



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE III

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CHEDRO III

CHEDRO-III MEMORANDUM

No. 105, series of 2023

For : **ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION III**

Subject : **INFORMATION DISSEMINATION ON THE CONDUCT OF JOB FAIRS IN HIGHER EDUCATION INSTITUTIONS**

Date : **28 July 2023**

Pursuant to the Memorandum from the Office of the Executive Director No. 571, series of 2023, dated July 13, 2023, all higher education institutions (HEIs) in the region are informed of the Department Order No. 113, series of 2011 by the Department of Labor and Employment (DOLE) specifically Section 7.c that states:

“Job fairs requested, sponsored and hosted by Educational Institutions, shall be coordinated in writing with the concerned DOLE Regional / Field Office not later than ten (10) working days before the Job Fair. The DOLE Regional or Field Office, in coordination with the host PESO, shall reply formally within three (3) working days upon receipt of the request.

Provided that:

- 1. The Job Fair is solely for their students and graduates;*
- 2. The same is to be conducted within their premises; and*
- 3. The participating entities and companies are hiring for their own staff complement only.*

The PESO shall supervise, provide technical assistance in the conduct of Job Fair by educational institutions and monitor the results of the Job Fair.”

Should there be any queries/clarifications, kindly directly coordinate with the Technical Division at telephone number (045) 402-6659 or email at chedro3@ched.gov.ph.

For the HEIs' reference and information.

MS. LORA L. YUSI

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Officer-in-Charge, Office of the Director IV