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Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

August 16, 2023

**DIVISION MEMORANDUM**

No. MS, s. 2023

**INVITATION OF CSC ROXI'S 2023 GOVERNMENT ONLINE CAREER FAIR**

To : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
School Heads  
Section Heads  
SDO Personnel

In view of the letter dated August 4, 2023, of Dir. Cyril-Nathan SM. Eagmiguel, Director IV, Civil Service Commission, Regional Office XI, Ecoland, Davao City, in Celebration of the 123<sup>rd</sup> Philippine Civil Service Anniversary, the Schools Division of Digos City was invited to join the 2023 Government Online Career Fair (GOCF) from September 18-22, 2023.

The fair will provide an excellent opportunity to attract potential human resource candidates and reach a wide pool of talented individuals thru the use of online platform.

As such, the Office of the OIC-Schools Division Superintendent had no objections to the invitation of the Director of the CSC Region XI Office, Davao City.

Other details of the said invitation are found in the attached letter.

For dissemination.

For and in the absence of the  
Schools Division Superintendent

**TITO M. ENDRINA, Ph.D.**  
Education Program Supervisor,  
Officer-In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

27-106626  
DATE: AUG 23 2023 TIME: 8:18am  
BY:

Enclosed: As stated.

HR/QML



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396



106626

August 4, 2023

**DR. MELANIE P. ESTACIO, CESO VI**  
OIC- Schools Division Superintendent  
Department of Education - Division of Digos City  
Roxas Cor. Lopez Jaena St. Digos City, Davao del sur 8002

Subject: Letter Invitation to Agencies\_2023 Government Online  
Career Fair (GOCF)  
Reference No: CSCROXI20230804.LDCB80

Dear **Superintendent Estacio**:

This year is the 123<sup>rd</sup> anniversary of the Philippine Civil Service with the 10-year theme: *"Transforming Public Service in the Next Decade: Honing Agile and Future-Ready Servant-Heroes"*. In celebration of the anniversary, the Civil Service Commission in partnership with Jobstreet.com will again host a job fair for the public called the 2023 Government Online Career Fair (GOCF) from September 18-22, 2023. The GOCF is an opportunity for government agencies to showcase their vacancies and for job seekers to search for open positions and apply for them.

In the pursuit of your plan to elevate the human resource maturity level from a process defined to integrated human resource management and to have the opportunity to meet the indicator for PRIME HRM Maturity Level III in Recruitment, Selection, and Placement HR System, which states:

*"The Agency attracts possible candidates through proactive recruitment activities (e.g., job fairs, campus recruitment, use of databases of relevant agencies like CSC's Register of Eligibles, Professional Regulation Commission, professional associations, etc.) to build a talent bank that supports the medium term workforce plan."*

In line with this, we invite you to join the Government Online Career Fair for it provides an excellent opportunity to attract potential human resource candidates and reach a wide pool of talented individuals thru the use of the online platform. Government agencies and jobseekers from any region in the country may participate.

Please refer to the attached 2023 GOCF Advisory, which contains the details of GOCF, the registration process and requirements, as well as the sample Hirer Virtual Booth (as it will appear on the website).


**Bawat Kawani, Lingkod Bayani**

We hope to receive your positive response to our invitation.

For further information, you may contact 299-1725/299-1727 or through email at [roll.esd@esc.gov.ph](mailto:roll.esd@esc.gov.ph).

Thank you very much for your support.

Very truly yours,

  
CYRIL-NATHAN S.M. EAMIGUEL  
Director IV

PSED, DJBD/cvll  
In: 2023GOC/Flatter

CIVIL SERVICE COMMISSION  
MAVAO DEL SUR FIELD OFFICE

**RECEIVED**

DATE: 08/09/23 TIME: 8:10

  
ANGELA J. SARNO

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

**ADVISORY**

**1. THE GOVERNMENT ONLINE CAREER FAIR**

In celebration of the 123<sup>rd</sup> 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](mailto: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](mailto: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).

