



ADVISORY NO. 30
Series of 2022

**GUIDELINES IN THE CONDUCT OF AN OVERSEAS JOB FAIR
under the new normal condition**

In the interest of the service, and to ensure proper guidance, all concerned shall adopt and implement the following guidelines in the conduct of a job fair under the new normal condition.

I. Objectives

1. To continue the overseas employment facilitation efforts of the Administration;
2. To continue the promotion of decent overseas jobs opportunities to both existing and aspiring Overseas Filipino Workers; and
3. To adopt the combination of both virtual and traditional face-to-face job fair.

II. Mechanics

1. The conduct of a combined virtual and traditional face-to-face overseas 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 Philippine Overseas Employment Administration (POEA) using the platform/link:
“apps.poea.gov.ph/popsonline/jobfair/DOLEdashboard.aspx”
2. DOLE/PESO can outrightly conduct a job fair upon Log-in and creation of a new job fair activity using the said platform. A private Organizer/Sponsor must first secure a DOLE permit prior to a job fair.
3. Prior to participation in a job fair, Licensed Recruitment Agencies (LRAs) and/or private entities must secure a Job Fair Authority (JFA) in accordance with POEA Memorandum Circular No. 05, Series of 2017, and POEA Advisory No. 160, Series of 2020. Likewise, applicable provisions in the 2016 POEA Revised Rules and Regulations shall be considered.

The original copy of the JFA must be presented at the venue prior to participation in the activities.

4. Interested applicants for overseas employment must register in the POEA platform (eServices) three (3) days prior to the date of the job fair for pre-evaluation by the participating agency.

Walk-in applicants must coordinate with their respective PESO prior to participation.

5. Terminal reports shall be submitted and extracted using the System apps.poea.gov.ph/popsonline.
6. The conduct of a virtual Job Fair shall be for a specific period and only as necessary; while its penalty clause per POEA Memorandum Circular No. 02, Series of 2018 shall continue to be in force.
7. The platform should feature overseas job vacancies of authorized participating agencies.

III. Procedures and Responsibilities

1. DOLE/PESO

- a. Log in your credentials (username/password).

Note: To access the System, a request letter should be submitted to POEA with a photocopy of ID of the user.

- b. To create a 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. Log in 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 and continuous monitoring, 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. Log in your credentials using the Agency's Job Fair Helpdesk
- 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 the schedule mode of interview/schedule of applicant, either face-to-face or virtual.

4. Worker-Applicants

- a. Log in your credentials in your E-Registration.
- b. Click the name of the on-going Job Fair.
- c. Once you click the title of the Job Fair, the system will show the list of participating agencies and their respective job vacancies, and its qualification requirements that may suit your preference.
- d. Click the job vacancy you wish to apply to. 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 vacancies in the Job Fair, type the name of the agency and search.
- h. Monitor the status of your application to determine your schedule and mode of your interview.

For guidance and compliance.



BERNARD P. OLALIA
Administrator

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