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## IMPLEMENTING GUIDELINES ON THE NEW PHILJOBNET PLATFORM AND PESO EMPLOYMENT INFORMATION SYSTEM

In the interest of service and pursuant to the convergent programs of the Philippine government on job-skills matching, these Guidelines are hereby issued to effectively implement the new PhilJobNet platform and Public Employment Service Office (PESO) Employment Information System (PEIS).

### A. Systems Description

**PhilJobNet** is an internet-based job and applicant matching system which aims to fast track jobseekers search for job and employers for manpower requirements. It provides jobseekers with a listing of job vacancies posted by accredited government and private employers as well as by local and overseas manpower recruitment agencies.

In 1998, the PhilJobNet was introduced as part of the pro-poor program of the government. Since then, series of system improvements and changes have been introduced. In 2014, the Department of Labor and Employment (DOLE), through the Bureau of Local Employment (BLE), approached several private companies to re-engineer the PhilJobNet under a public-private partnership, but was not materialized due to system's complexity. Last year, the BLE sought the support of Servicio Filipino Inc. (SFI), a private group of companies, to develop a new platform for PhilJobNet. Subsequently, a Memorandum of Understanding was forged between DOLE and SFI on 23 October 2015.

PhilJobNet has the following major additional features and functionalities, among others:

- a. **Special Job Categorization**– vacancies are classified as internship, temporary, online/home-based, government and overseas are highlighted as well as positions that accept specific clients such as high school graduates, women, senior citizens, differently/PWDs, displaced workers (local) and balikbayan OFWs/returnees;
- b. **Responsive Web Design** – site can be viewed on any screen sizes using desktop, tablet, or mobile phone;
- c. **Vanity Page** – applicants are given a uniform resource locator (URL) where they can easily view their PhilJobNet profile and they can give the web address instead of a hard copy resume to employers;
- d. **Career Information Page**– labor market information (LMI) publications can be downloaded from the site;

- e. **Live Chat** – online technical support is provided real time to site users with queries or encountering difficulties in navigating the site;
- f. **Premium Services** – employers may avail of additional features such as electronic mail and SMS blast, resume search, and vacancy prioritization for a fee; and
- g. **Social Networking Sites** – Facebook, Twitter, Instagram, and LinkedIn are utilized to promote PhilJobNet.

The **PESO Employment Information System (PEIS)**, formerly named as Skills Registry System (SRS) is the enhanced version of the 2009 SRS windows offline application system. The system functionalities were presented in a series of trainings and orientations participated by IT focal persons and employment officers from 16 regions nationwide. One of the suggestions/recommendations that surfaced was the renaming of the SRS since the enhanced system also captures other information (e.g., vacancies, client transactions) not just the profile of applicants and their skills.

The PEIS has integrated the functionalities of the Client Tracking System (CTS), a system prototype developed under the JobStart Philippines Program that records client transactions, services, and activities. Apart from JobStart, the PEIS will serve as a tool for monitoring major employment facilitation programs DOLE including those that involve other government agencies such as Department of Social Welfare and Development (DSWD) – Pantawid Pamilyang Pilipino Program (4Ps), Department of Interior and Local Government (DILG) – Training for Better Access to Job Opportunities (Trabaho), and the K to 12 DOLE Adjustment Measures Program (AMP).

The overarching framework on Labor Market Information System (LMIS) shown on Annex A illustrates how the PhilJobNet and PEIS fit in to the overall process of collecting, analyzing, storing, and disseminating LMI as well as the data sources and channels of communication.

## **B. Objectives**

In general, these Guidelines aim to effectively implement the new PhilJobNet platform and PEIS through the provision of policy standards and procedures and to define the roles and responsibilities of the BLE, DOLE Regional and Field Offices, Public Employment Service Offices (PESOs), clients and stakeholders.

Specifically, these guidelines will ensure that:

- 1) Jobseekers are protected against fraud, deceit, and illegal recruitment;
- 2) Companies have the legal personality to submit or post job vacancies and hire applicants;
- 3) The number and description of job vacancies posted by companies and PESOs in PhilJobNet and PEIS are true and correct;
- 4) Data capture in the PhilJobNet and PEIS shall provide accurate, timely, and relevant information on labor supply and demand; and
- 5) The PEIS web portal shall be used as an internal monitoring tool to record activities, services, and transactions provided to clients i.e. jobseekers and employers.

C. Comparison of PhilJobNet and PEIS

PARTICULAR	PHILJOBNET	PEIS WEB PORTAL
<b>Access</b>	<ul style="list-style-type: none"> <li>▪ Can be accessed by external clients such as jobseekers and employers</li> <li>▪ Requires internet connection</li> </ul>	<ul style="list-style-type: none"> <li>▪ Intended for DOLE, PESOs, and other partner government agencies</li> <li>▪ Runs online and with offline version</li> </ul>
<b>Scope and coverage</b>	<ul style="list-style-type: none"> <li>▪ Data can be accessed online by clients anywhere and anytime nationwide</li> </ul>	<ul style="list-style-type: none"> <li>▪ Offline system confined to local areas depending on the user account jurisdiction</li> </ul>
<b>Vacancies</b>	<ul style="list-style-type: none"> <li>▪ Must be posted by company's authorized representative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vacancies are posted by DOLE and PESOs</li> </ul>
<b>Accreditation</b>	<ul style="list-style-type: none"> <li>▪ Accreditation of employers are required upon submission of documentary requirements</li> </ul>	<ul style="list-style-type: none"> <li>▪ No accreditation process required. However, employers need to present documents as specified on item E.3 of these Guidelines</li> </ul>
<b>Key Functionalities</b>	<ul style="list-style-type: none"> <li>▪ Registration, job application, and referral are done online</li> <li>▪ Utilizes Facebook and LinkedIn as login accounts for jobseekers</li> <li>▪ Sends electronic mail alerts on job matches, updates and announcements</li> <li>▪ Provides premium services to employers for a fee</li> </ul>	<ul style="list-style-type: none"> <li>▪ System can be used even without internet connection</li> <li>▪ Captures and tracks employment facilitation programs, projects, and services provided to clients</li> <li>▪ Integrated with monitoring tool of JobStart program</li> </ul>
<b>Clients/ Data Users</b> (who can view web pages and create PhilJobNet accounts)	<p>Online clients</p> <ul style="list-style-type: none"> <li>▪ Job applicants – 15 yrs. old and above</li> <li>▪ New entrants in the labor market (i.e. graduating students and trainees)</li> <li>▪ Displaced workers, OFWs/balikbayans, and those who prefer to seek employment support via online</li> <li>▪ Students, workers/currently employed, guidance counselors and career advocates interested in getting LMI</li> <li>▪ Employers looking for applicants</li> </ul>	<p>Mostly walk-in clients with no internet connection</p> <ul style="list-style-type: none"> <li>▪ Job applicants – 15 yrs. old and above</li> <li>▪ DOLE program beneficiaries</li> <li>▪ Employers, particularly those searching for applicants in the community</li> </ul>

## D. Coverage

- 1) Any company duly recognized by the Philippine government agencies/authorities with Tax Identification Number (TIN) issued by the Bureau of Internal Revenue (BIR) may use PhilJobNet and PEIS services for their manpower requirements for free.
- 2) Any person fifteen (15) years old and above may register online for free on the PhilJobNet either as an applicant searching for available jobs or as a representative of a company.
- 3) All DOLE-RO, FO/PO and PESOs duly authorized to use the PhilJobNet system in encoding walk-in job applicants and PEIS registrants. However, in areas with weak/intermittent or no available internet connection, the PEIS offline web-based application is recommended for registration and data amalgamation with PhilJobNet.

## E. Requirements

- 1) **User Registration.** PhilJobNet users such as company's authorized representatives and jobseekers are required to a one-time registration process to access the PhilJobNet by using an active electronic mail account and desired password.
- 2) **Role Assignment.** The BLE PhilJobNet System Administrators shall provide the system role assignment of DOLE RO/FO employment focal persons, and PESO employment officers/IT personnel. The BLE shall also provide the DOLE ROs and FOs with the PhilJobNet and PEIS user accounts of PESOs under their jurisdiction.
- 3) **Company Accreditation.** Accreditation of companies in the PhilJobNet shall be carried out by the DOLE RO/FO and BLE, upon submission/uploading of the following documentary requirements in the system:
  - a. BIR Certificate of Registration (Form 2303); and
  - b. *Any of the following depending on the employer type:*
    - Private
      - Department of Trade and Industry (DTI) Registration for single proprietorship
      - Securities and Exchange Commission (SEC) Registration for partnership or corporation
      - Cooperative Development Authority (CDA) Certificate for Cooperative
    - License Recruitment Agency (Overseas)
      - Philippine Overseas Employment Administration (POEA) License for Overseas Recruitment and Placement Agency
    - Local Recruitment Agency
      - DOLE License for Private Employment Agency (PEA) local recruitment and placement
    - D.O. 18-A, Subcontractor
      - DOLE Registration of Contractors/Subcontractors

- 4) **Company Authorized Representative.** In case of doubt, the DOLE shall request a copy of “Authority to Represent” from the company, signed by the head of office or duly authorized personnel.
- 5) **Job Vacancy Posting.** To alleviate the responsibilities from PESO and DOLE, only duly authorized company representatives are allowed to post job vacancies in the PhilJobNet.
- 6) **Job Fair Pre-registration.** Online job fair pre-registration of job applicants may be allowed upon request of event organizer(s) to DOLE.
- 7) **Walk-in Job Applicants and NSRP Registrants.** All walk-in job applicants and National Skills Registration Program(NSRP) registrants may fill-out the NSRP registration form (Annex B) and submit the form to the PESO for evaluation and encoding in the PhilJobNet system or in the PEIS web portal.

## **F. System Procedural Guide**

The following shall be observed by the BLE, DOLE, and PESO in providing employment facilitation services to jobseekers and employers using either PhilJobNet or PEIS web portal:

### **1. Registration**

- 1.1. DOLE ROs/FOs and PESOs with unstable or without internet connection shall use the offline PEIS web portal. To obtain a copy of offline PEIS web portal installer, the office concerned shall submit a formal written request to BLE.
- 1.2. Employers’ authorized representatives are encouraged to register their company in the PhilJobNet system to gain full access to the features of PhilJobNet and PEIS. Accredited companies in the PhilJobNet may also avail of PhilJobNet premium services.
- 1.3. Micro and small business enterprises without internet access interested in registering in PhilJobNet may ask assistance from PESOs. The PESOs shall register the company’s profile and job vacancies using the PEIS web portal.
- 1.4. PESO walk-in job applicants requesting for employment assistance shall register using the NSRP Registration Form. The PESO staff shall encode the applicants’ information in the PEIS web portal using either the offline or online whichever is available. Non-resident registrants shall be accepted and encoded in the PEIS web portal and be provided with employment facilitation services.
- 1.5. In cases where clients (e.g. jobseekers, students, or employers, etc.) go to DOLE or BLE for job search assistance, the latter shall register the applicant in the PhilJobNet and may refer job applicants online and/or provide referral letters as need be;
- 1.6. Jobseekers capable and willing to use the PhilJobNet system, he or she must register in the PhilJobNet in order to gain full access the entire active job vacancies and be able to apply online, view schedule of job interview, and avail other benefits of PhilJobNet services and features.

- 1.7. The BLE shall ensure that applicant profiles encoded by DOLE ROs/FOs and PESOs, whether online or offline through the PEIS, are funneled to the PhilJobNet for consolidation.

## **2. Profile Updating and Sharing of Information**

- 2.1. Skills profile and other information encoded in the online PEIS web portal are automatically merged to the archive database. However, the PESOs shall import the data from PEIS offline version to the online PEIS web portal on a monthly basis.
- 2.2. Job applicants registered through the PhilJobNet or PEIS may update their profile online creating an account in the PhilJobNet website or by visiting the PESO where they registered.
- 2.3. The DOLE and PESO are allowed to update, add services and transactions to registrants' profile which were initially encoded by other PESOs. However, deletion of duplicate/multiple records in the system and applicant profile editing (i.e. full name, birth date, and permanent address) may only be permitted in the PESO where the record originated.
- 2.4. Employers' profile and vacancies encoded in the PEIS web portal shall not be merged to the archive database since information are provided by the PESO not by the employer and the same data did not pass through the accreditation process. Vacancies in the PEIS web portal are confined to specific PESO and region depending on the area of jurisdiction.
- 2.5. The PESOs and employers shall forge "Non-disclosure Agreements" to protect personal information of the registrants. All data or information produced by the systems must be used for employment facilitation purposes and disseminated with utmost regard and confidentiality.
- 2.6. The PESOs may share the PEIS web portal to the barangays under their jurisdiction capable to encode and update records.

## **3. Referral and Placement**

- 3.1. PESOs with reliable internet connection are encouraged to use the PhilJobNet system for referral of walk-in job applicants. Referral in PhilJobNet can be done across PESOs, in case there is no available job vacancy in the PESO suited for the jobseeker.
- 3.2. Referral and placement can be monitored by DOLE and PESO through PhilJobNet website. Employers have the facility in the PhilJobNet to report and update on the status and action(s) taken with online job applicants and referrals. Employers who will fail to report and update within three (3) months after the online application and/or referral shall be subject to suspension from use of PhilJobNet services (e.g. posting of job vacancies and job fair participation). Suspension shall be lifted once status of applications have been reported.
- 3.3. Job placements reported by employers may earn corresponding number of reward credits that can be used to avail of PhilJobNet premium services.

#### **4. Reporting**

- 4.1. DOLE ROs/FOs and PESOs can generate reports using the report module in the PhilJobNet and PEIS; and
- 4.2. The BLE shall regularly update the system reporting module that monitors accomplishments based on performance indicators.

#### **5. Monitoring**

The PEIS web portal monitors the transactions and services provided to clients of the following DOLE employment programs:

- 1) JobStart Philippines is an employment facilitation initiative of the DOLE with funding support from the Government of Canada and technical assistance from the Asian Development Bank (ADB). The program seeks to assist young Filipinos aged 18 to 24, start their careers. Services provided under JobStart include online skills assessment, life skills training with career coaching, technical training and internship.
- 2) The K to 12 DOLE AMP is part of the government's inter-agency mitigation measures for affected higher education institutions' (HEIs) personnel during the transition period of the implementation of K to 12 Program. It provides unemployment-related benefit schemes to displaced HEI personnel who will not qualify or avail of the Department of Education (DepEd) and the Commission on Higher Education (CHED) mitigation measures. The K to 12 DOLE AMP aims to support the displaced HEI in their transition to self or full-time employment through: (1) financial support, (2) employment facilitation, and (3) training and livelihood.

#### **G. Roles and Responsibilities**

The implementation of the PhilJobNet and PEIS is a joint responsibility of the BLE, DOLE ROs/FOs, and PESOs which shall have the following duties and responsibilities:

- 1) BLE
  - a) Act as the PhilJobNet and PEIS Administrator and shall be responsible for the system role assignment;
  - b) Conduct orientation and trainers' training for DOLE RO/FO and assist the latter in promoting the systems in the PESOs;
  - c) Regularly update and maintain the PhilJobNet and PEIS classification and lookup codes;
  - d) Attend to technical queries and resolve issues raised by the concerned parties;
  - e) Develop user manuals, instructional videos, and marketing materials for the PhilJobNet and PEIS;
  - f) Develop and maintain social media sites of PhilJobNet and NSRP
  - g) Monitor and evaluate the implementation of the PhilJobNet and PEIS and recommend measures for improvement.
  - h) Observe the safeguards on the handling of personal data of applicants in the PhilJobNet

2) DOLE-ROs/FOs

- a) Evaluate and validate documentary requirements uploaded/presented by companies interested in registering under the PhilJobNet. They shall also ensure that the TIN and other information such as, company name, address, industry or line of business, and contact details submitted during registration are complete and correct prior to giving accreditation;
- b) Provide certification to accredited companies on PhilJobNet.
- c) Coordinate with PESOs in validating vague or incomplete company information, number of job vacancies posted or hired applicants;
- d) Revoke, cancel or suspend company's account in the PhilJobNet in case of repeated posting of deceptive information on the site, failure to report on outcome of job fair or status of interviewed applicants, violation of the Terms and Conditions contained in the "PhilJobNet Terms of Service", or any illegal act committed;
- e) Handle the online posting of job fair schedule in their area of jurisdiction upon issuance of job fair permit or clearance;
- f) Approve or deny online Job Fair signed up by company in accordance with the Department Order No. 113, Series of 2011;
- g) Conduct PhilJobNet and NSRP orientation/training to companies and PESOs; and
- h) Undertake advocacy activities to promote the use of PhilJobNet and PEIS in their respective area of jurisdiction.
- i) Observe the safeguards on the handling of personal data of applicants in the PhilJobNet

3) PESOs

- a) Encode profile of walk-in job applicants;
- b) Provide job search assistance, referral, and/or other appropriate employment facilitation service;
- c) Validate company's profile information and number/type of job vacancies posted, in case of doubt.
- d) Conduct regular data cleansing of employers and jobseekers' profiles that contain duplicates and incomplete or erroneous records or with inconsistencies in information; and
- e) Support the promotion and advocacy activities of PhilJobNet and NSRP.
- f) Observe the safeguards on the handling of personal data of applicants in the PhilJobNet



## H. Corporate Premium Services

For the purpose of continuing system maintenance, further development, and sustainable operations of customer technical support, the SFI is allowed to collect minimal fees from interested companies who prefer to avail the following corporate premium services of PhilJobNet:

- 1) Email Blast – send electronic mails to selected recipients in a bulk mailing list or large group of registered PhilJobNet users to promote company's job vacancies, products and services.
- 2) SMS Blast – send short messaging service or SMS to selected PhilJobNet users to promote company's job vacancies, products and services.
- 3) Resume Search – access to advanced search module with capability to print and save desired job applicants' information.
- 4) Priority Jobs–display the name of company at the topmost position of the search results page.

All previous issuance, agreements or procedures inconsistent herewith are hereby superseded or modified accordingly.

## I. Effectivity

These Guidelines shall take effect immediately.

  
SILVESTRE H. BELLO III  
Secretary

16 November 2016