



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT

Region 9

3rd Floor, QNS Building, Veterans Avenue Extension
 Tumaga Road, Zamboanga City

JF Permit Application Form No. 001

JOB FAIR PERMIT APPLICATION FORM

Print Legibly. Mark appropriate boxes with X

I. ORGANIZER / SPONSOR INFORMATION

1. NAME / ORGANIZATION:

2. CONTACT / FOCAL PERSON:

Telephone FAX Cellular Phone E-Mail Address

3. BUSINESS ADDRESS

4. TYPE OF BUSINESS

National Government Local Government Unit Non-Government Organization
 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 / 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:

- Copy of certification from SEC, DTI, CDA, DOLE, whichever 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 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.

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

 PESO Manager

IV. FIELD / DISTRICT EVALUATION AND APPROVAL

10. We received this Job Fair Application duly reviewed by the concerned PESO and verified that;

- The application has complied with all requirements set under Department Order No. 113
- The applicant failed to comply with the requirements set under Department Order No. 113

In view of this, we hereby;

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

Note: Field Officers are bound to act on this application within

 DOLE Field/District Officer

DOLE-9 FORM 7.5.04.02	
Issue Date:	May 1, 2013
Approved By:	Regional Director
Issue Status:	01 Rev. No: 00