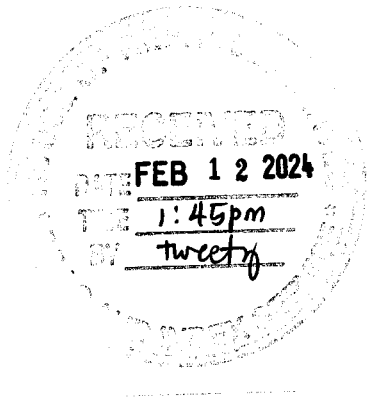
Republic of the Philippines
**HOUSE OF REPRESENTATIVES**
Quezon City, Metro Manila




**NINETEENTH CONGRESS**
*Second Regular Session*

**HOUSE BILL NO. 9909**

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Introduced by **Representative Jaime R. Fresnedi**

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## EXPLANATORY NOTE

Job seeking can be an expensive process. Employers often require many documents from government agencies and schools to determine the identity, qualifications, and records of an applicant. These documents are not issued for free, and therefore when a prospective employer keeps the original copy and then does not hire the applicant, it would be to the detriment of the latter.

For example, an NBI Clearance costs ₱130 with a ₱25 service fee. In 10 applications, the applicant would have already spent more than a thousand pesos. The same applies for birth certificates, which cost ₱155 if received by appointment and ₱330 if delivered. There are also various costs associated with securing transcript of records from universities. In addition to these costs, the applicant incurs an opportunity cost from the time and effort required to get another authentic copy of the document to apply for another job.

This bill seeks to minimize these costs by requiring employers to be satisfied with digital copies or photocopies of these documents, until such a time that they hire the applicant. In this way, the applicant only needs to get one copy of these documents even if he intends to apply to many different prospective employers.

In view of the foregoing, the immediate passage of this bill is earnestly sought.

**JAIME R. FRESNEDI**
***Representative***
Lone District, Muntinlupa City

Republic of the Philippines
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**AN ACT PRESCRIBING THE USE OF GOVERNMENT-ISSUED DOCUMENTS IN JOB APPLICATIONS, PROVIDING PENALTIES THEREFOR**

*Be it enacted by the Senate and the House of Representatives of the Philippines in Congress assembled:*

SECTION 1. *Short Title.* – This Act shall be referred to as the *"Job Requirements Act"*.

SEC. 2. *Declaration of Policy.* – It is the policy of the State, to promote full employment and protect the rights and welfare of workers. To this end, the State shall endeavor to reduce, where practicable, incidental costs to seeking employment among Filipino citizens, without compromising the right of an employer to choose the most suitable candidate for a position.

SEC. 3. *Definition of Terms.* – For purposes of this Act, the following terms shall be defined as follows:

(a) *Applicant* is defined as an individual who, by his own volition or through an offer from an employer, is being considered for a salaried position with the organization, enterprise, or household of the latter;
(b) *Government documents* are documents issued by government agencies to attest to the identity, record, or qualifications of an applicant, with or without an expiration date, which are issued with cost to an individual;
(c) *Original copy* is defined as the original copy of a government or school document which meets any of the following criteria:
    a. Issued at the request of the applicant upon payment of a fee, whether per document or per page;
    b. Has the wet signature of the individual authorized to sign such documents to prove their authenticity, and/or the dry seal of the organization issuing the document; or
    c. Printed on security paper, or any kind of paper which is intended to prove authenticity and deter the submission of copies.

(d) *Prospective employer* is defined as the individual, organization, enterprise, or government agency that is considering the applicant for a salaried position, or any individual who is entrusted by the hiring individual, organization, enterprise, or agency to be a part of the hiring process for the said applicant, including the supervisors, managers, officers, directors, and heads of the said organization, enterprise, or agency;

(e) *School documents* is defined as documents from a school attesting to the attendance, grades, and qualifications of an applicant issued with cost to an individual.

SEC. 4. *Coverage.* – The provisions of this Act shall apply to all prospective employers who intend to hire citizens or residents of the Philippines for jobs whether for permanent, temporary, co-terminous, contractual, contract of service, job order, or other similar positions for government agencies and for regular, probationary, fixed-term, seasonal, project, or casual employment for private individuals, organizations, and enterprises within the territory of the Philippines. *Provided,* That government agencies seeking to hire individuals for positions that will handle confidential material related to national defense or national security shall be exempted from this provision.

SEC. 5. *Regulation of job requirements.* – Prospective employers may not take the original copy of any government document or school document from an applicant unless the applicant has already been accepted and has signed a contract with the prospective employer. The prospective employer may make the fulfillment of his obligations in the hiring contract contingent on the submission of the original copies of the requirement government and school documents.

SEC. 6. *Implementation.* The Department of Labor and Employment (DOLE) and the Civil Service Commission (CSC) shall set up mechanisms to receive, investigate, and monitor complaints arising from violations of Section 5 of this Act. It shall be incumbent upon these agencies to take the necessary corrective measures against erring prospective employers.

SEC. 7. *Implementing Rules and Regulations.* – The Department of Labor and Employment, the Civil Service Commission, and all other relevant agencies shall promulgate the rules and regulations for the proper implementation of this Act within six (6) months from its effectivity.

SEC. 8. *Separability Clause.* – If any provision of this Act shall be deemed unconstitutional or invalid, the other provisions not affected there shall remain in force and effect.

SEC. 9. *Repealing Clause.* – All Acts, Presidential Decrees, Executive Orders and Administrative Orders, Rules and Regulations and other such issuances or parts thereof which are inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SEC. 10. *Effectivity.* - This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

*Approved,*