



MC No. 14, s. 1994

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

SUBJECT : Job Fair in the Public Sector

Beginning this year, the Commission, through the Civil Service Regional Offices, is embarking on a program called JOBS FOR THE TALENTED. The Program aims to capture talented college graduates for placement in government and to encourage agencies to fill the limited vacancies in government with highly qualified individuals.

The Program involves two major activities: the conduct of a special walk-in Career Service Professional Examination for top college graduates and the holding of a job fair at the close of a particular school year.

To help the government further improve the quality of its manpower, we enjoin government agencies to participate in the Job Fair.

OBJECTIVES OF THE JOB FAIR

The Job Fair is a strategy to market highly qualified civil service eligibles to government agencies. It aims to assist government agencies in recruiting highly talented eligibles to fill up their vacancies. The Job Fair will enable agencies to come face to face with prospective job applicants and initially assess their qualifications for employment.

The Job Fair is also a mechanism to enable incumbents of positions in the dearth occupations to enhance their career by giving them the opportunity to transfer to other government agencies which can offer them better work opportunities. Examples of positions in the dearth occupations are those in the infrastructure/utility group, lawyers group, and medical and allied-medical professions group.

The priority targets for the Job Fair are the following:

- a. PD 907 eligibles (honor graduates)
- b. Topnotchers in civil service examinations
- c. Qualifiers in the special walk-in Career Service Professional Examination for top college graduates
- d. Topnotchers in government licensure examinations
- e. Incumbents of positions in the dearth occupational groups

ROLE OF THE CIVIL SERVICE REGIONAL OFFICES (CSROs)

The Civil Service Regional Offices shall take the lead role in the conduct of the Job Fair. They shall:

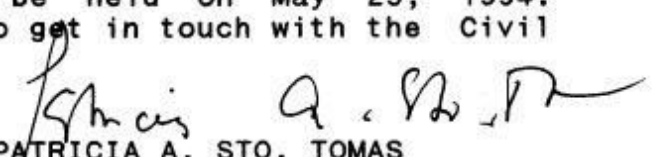
1. Invite government agencies, civil service eligibles, and incumbents of positions in the dearth occupational groups to the Job Fair.
2. Designate a spacious place to hold the Job Fair.
3. In coordination with government agencies, put up booths or similar structures in the Job Fair site for each of the participating agencies and provide the necessary facilities.
4. Designate specific area in the Job Fair site where applicants can view the vacancies of the participating agencies.
5. Assist job applicants in locating the agency booth within the Job Fair site and with which they wish to file their application.
6. Solicit feedback from agencies and eligibles who joined the Job Fair.

ROLE OF GOVERNMENT AGENCIES

Government agencies are requested to:

1. Send their list of vacancies to the CSROs, including those in the dearth occupations, if any. The list should include the monthly salary of the positions, the qualification standards and other requirements for appointment to the positions, and the job description.
2. Print job application forms for the prospective applicants.
3. Prepare leaflets or flyers containing information about the agency, e. g., mandate of the agency, vision/mission and what the agency can offer to job applicants in terms of professional growth and advancement. The leaflets or flyers are to be distributed to the job applicants on the day of the Job Fair.
4. Assist the CSROs in putting up their respective booths in the Job Fair site.
5. Send at least two representatives to the Job Fair who will initially screen the job applicants thru document evaluation and initial interview.
6. At the close of the Job Fair, report to the CSRO the number of applicants screened, the status of the application (if applicant is for further screening or testing), and give comments/suggestions for the improvement of the conduct of the Job Fair in the future.

The initial Job Fair will be held on May 25, 1994. Government agencies are requested to get in touch with the Civil Service Regional Offices.


PATRICIA A. STO. TOMAS
Chairman

April 5, 1994