

AGENCY SERVICES AND PROCEDURE

FRONTLINE SERVICE:	ISSUANCE OF JOB FAIR AUTHORITY (JFA)	
OFFICE/LOCATION:	Manpower Registry Division, Ground Floor	
CLIENTS/CUSTOMERS:	Licensed Recruitment Agencies	
DOCUMENTARY REQUIREMENTS:	<ol style="list-style-type: none"> 1. Letter request from the Agency 2. Copy of valid approved job orders/crew orders & principal accreditation/registration 3. Notarized affidavit of Undertaking on the Agency's assumption of full responsibility for the acts of its authorized representative/s to the jobs fair. 4. Invitation letter from the sponsor/organizer 5. DOLE clearance 6. Letter of Acknowledgement (LOA) 7. Terminal Report 	
FEES:	none	
PROCEDURES:		PERSON IN CHARGE:
<p>Step 1. Submit request for JFA with requirements at the Manpower Registry Division (MRD), Ground Floor for evaluation.</p> <p>Step 2. Follow-up status of request the following working day</p> <p style="padding-left: 40px;">With complete requirements – JFA will be released With incomplete requirements – receive Notice of Deficiency for compliance.</p> <p>Step 3. Acknowledge receipt of JFA</p>		<p>Receiving Clerk</p> <p>Senior LEO/LEO III</p> <p>Releasing Clerk</p>
PROCESS CYCLE TIME:	8 hours	