

**JOB FAIR PERMIT APPLICATION FORM CHECKLIST**

Print Legibly Mark appropriate boxes with ✓

I. REQUIRED DOCUMENTS

- Copy of certification from SEC, DTI, CDA, DOLE, whichever is applicable
- Copy of Valid NBI and/or Police clearance of the owner, partner, officers of the Sponsor/Organizer
- Proof of net worth amounting to Php 500,000.00 or paid up capital of Php 2,000,000.00
- Copy of appropriate licenses of Participating Entities
- * Proposed list of Participating Entities
- * List of job vacancies for local employment and approved Job Orders for overseas employment
- Location map with the proposed Job fair Venue Layout
- * Register with Phil-JobNet

II. PESO EVALUATION AND ENDORSEMENT

We have received, recorded and checked the submitted Job Fair Application Form and have verified that the applicant/s have fully complied with all the documentary requirements set by the Department of Labor and Employment with regards to the conduct of Job Fair.

Further, we have checked our schedules and found no conflict thereat.

In view of this, I, as head of this unit, hereby formally endorse this Application together with our skills registry list for your favorable approval.

Note : * Requirements must be completed before the issuance of the permit

PESO Manager

PESO Office

(For PESO use only)