MEMORANDUM CIRCULAR NO. 44
Series of 1994

TO: ALL CONCERNED

SUBJECT: JOBS FAIR PROGRAM

DATE: 20 JUNE 1994

The Jobs Fair Program was conceived primarily to give equal opportunities to qualified workers outside Metro Manila who are interested in seeking overseas employment. In order, therefore, to implement smoothly the program and ensure its success, the following guidelines are hereby issued to take effect immediately:

1. Parties requesting for Jobs Fair should state in their letter the following information and attach the necessary documents; to wit:
   a. Date and venue of the Jobs Fair.
   b. Skills profile of the province/region.
   c. The local arrangements (e.g., accommodation and meals) made for the participating recruitment agencies.
   d. Confirmation of Credit Assistance component. No request will be scheduled unless this facility is in place.
   e. Contact person and mode of communication (telephone and fax numbers) regarding the other details of the project.

2. No manpower pooling by participating agencies shall be allowed in any Jobs Fair activity since manpower pooling defeats the true objective of the activity.

3. Jobs Fair For Taiwan shall be scheduled separately from the regular Jobs Fair.

4. Only licensed agencies with at least one hundred (100) available Job Orders, matching the skills profile of the province/region where the Jobs Fair will be held and have affirmed their interest, will be allowed to participate in this program.
Participating agencies shall be required to submit their written confirmation and a copy of the duly approved Job Orders, to the Welfare and Employment Office, Attention of the Employment Branch, together with the agency posters of available Job Orders for the appropriate stamp of approval five (5) days prior to the date of the scheduled Jobs Fair.

5. Participating agencies should send representatives, if the owner and/or principals' representative is not available, with full authority to decide on the selection of workers during the Jobs Fair.

6. The POEA shall assign representatives to the Jobs Fair who will oversee the conduct of the activity and coordinate with the representatives of the Bureau of Local Employment, the DOLE Regional Office and the concerned Local Government Unit to ensure the efficient implementation of the program.

7. Immediately after the Jobs Fair, agencies shall submit their terminal reports using the POEA prescribed form to the POEA coordinators. Within one hundred twenty (120) days from the date of Jobs Fair completion, the agencies shall submit the final report on the status of applicants interviewed and pre-qualified. The report will serve as the basis of the Administration in assessing the performance of participating recruitment agencies.

For strict compliance.

[Signature]

FELICISIMO O. JASON
Administrator

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