. Certificate of Barangay Indigency

**D. Employers**

These documents must be submitted by private establishments/companies/recruitment agencies to Bureau of Employment Promotion and Welfare (BEPW)-MOLE or nearest MOLE-BARMM Field Office in addition to uploading these requirements on the job portal system:

1. BIR Certificate of Registration (Form 2303)
2. Any of the following depending on the employer type:
  - 2.1 Private
    - a. Ministry of Trade, Industry and Tourism (MTIT) Registration for single proprietorship
    - b. Security and Exchange Commission (SEC) Registration for partnership or corporation
    - c. Cooperative Development Authority (CDA) Certificate for cooperative
  - 2.2 Licensed Recruitment Agency (Overseas)
    - a. POEA License for Overseas Recruitment and Placement Agency
    - b. MOLE-BARMM Certificate of Accreditation (under Bangsamoro Autonomy Act No. 9)
  - 2.3 Local Recruitment Agency
    - a. MOLE-BARMM Certificate of Accreditation (under Bangsamoro Autonomy Act No. 9)
  - 2.4 Contractors/Subcontractors
    - a. MOLE Registration of Contractors/Subcontractors
3. Notarized Affidavit of Undertaking stating that the employer shall:
  1. Denounce and never support nor engage in any or all acts involving illegal recruitment, trafficking in persons, violation of Anti-Child Labor Laws or crimes involving moral turpitude or similar activities;
  2. Not engage in illegal recruitment, trafficking in persons, anti-child labor violation, or crimes involving moral turpitude in relation to illegal recruitment activities; and
  3. Assume full responsibility for all acts of its officers, employees and representatives in the conduct of recruitment and placement activities.



## SECTION 5. GROUNDS FOR DENIAL

The designated MOLE-BARMM Job Portal administrators shall deny the application for registration of private establishments/companies/recruitment agencies upon determination on any of the following grounds:

1. Misrepresentation of information;
2. Submission of falsified or tampered document;
3. Conviction for the crimes of illegal recruitment, trafficking in persons or violation of anti-child labor laws or crimes involving moral turpitude by the employer, any of its officers or authorized representatives; or
4. Non compliance with any of the requirements stated in these Guidelines.

## SECTION 6. VALIDITY

The registration of private establishments/companies/recruitment agencies shall be valid for a period of three (3) years from the date of approval unless sooner cancelled.

## SECTION 7. RENEWAL OF REGISTRATION

Renewal of registration must be filed at least fifteen (15) days before its expiration. It must be accompanied by updated documentary requirements as provided under Section 4 of these Guidelines. Renewal of registration shall be denied based on the grounds mentioned in Section 5 of these Guidelines.

The validity of the renewed registration shall start from the date of expiration of the previous registration.

## SECTION 8. ROLES AND RESPONSIBILITIES

The implementation of the MOLE-BARMM Job Portal is a joint responsibility of Bureau of Employment Promotion and Welfare (BEPW)-MOLE, MOLE Field Offices and Public Employment Service Office (PESO) which shall have the following duties and responsibilities:

### 1. BEPW-MOLE

- a) Act as the MOLE-BARMM Job Portal Administrator and shall be responsible for the system role assignment;
- b) Conduct orientation and trainers' training for MOLE Field Offices and assist the latter in promoting the system in the PESOs;
- c) Evaluate and validate documentary requirements uploaded/presented by private establishments/companies and recruitment agencies interested in registering under the MOLE-BARMM Job Portal system. They shall also ensure that the TIN and other information such as company name, address,



- industry or line of business, and contact details provided in the registration are complete and correct prior to giving approval;
- d) Revoke, cancel or suspend employer's account in the MOLE-BARMM Job Portal system in case of repeated posting of deceptive information on the site, failure to report on outcome of job fair or status of interviewed applicants, violation with any of the rules stated in this Guidelines, or any illegal act committed;
  - e) Coordinate with MOLE Field Offices and PESOs in validating vague or incomplete company information, number of job vacancies posted or hired applicants;
  - f) Attend to technical queries and resolve issues raised by concerned parties;
  - g) Conduct regular data verification of employers and jobseekers' profiles that contain duplicates and incomplete or erroneous records or with inconsistencies in information;
  - h) Monitor and evaluate the implementation of the MOLE-BARMM Job Portal Project and recommend measures for improvement; and
  - i) Observe the safeguards on the handling of personal data of employers and applicants in the MOLE-BARMM Job Portal system.

## 2. MOLE-BARMM Field Offices

- a) Collect and forward the submitted documentary requirements of private establishments/companies and recruitment agencies to BEPW-MOLE. They shall also ensure the completeness of documentary requirements submitted.
- b) Coordinate with BEPW-MOLE and PESOs in validating vague or incomplete company information, number of job vacancies posted or hired applicants;
- c) Conduct MOLE-BARMM Job Portal orientation/training to companies and PESOs in their area of jurisdiction;
- d) Undertake advocacy activities to promote the use of MOLE-BARMM Job Portal in their area of jurisdiction; and
- e) Observe the safeguards on the handling of personal data of employers and applicants in the MOLE-BARMM Job Portal system.

## 3. PESOs

- a) Perform its mandate and functions in accordance with the Republic Act No. 8759, also known as Public Employment Service Office Act of 1999, as amended by RA 10691, relative to the implementation of MOLE-BARMM Job Portal Project.

## SECTION 9. REPEALING CLAUSE

All prior orders and issuances which are inconsistent with this Order are hereby repealed and/or modified accordingly.





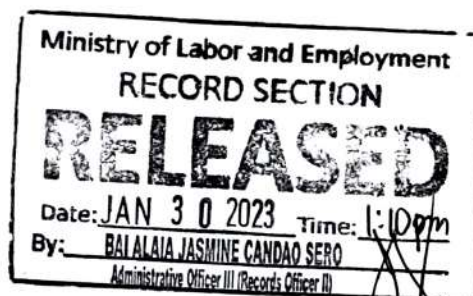
### SECTION 10. SEPARABILITY CLAUSE

If any provision or part of this Order is held invalid or unconstitutional, the remaining provisions not affected thereof shall remain valid and effective.

### SECTION 11. EFFECTIVITY

This order shall take effect immediately.

Issued in Cotabato City, BARMM, Philippines, this 30<sup>th</sup> day of January 2023.



  
**MUSLIMIN G. SEMA**  
Minister

