

FRONTLINE SERVICE:	ISSUANCE OF JOB FAIR AUTHORITY (JFA)	
OFFICE/LOCATION:	Manpower Registry Division, Ground Floor	
CLIENTS/CUSTOMERS:	Licensed Recruitment Agencies	
DOCUMENTARY REQUIREMENTS:	<ol style="list-style-type: none"> 1. Letter request from the Agency 2. Copy of valid approved job orders/crew orders & principal accreditation/registration 3. Notarized affidavit of undertaking on the Agency's assumption of full responsibility for the acts of its authorized representative/s to the jobs fair. 4. Invitation letter from the sponsor/organizer 5. DOLE clearance 6. Letter of Acknowledgement (LOA) 7. Terminal Report 	
FEES:	None	
PROCEDURES:		PERSON IN CHARGE:
Step 1. Submit request for JFA with requirements at the Manpower Registry Division (MRD), Ground Floor, for evaluation.		Receiving Clerk
Step 2. Follow-up status of request the following working day. <ul style="list-style-type: none"> ▪ With complete requirements – JFA will be released immediately ▪ With incomplete requirements – receive the Notice of Deficiency for compliance. 		Senior LEO/LEO III
Step 3. Acknowledge receipt of JFA.		Releasing Clerk
PROCESS CYCLE TIME:	Eight (8) hours from receipt of request.	