

**[DOLE DEPARTMENT ORDER NO. 133-13, S. OF
2013, December 26, 2013]**

**GUIDELINES FOR THE DEPLOYMENT OF THE ENHANCED PHIL-
JOBNET WEB-BASED APPLICATION SYSTEM**

In the interest of the service and in line with the Department of Labor and Employment's (DOLE) efforts to effectively implement the Enhanced Phil-JobNet System, the following guidelines is hereby issued.

A. Objectives

In general, this Guidelines aims to ensure the effective and smooth implementation of the Enhanced Phil-JobNet (E-PJN) System through the provision of standards and procedures, as well as the delineation of roles and responsibilities of all offices, clients and stakeholders.

Specifically, this Guidelines aims to ensure that:

- 1) Jobseekers are protected against fraud, deceit and illegal recruitment;
- 2) Only establishments duly registered and accredited can post job vacancies and hire job applicants in order to prevent fly-by-night or bogus establishments;
- 3) The number and job vacancies posted are valid;
- 4) The system will provide accurate, timely, and relevant labor market information; and
- 5) The system will eliminate duplicate entries and records of jobseekers, establishments, and job vacancies.

B. Coverage

- 1) Any establishment duly recognized by the Philippine government agencies/authorities with Tax Identification Number (TIN) issued by the Bureau of Internal Revenue (BIR); and registered and accredited by the Bureau of Local Employment (BLE) and/or DOLE Regional/Field Offices may post job vacancies and use the E-PJN services for free.
- 2) Any person fifteen (15) years old and above may register for free either as an applicant searching for available jobs and any person of legal age can transact a business or serve as a representative of an establishment.
- 3) All DOLE Regional or Field Offices and Public Employment Service Offices (PESOs) are authorized to use the E-PJN in encoding walk-in job applicants and/or National Skills Registry System (NSRS) registrants. However, in areas with weak/intermittent or no available internet connection, the SRS Offline Windows/Desktop Application is recommended for registration prior to uploading in the E-PJN System.

C. Requirements

- 1) **Registration.** All current Phil-JobNet users such as, DOLE Regional/Field Office employment focal person, PESO employment officers/IT personnel, establishments' authorized representatives, jobseekers, and other prospective users are required to undergo a one-time registration and accreditation process for establishments to access the E-PJN services and functionalities by using their own email account and desired password.
- 2) **Role of DOLE Regional/Field Offices and PESOs.** The DOLE Regional/Field Office employment focal person and PESO employment officers/IT personnel shall formally inform the E-PJN System Administrators through the BLE for the system 'Role Assignment' and 'PESO ID Association' upon successful registration by sending official communication through email at pjn_team@yahoo.com or fax number (02) 527-2421.
- 3) **Establishment Accreditation.** Accreditation of establishments shall be carried out by the DOLE Regional or Field Offices upon submission of the following documentary requirements:
 - a. BIR Certificate of Registration (Form 2303); and
 - b. *Any of the following:*
 - 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,
 - Philippine Overseas Employment Administration (POEA) License for Overseas Recruitment and Placement Agency,
 - DOLE License for Private Recruitment and Placement Agency (PRPA) local recruitment and placement, or
 - DOLE Registration of Contractors/Subcontractors.

In the event that an accredited establishment is found to be using an erroneous TIN, the establishment shall be required to re-submit the BIR Certificate of Registration (Form 2303) for validation.

- 4) **Establishment Authorized Representative.** The authorized representatives must submit "Authority to Represent" (E-PJN Form 1) signed by the establishment's authorized officer for approval of the DOLE Regional/Field Offices to be associated with the establishment's E-PJN account.
- 5) **Job Vacancy Posting.** Only accredited establishments and duly authorized contact persons are allowed to post job vacancies in the E-PJN.
- 6) **Job Fair Pre-registration.** Online pre-registration of job applicants may be allowed in any particular Job Fair.
- 7) **Walk-in job applicants and NSRS Registrants.** All walk-in job applicants and NSRS registrants may fill-out the NSRS registration form and submit it to the PESO employment officer for evaluation and encoding to the E-PJN system or to the NSRS Offline application system in areas with no available internet connection.