



Philippine  
Overseas  
Employment  
Administration

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MEMORANDUM CIRCULAR NO. 02  
Series of 2018

TO : ALL LICENSED LANDBASED AND SEABASED RECRUITMENT AGENCIES

SUBJECT : APPROVAL OF JOB FAIR AUTHORITY (JFA) AND ITS PENALTY CLAUSE

For the purpose of clarification relative to the issued Memorandum Circular No. 5, series of 2017 dated 02 August 2017, application for and **subsequent approval** of a JFA can be filed and secured 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.

Likewise, taking consideration the limited slots for the participation of Licensed Recruitment Agencies (LRAs) in a job fair and the corresponding expenses shouldered by the organizer, the following penalties shall be imposed to a LRA issued with a JFA but failed to appear during the activity without prior written notice given stating the reason/justification why they will no longer participate in the job fair. To have sufficient time to consider replacement, concerned LRA should submit the notice not later than five (5) working days prior to the date of the job fair.

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|---|---|--|
| 1 <sup>st</sup> offense                 | - | reprimand  |
| 2 <sup>nd</sup> offense                 | - | will not be allowed to participate in a job fair within three (3) months |
| 3 <sup>rd</sup> and succeeding offenses | - | will not be allowed to participate in a job fair within six (6) months   |

For guidance and strict compliance.

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

29 January 2018

CONTROLLED AND DISSEMINATED  
BY CRD ON 05 FEB 2018