



Philippine
Overseas
Employment
Administration

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MEMORANDUM CIRCULAR NO. 05-8
Series of 2017

TO : ALL LICENSED LANDBASED AND SEABASED RECRUITMENT AGENCIES

SUBJECT : **ISSUANCE OF AN AUTHORITY FOR THE AGENCY'S PARTICIPATION IN A JOB FAIR**

Rule VII, Part II of the 2016 POEA Revised Rules and Regulations on Recruitment Outside Registered Office particularly Section 65- "Participation in Job Fair" provides that:

"xxx Prior written notification which includes a list of authorized representatives who will be participating in the jobs fair, including the venue, date, and list of principals/employers, shall be submitted to the Administration for monitoring and supervision."

In line with this, all concerned agencies who intend to participate in a DOLE-approved Job Fair are directed to secure from the POEA the required **Job Fair Authority (JFA)** in lieu of the Letter of Acknowledgment, prior to their actual participation.

Application for a JFA can be filed with any of the following POEA Offices:

1. POEA Central Office;
2. POEA Regional Center or Regional Extension Unit (REU) under whose area of jurisdiction the agency is located; or
3. POEA Regional Center or REU under whose area of jurisdiction the Job fair will be conducted.

The following documentary requirements shall be submitted by the requesting agency for a JFA not earlier than three (3) days prior to the job fair schedule:

1. Letter of intent to participate in a job fair stating the following:
 - 1.1 name/s and designation of the Agency's authorized representative/s
 - 1.2 date and venue of the job fair;
2. Copy of the invitation letter from the Organizer/Sponsor;
3. Copy of the DOLE permit/clearance;

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4. List of accredited Principals/Approved Job Order/Manpower request with sufficient job order balance (for Landbased Agencies);
5. Accreditation Certificates (for Seabased Agencies); and
6. An undertaking that the agency shall take full responsibility for the acts of its representative officers and employees, and/or the employer or his/her authorized representative

Likewise, the following shall be observed:

1. Concerned agencies shall furnish the DOLE/PESO a copy of the JFA granted in their favor;
2. Job Fair activity shall only be conducted at the date and venue stated in the JFA and shall be under the supervision of a duly authorized representative/s from POEA/DOLE/LGU/PESO as the case maybe;
3. Representation only by the authorized representative/s listed in the JFA;
4. Terminal report shall be submitted to the POEA representative immediately after the conduct of the job fair;
5. Progress Deployment Report shall be submitted to the POEA ninety (90) days from the conduct of the job fair;
6. No subsequent JFA shall be issued until the agency has submitted the required reports; and
7. The POEA reserves the right to cancel the JFA for violation of any of the above-mentioned conditions.

For guidance and strict compliance.


Undersecretary **BERNARD P. OLALIA**
Officer-In-Charge

02 August 2017

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