



Republic of the Philippines

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG NAPOLCOM CENTER, EDSA cor. QUEZON AVENUE, QUEZON CITY  
<http://www.dilg.gov.ph>



**MEMORANDUM CIRCULAR**

**NO: 2020-032**

**TO :** ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL/PROVINCIAL/CITY DIRECTORS, CLUSTER LEADERS, C/MLGOOS AND ALL OTHERS CONCERNED

**SUBJECT :** SUBMISSION OF DATA ON THE IMPLEMENTATION OF REPUBLIC ACT 11261 OR THE FIRST TIME JOBSEEKERS ASSISTANCE ACT OF 2019

**DATE :** 12 FEB 2020

The effectivity of the Implementing Rules and Regulations (IRR) of RA 11261 or First Time Jobseekers Assistance Act of 2019 was on October 25, 2019.

This act aims to empower Filipinos actively seeking employment for the first time. As such, the fees of common pre-employment documents issued by signatory government agencies are waived to help first time jobseekers across these documents more easily.

The Department of Labor and Employment (DOLE) thru the Department of the Interior and Local Government (DILG) would like to request for data on the number of first-time jobseekers who availed of the benefits of the Act from local government units (LGUs).

In line with the above, all LGUs are hereby directed to provide the data requested using the attached form. Kindly send the accomplished form via e-mail at [esrd\\_ble@yahoo.com](mailto:esrd_ble@yahoo.com) with a copy to [dreyes.dole@gmail.com](mailto:dreyes.dole@gmail.com) not later than February 14, 2020 (Friday).

For queries, please coordinate with Ms. Daniella Reyes of the Bureau of Local Employment (BLE) via telephone at (02) 8528-0083 or e-mail at [dreyes.dole@gmail.com](mailto:dreyes.dole@gmail.com).

  
**EDUARDO M. AÑO**  
Secretary



DILG-OSEC 02072020-029

**ROSTER OF BENEFICIARIES/AVAILEES  
(RA 11261 -FIRST TIME JOBSEEKERS ACT)**

**BGY. 121 ZONE 9  
City of MANILA**

| NAME OF BENEFICIARY/AVAILEE |            |             | AGE | DATE OF BIRTH |      |      | SEX/<br>GENDER |   | EDUCATIONAL LEVEL (check applicable) |         |        |                        |
|-----------------------------|------------|-------------|-----|---------------|------|------|----------------|---|--------------------------------------|---------|--------|------------------------|
| Last Name                   | First Name | Middle Name |     | Month         | Date | Year | M              | F | Elementary/<br>High School           | College | Course | Out of School<br>Youth |
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Prepared by:

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Name, Designation & Signature

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Date

Noted by:

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Name, Designation & Signature

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Date