



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER

NO. 17;
Series of 2007

SUBJECT : PARTICIPATION OF HIGHER EDUCATION INSTITUTIONS IN THE
PHIL-JOBNET SYSTEM

DATE : 21 MARCH 2007

1.0 BACKGROUND

The employability of tertiary education graduates is a development challenge for the Commission on Higher Education (CHED) and higher education institutions (HEIs). Ensuring the labor market responsiveness of higher education programs through constant curricular updating is one of the strategies adopted to address this challenge. Another mechanism for promoting employability of graduates in this "Information Era" is the use of information and communications technology (ICT) for linking HEIs, graduates and employers and for circulating labor market signals to all concerned.

Thus, with the objective of facilitating the entry of graduates into the world of work, CHED and the Department of Labor and Employment (DOLE) executed a Memorandum of Agreement (MOA) on 07 March 2007 for the advocacy, promotion and implementation of the Phil-Jobnet System, a web-enabled job-skills matching system.

2.0 THE PHIL-JOBNET SYSTEM (PJS)

The Phil-Jobnet System (<http://www.phil-job.net>) is a web-based job matching system which provides timely and relevant labor market information to jobseekers, employers, academe, technical-vocational institutions and other stakeholders. It enables jobseekers to find suitable jobs free of charge at the click of a mouse. It makes it possible for employers to look for qualified manpower in a matter of seconds. When a jobseeker registers into the Phil-Jobnet, he makes his skills profile immediately accessible by thousands of employers throughout the country, even overseas. When an employer registers his job vacancies in the Phil-Jobnet, he makes it available to hundreds of thousands of jobseekers. Information culled from the Phil-Jobnet constitutes an important input to the formulation of training interventions and employment facilitation strategies and programs.

The expected output of the system is a comprehensive database of graduates and employers which shall be used for the following purposes:

- Job-skill matching;

- Verifying the legitimacy of graduates of Philippine HEIs;
- Identifying skill gaps;
- Macro- and micro-level human resource development planning.

3.0 PARTICIPATION OF HIGHER EDUCATION INSTITUTIONS IN PJS

All public and private HEIs are hereby enjoined to participate in the PJS by undertaking the following activities:

- Provide IT environment for the graduating students to register in PJS whether online or offline mode;
- Enjoin all graduating students to register to the PJS following the attached STEP-BY-STEP PROCEDURE FOR PHIL-JOBNET REGISTRATION; and
- Encourage students to participate in the Phil-Jobnet advocacy campaign initiated by DOLE.

In relation to the above, the regional offices of CHED are hereby directed to coordinate with DOLE regional offices and with the HEIs under their supervision for the operationalization of this Order.

Presidents/Heads, Registrars and Information Technology staff of all HEIs, CHEDRO Directors and CHEDRO-MIS staff are hereby urged to give wholehearted cooperation.

4.0 EFFECTIVITY

This CMO shall take effect immediately.

Pasig City, Philippines, 27 March 2007.


CARLITO S. PUNO
Chairman

Copy Furnished:

Presidents/Heads, registrars and concerned school officials of all HEIs
CHED Regional Directors

Enclosed: As stated

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STEP-BY-STEP PROCEDURE FOR PHIL-JOBNET SYSTEM REGISTRATION

The online registration to the Phil-Jobnet System would take about 20 minutes for the basic information to be keyed in.

1. Type onto the Uniform Resource Locator (URL) of the web browser the Phil-Jobnet's website: <http://www.phil-job.net>; the main page will appear.
2. Mouse over the JOB APPLICANTS menu bar and click SIGN-UP. The Job Applicant's Registration window will appear.
3. Encode the data/information in the JOB APPLICANTS SIGN-UP FORM. A red + sign means the box must be filled out or the data must be keyed in for the registrant to be accepted. *Reminder, be sure to memorize your password.*
4. After a successful registration, the registrant will be brought to a Job Applicants Log in window to fill out the Portfolio and Job Preferences.
5. Click the Log in to Phil-Jobnet button. A Welcome <name of user> window will appear.
6. Click MY PROFILE to view the information that was previously entered.
7. Click MY PORTFOLIO to encode educational attainment, training seminars attended, etc. Click ADD RECORD button to proceed in encoding details. After encoding details, click INSERT RECORD button to confirm.
8. Click MY PREFERENCES to encode job preference, skills/competencies and other qualifications and languages.

The system is user-friendly and data items to be encoded are self-explanatory. For inquiry, you may contact the Employment Services Division, Bureau of Labor Employment, DOLE at telephone no: (02)5272453 or send email to: phil-jobnet@ble.dole.gov.ph