SPECIAL PROGRAMS – JOBS FAIR

Description of the Service: To provide employment & avoid job mismatch among job seekers suited at their qualifications.

Office or Divisions:	CITY LABOR AND EMPLOYMENT OFFICE
Classification:	Simple
Type of Transactions:	GOVT TO GOVT / SCHOOLS / NGO
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Letter of Intent - Invitation Letter to different company - List of Graduates - Venue - Job Fair Permit - Progress Report/Placement	**Colleges/Universities/NGO/HOST** **PESO Office & DOLE – IFO** **Hosts** **Hosts** **DOLE – IFO** **DOLE – IFO**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent for scheduled jobs fair.	Receive and record.	NONE	3 minutes	**Elizabeth Lodivico** *PESO Staff*
2. Secure permit for job fair attached with list of graduates.	Prepare and received list of graduates for inviting different company/ employers for the said event for the permit.	NONE	7 minutes	**John Paul Pataueg** *PESO Staff*
3. Wait for notification and confirmation of participating agencies for the jobs fair.	Issue notice for the confirmation of participating agencies/companies.	NONE	1 day	**John Paul Pataueg** *PESO Staff*
4. Seek for Innocular inspection of the venue for activity.	Make necessary inspection for the flow of said jobs fair and arrangement.	NONE	20 minutes	**Paolo Janairo M. Sanidad** *CDGH/PESO Manager* **Grace Pomar** *Head DOLE – IF*
5. Wait for notification to secure permit for jobs fair	Issue notice and release of permit for the jobs fair.	NONE	10 minutes	**Paolo Janairo M. Sanidad** *CDGH/PESO Manager* **Grace Pomar** *Head DOLE – IFO*
6. Submit jobs fair report and forms for posting.	Receive file and record.	NONE	20 minutes	**Paolo Janairo M. Sanidad** *CDGH/PESO Manager*
TOTAL:			**1 DAY & 1 HOUR**	