



4. Job Fair

Job Fair is an employment facilitation strategy aimed to fast-track the meeting of jobseekers and employers/overseas recruitment agencies in one venue at a specific date to reduce cost, time and effort particularly on the part of the applicants. This is open to all unemployed, skilled and unskilled workers, fresh college graduates, graduates of training institutions, displaced workers and employees seeking advancement. During the Jobs Fair, applicants select vacancies suited to their qualifications and employers could interview and hire on the spot qualified workers. Several agencies are invited to provide self-employed and training assistance.

Office or Division:	Office of the Provincial Public Employment Service Manager /Referral and Placement Division
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All active Bataeno job applicants seeking local or overseas employment at least 18 years old



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For local employment:				
Resume with 2x2 colored picture (1 original copy)		Applicant/client		
Transcript of Records/Diploma (1 photocopy)		High school/College/University		
Certificate of Employment (if any) (1 photocopy)		Previous employer		
License for those applying security guard and driver (1 photocopy)		Applicant/client		
For overseas employment:				
Resume with 2x2 colored picture (1 original copy)		Applicant/client		
Certificate of Employment (if any) (1 photocopy)		Previous employer		
Valid passport (1 photocopy)		Department of Foreign Affairs		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For walk-in clients: 1. Inquires at the registration desk and registers on the Job Seekers' Logsheet (separate sheets for male and female)	For walk-in clients: 1. Receives the client and asks if the client is seeking for local or overseas employment ➤ If the client is seeking for local employment, asks the job seeker to prepare the requirements listed above for local ➤ If the client is seeking for overseas employment, asks the job seeker to prepare the requirements listed above for overseas	NONE	5 minutes	Computer Operator II Referral and Placement Division
2. Presents the requirements listed above and undergoes preliminary interview/s with employer/s	NONE	NONE	10 minutes	
NONE	3. Supervises and monitors the recruitment process of local and overseas employers	NONE	6 hours	Senior Administrative Assistant Referral and Placement Division
NONE	4. Acknowledges and records the applicants who are hired-on-the-spot (HOTS) if any	NONE	15 minutes	Computer Operator III Referral and Placement Division
TOTAL:		None	6 hours, 20 minutes	