



Civil Service Commission Cordillera Administrative Region

CSCCAR RMC No. 2021- 021

REGIONAL MEMORANDUM CIRCULAR

FOR : ALL HEADS OF NATIONAL GOVERNMENT AGENCIES, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, STATE UNIVERSITIES AND COLLEGES (SUCs), PUBLIC SCHOOLS AND OTHER AGENCIES/OFFICES IN THE CORDILLERA ADMINISTRATIVE REGION

SUBJECT : Conduct of the 2021 Government Online Career Fair (GOCF)

In line with the celebration of the 121st Philippine Civil Service Anniversary this September 2021, the Civil Service Commission-CAR invites all agencies/offices in the Cordillera Administrative Region to join the 2021 Government Online Career Fair (GOCF) which will be held nationwide on September 20-24, 2021.

Now on its second year, the GOCF which is in partnership with the JobStreet.com, aims to (1) market highly qualified civil service eligibles to Government Agencies and to recruit and place talented graduates and job seekers in the government service; (2) advertise and facilitate the filling-up of urgent and/or critical or hard to fill positions in the Government; and (3) promote access to employment opportunities in government service where jobseekers from all over the nation (and abroad) may access online.

To participate, agencies are required to register online from August 5 to August 25, 2021, submit the required information/data for the agency's virtual booth and attend the GOCF Chatbox Orientation on August 22, 2021. A detailed information on the mechanics of the GOCF a

For your information and g

ATTY. MARILYN E. TALLO
Director IV

3 August 2021

Road, Military Cut-Off, City

(074) 4
(074) 4

Department of Education logo, RECEIVED stamp (AUG 05 2021), To: Schools Division Superintendents All Concerned, For information and guidance, FOR THE REGIONAL DIRECTOR: EDGARDO T. ALOS Chief Administrative Officer Administrative Division



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To participate, agencies are required to register online from August 5 to August 25, 2021, submit the required information/data for the agency's virtual booth and attend the online Chatbox Orientation on August 23, 2021. A detailed information on the requirements and mechanics of the GOCF are contained in the attached Advisory.

For your information and guidance.

ATTY. MARILYN E. TALDO
Director IV

3 August 2021

Bawat Kawani, Lingkod Bayani



2021 GOVERNMENT ONLINE CAREER FAIR (GOCF)
September 20 – September 24, 2021

ADVISORY

1. THE GOVERNMENT ONLINE CAREER FAIR

In celebration of the 121st Philippine Civil Service Anniversary, the Civil Service Commission (CSC), in partnership with JobStreet.com will conduct the 2021 Government Online Career Fair (or GOCF). The GOCF is an online “event” in which Government Agencies and Jobseekers meet in a virtual environment to exchange information about job openings for a limited duration, or for one week.

Government Agencies from any region shall identify and prioritize critical or hard to fill job vacancies and its specific requirements. Jobseekers from any region in the country may file their applications online to their selected agency and submit the requirements.

2. OBJECTIVES

- a. The 2021 GOCF aims to market highly qualified civil service eligibles to Government Agencies, to recruit and place talented graduates and job seekers in the government service;
- b. Government agencies to advertise and facilitate filling-up of urgent and/or critical or hard to fill positions; and
- c. To promote access to employment opportunities in government service where jobseekers from all over the nation (and abroad) may access online.

3. DATE OF THE EVENT

The Government Online Career Fair shall be on September 20 – September 24, 2021 through a link (slider) posted in the CSC website. Applicants from all over the Philippines or across regions may join or participate in the event.

4. HOW CAN AGENCIES JOIN OR PARTICIPATE

All Government Agencies, including Local Government Units, State Universities and Colleges, Government-Owned and Controlled Corporations, may join the GOCF and must have the following:

- a) Internet connection;
- b) Available Human Resources to handle the LiveChat feature during the GOCF period;

- c) Identify all urgent and/or critical or hard to fill positions requiring immediate hiring.

Note: positions offered must have already complied with the publication and posting requirements on or before the start of the event, i.e., Sept. 20 – September 24, 2021.

- d) Enlist/Register to the GOCF through the link <https://www.jobstreet.com.ph/en/cms/employer/cscregistration/> from **August 5, 2021 to August 25, 2021.**
- e) Complete Agency Profile for the virtual booth on or before **August 31, 2021.** JobStreet Team will review the Agency's existing account in JobStreet and provide the link to the Agency should there be any incomplete requirements for submission.

Agency Profile is composed of the following:

- Company Name (Full)
- Company Name (Short, Acronym or Alias)
- Company Tagline/Branding
- Company Description
- Company Benefits
- Quick Information – Year of Establishment, No. of Employees, No. of Departments, No. of Locations
- Company Logo (JPG/PNG/GIF with white background. Size should be at least 600x600px.)
- Banner or Cover Image (Image should be at least 1920x600px in size.)
- YouTube Video Link *Optional* (Do you have a corporate video or slideshow about your products, team or company culture? Upload the video on YouTube so we can embed the media on your page.)
- More Images *Optional* (You can include photos of your team events, products, facilities and anything that will bring your company values closer to job seekers. Up to 4 images to feature. Size is 1200x800px each photo.)

Refer to Annex A for a preview of **Hirer Virtual Booth.**

- f) Attend the **online Chatbot Orientation on August 23, 2021.** Details and link to be provided prior to this date. Complete the Chatbot details and questions on or before **August 31, 2021.**
- g) Submit the job listings using the CS Form 9, s.2017 (MS Excel Format) together with a short job description for each to gov-ph@jobstreet.com with *Subject: 2021 GOCF Jobs* on or before **August 31, 2021.**
- h) **Reminder:** Participation in the GOCF shall be confirmed only upon 1) Enlistment in the Registration Form, 2) Completion of the Agency Profile, 3) Chatbot Questions and 4) Job Listings.

- i) Complete initial review or assessment of the documents submitted by job applicants from receipt of their application; and
- j) Respond promptly to inquiries of job applicants or inform them of the status of their applications within the event period;

Upon confirmation of an agency's participation to the GOCF, an email or notice from JobStreet will be received by the agency with access codes to JobStreet SiVA and LiveChat account.

Any inquiries on the creation of account may be responded by JobStreet.com through their email address or Telephone No. Training materials via webinar or Power Point presentation on how to post vacant positions, monitor and review online applications shall be provided by JobStreet upon request.

5. HOW CAN JOBSEEKERS APPLY

1. The job applicant must have an account with [JobStreet](#). If the applicant has no account, the applicant must create an account by visiting [JobStreet.com.ph](#). Simply click the "Free Sign Up" icon flashed on the screen and follow the instructions provided by the system;
2. In the web browser, key in <http://www.csc.gov.ph/>. Click the icon/banner 2021 Government Online Career Fair (GOCF) to be redirected to the GOCF Landing Page;
3. Download the Personal Data Sheet (PDS) (Excel format) in the same page and accomplish the data required in the PDS and upload to e-resume' (one time);
4. View participating agencies and access the job listings to choose preferred positions to apply; and
5. Submit application through **Apply Button** located at the bottom page of the agency posting.

(**Note:** The agency shall conduct the initial assessment and notify the job applicants through email or text message the status of the application and/or additional instructions or requirements to be complied by the applicant.)

6. EQUAL EMPLOYMENT PRINCIPLE (EOP)

The CSC highly encourages application from qualified interested persons, including persons with disabilities (PWD), members of indigenous communities, and those from any sexual orientation, gender identity and expression (SOGIE).

ANNEX A – HIRER VIRTUAL BOOTH

