



# JOB FAIR CLEARANCE 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  
 School Based Institution

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:

- Letter of Intent duly signed by an Authorized Individual (Head of Agency/Department, PESO Manager, SUC President )
- 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 Orders 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 unit, formally endorse this Application together with our skills registry list for your favorable approval.

\_\_\_\_\_  
PESO Manager

\_\_\_\_\_  
PESO Office

\_\_\_\_\_  
Date and time received from Applicant

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

## 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:

- Approve the application to conduct a Job Fair activity on the above-mentioned date and venue
- Disapprove due to \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DOLE Field / District Officer

\_\_\_\_\_  
Date and time received from PESO/Applicant

*Note: Field Officers are bound to act on this application within five (5) working days as mandated in the DOLE Citizens Charter.*