



Philippine
Overseas
Employment
Administration

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GUIDELINES IN THE IMPLEMENTATION OF OVERSEAS VIRTUAL JOB FAIR

In the interest of the service, and in view of the impact of the COVID-19 pandemic with restriction to hold mass gatherings such as the conduct of the usual job fairs, the Philippine Overseas Employment Administration will adapt and implement a Virtual Job Fair System.

I. Objectives

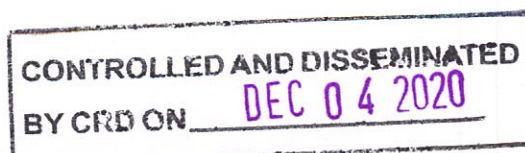
1. To augment the overseas employment facilitation efforts of the Administration in time of the pandemic; and
2. To continue promotion of decent overseas jobs opportunities to both existing and aspiring Overseas Filipino Workers.

II. Mechanics

1. This virtual job fair shall be supervised and monitored by the Department of Labor and Employment (DOLE) through their Public Employment Service Office (PESO) and by the POEA.
2. Participating licensed Private Recruitment Agencies (PRAs) and/or private Organizer shall observe the documentary requirements of DOLE Department Order No. 113, series of 2011 and the requirements for securing Job Fair Authority (JFA) in accordance with POEA Memorandum Circular No. 05, series of 2017. Likewise, applicable provisions in the 2016 POEA Revised Rules and Regulations shall be considered.
3. The conduct of a virtual Job Fair shall be in a specific period and as necessary.
4. The Link can be accessed at the POEA website (www.poea.gov.ph)
5. The platform should feature overseas job vacancies

III. Procedures and Responsibilities

1. DOLE/PESO
 - a. Login your credentials (username/password)
 - b. To create New Job Fair, click the "New Job Fair Permit" in the dashboard.



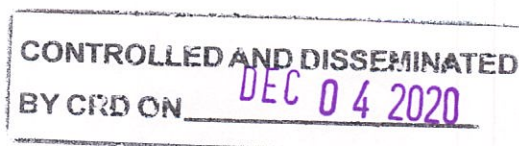
- c. Fill-up the form for the details of the new job fair, then click Create Job Fair button.
- d. To see the participating agencies, click the "View Participants" button.
- e. To see all applicants, click the "View Applicants" button.
- f. Click the "Print Permit" button to print.

2. POEA

- a. Login your credentials (username/password).
- b. To search for a job Fair input by the DOLE/PESO, put the date of the Job Fair then click "Search" button.
- c. Fill-up the form for the additional information of the Job Fair.
- d. Click "Published Job Fair" to officially launch the Job Fair to the license agency.
- e. To view the Job Fair, click the "View" button.
Note: If the Job Fair is ongoing, once you click the specific Job Fair, you will see the summary of activities happening.
- f. For further information in the summary, click the box of your choice to view the participating agencies, Job vacancies, Number of applicants, Status report of applications, that is, Terminal report (either for evaluation, for further interview and/or hired on the spot) and the Deployment report.

3. Licensed Recruitment Agency

- a. Login your credentials.
- b. Click "POEA Job Fair" in my tools.
- c. Click the "Join" button to participate in the Job Fair.
Note: Once joined, the withdraw button will be available in case you want to back out.
Reminder: You can only withdraw before the actual date of the Job Fair.



- d. Enroll your job vacancies and indicate the available slot.
Note: You can remove your enrolled vacancies by clicking the Remove button.
- e. Click the "Applicant box" to see all the applicants, then click the "View" button for further information.
- f. Fill-up the form for interview schedule of applicant.

4. Worker-Applicants

- a. Login your credentials in your E-Registration.
- b. Click the name of the ongoing Job Fair.
- c. Once you click the title of the Job Fair, the system will show the recommended job that match your preference.
- d. Click "Submit" button if you are interested. It will automatically add in your My application.
- e. To see your application details, click the "View" button in my application.
- g. To search for other available job in the Job Fair, type the position name then click the "Search" button.

IV. Time Table

- a. Launching/Pilot Test is scheduled on 2nd week of December 2020
- b. Implementation shall be on CY 2021.


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Administrator

01 December 2020

