

2023 GOVERNMENT ONLINE CAREER FAIR (GOCF)
18 – 22 September 2023 (Linggo ng Malasakit)

ADVISORY

1. THE GOVERNMENT ONLINE CAREER FAIR

In celebration of the 123rd Philippine Civil Service Anniversary, the Civil Service Commission (CSC), in partnership with JobStreet.com, will conduct the 2023 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 2023 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 **18 – 22 September 2023** 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) 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., 18 – 22 September 2023.

- c) Enlist/Register to the GOCF through the following link: <https://forms.office.com/r/a2jm6hRxqt> from **1 – 31 August 2023**.

Note: Upon confirmation of an agency's registration to the GOCF, an email or notice from JobStreet will be received by the agency with **access codes** to JobStreet SiVA and **link** that agency shall use to submit their requirements. Thus, agency-registrants are advised to check the submitted email address, accordingly.

- d) Complete Agency Profile for the virtual booth on or before **6 September 2023**. 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:

- Agency Name (Full)
- Agency Name (Short, Acronym or Alias)
- Agency Tagline/Branding
- Agency Description
- Agency Benefits
- Quick Information – Year of Establishment, No. of Employees, No. of Departments, No. of Locations
- Agency 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**.

- e) Attend the online **Training of Hiring Participants on SIVA Platform** on **11 – 14 September 2023**. Details and link to be provided prior to this date.
- f) Submit the job listings using the **CS Form 9, s.2018** (MS Excel Format) together with a short job description for each to gov-ph@jobstreet.com with "**2023 GOCF: Jobs**" as Subject on or before **6 September 2023**.
- g) Complete initial review or assessment of the documents submitted by job applicants from receipt of their application; and
- h) Respond promptly to inquiries of job applicants or inform them of the status of their applications within the event period;

- i) **REMINDER:** Participation in the GOCF shall be confirmed only upon:
 - a. Enlistment in the Registration Form;
 - b. Completion of the Agency Profile; and
 - c. Submission of Job Listings.

- j) **IMPORTANT:** All related queries on how to create an account, post vacant positions, monitor and review online applications shall be referred/emailed to Jobstreet.com thru: gov-ph@jobstreet.com, with "**2023 GOCF: Queries**" as Subject.

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 <https://www.csc.gov.ph/>. Click the icon/banner **2023 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 (PWDs), members of indigenous communities, and those from any sexual orientation, gender identity and expression (SOGIE).

ANNEX A – HIRER VIRTUAL BOOTH

Hirer
Page

The screenshot shows a JobDB profile for 'The A Company'. At the top is a banner image of a modern building. Below it is the company logo and name, 'The A Company', with the tagline 'Gawing Lingkod Bayan! ang Bawa Kawalit' and location 'New Territories, Hong Kong'. Key statistics are displayed: 120,000+ Employees, 24+ years, 103 departments, and 3 locations. A 'Company Overview' section contains a video player (labeled 'Hirer video (optional)') and a list of services. A 'Benefits & Others' section lists 'Five-day work week, Gratuity, Medical insurance'. The bottom section, 'Latest job openings (15)', features a grid of six job cards for 'ABC Junior Programmer', each with a 'See details' button and a 'Load more' button at the bottom.

Hirer video
(optional)

Banner /
Hero image

Hirer logo

Hirer name

Tagline

Numbers
at a glance

Hirer overview
(customized text content provided by hirer)
Company benefits

Job openings