



**UNIVERSITY OF THE PHILIPPINES**  
**Diliman, Quezon City**

06 July 2021

**OVPA & OVPA JOINT MEMORANDUM NO. 2021- 04**

**FOR : Chancellors**

**ATTENTION :** Vice Chancellors for Academic Affairs  
Vice Chancellors for Administration  
University Registrars  
College Secretaries  
Principals of Basic Education Units  
Accounting Office Directors/Heads  
Health Service Unit Directors/Heads

**SUBJECT : Implementation the Waiver of Charges and Fees under  
RA 11261: First Time Jobseekers Assistance Act**

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Republic Act (RA) 11261, or the 'First Time Jobseekers Assistance Act', was signed into law on 10 April 2019, with the objective of ensuring and improving the accessibility of government services and employment for first time jobseekers. Through this law, government fees and charges, including those collected by State Universities/Colleges (SUCs), shall be waived if the documents requested are required in the employment application of first time job seekers.

In compliance with RA 11261, the concerned units/offices of the University are advised to implement the said law, subject to the following guidelines<sup>1</sup>:

**A. Scope**

With consideration to the specific stakeholder groups of the University, the scope of its implementation is defined and operationalized as follows:

1. First Time Job Seekers shall include the following: [Sec. 2]
  - a. UP Graduates (pre-baccalaureate diploma, undergraduate, basic education);
  - b. UP Students who have not yet completed ("working students") or on leave of absence (LOA) from their programs who intend to work;
  - c. Early school leavers or out of school youth (OSY), specifically students who have dropped out of the basic education units of UP (e.g. UPIS, UP Rural High School, UPV High School, UP Cebu High School); or
  - d. Other individuals whose first job/ employment shall be at the University

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<sup>1</sup> Reference: [Joint Memorandum Circular No. 001 Series of 2019: Implementing Rules and Regulations of Republic Act No. 11261, otherwise known as the "First Time Jobseekers Assistance Act"](#)

2. Waiver of Fees and Charges. Services/ requirements for which fees and charges shall be waived include:

Issuing Office/ Unit	Document
<b>Office of the University Registrar (OUR)</b>	<ul style="list-style-type: none"> <li>● Transcript of Records (TOR)</li> <li>● Certificate of Graduation (COG)</li> <li>● Diploma</li> </ul>
<b>Office of the College Secretary (OCS)</b>	<ul style="list-style-type: none"> <li>● True Copy of Grades (TCG)</li> <li>● Certificate of Good Moral Character</li> </ul>
<b>Health Service Unit (HSU) / UP-PGH</b>	Medical Certificate, except Laboratory and other medical procedures required in the grant of a medical certificate [Sec. 5.d. Covered Governmental Transactions]

Fees and charges shall be waived only once and for only one (1) copy of each document. Subsequent requests and/or additional copy/ies shall incur charges or fees [Sec. 3. Waiver of Fees and Charges].

## B. Proof of Eligibility

The barangay where the first time job seeker is a resident of has the primary responsibility of ascertaining the eligibility of the individual. The minimum requirement for the concerned units/offices of the University and other government agencies to process a request is a Barangay Certification.

A Barangay Certification, signed by the Punong Barangay or his authorized officer, shall only be issued to an individual if he or she is a: [Sec. 4. Covered Beneficiaries, Eligibility, and Requirements]

- a. Filipino citizen
- b. First time jobseeker
- c. Actively looking for employment
- d. Resident of the barangay issuing the certification for at least six (6) months

The validity of availment of benefits under RA 11261 is one (1) year from the issuance date of the Barangay Certification.

## C. Other Procedural Guidelines

1. For documentation and record purposes of the concerned UP offices/units, the first time job seeker must present the original copy of the Barangay Certification and submit one (1) photocopy.
2. The processing time of the requirements/documents which fees or charges are waived for eligible requesters shall be consistent with the processing

time indicated for the services in the existing Citizen's Charter Handbook and list of services per the Anti-Red Tape Authority (ARTA). [Sec. 6. All concerned government agencies, c]

3. The OURs and colleges shall prepare and post/publish information and communication materials on the implementation of RA 11261 and the specific requirements/documents under UP in their bulletin boards, online platforms, and other available media. [Sec. 6. All concerned government agencies, d]

The inclusion of RA 11261 in the topics covered during student orientation and other similar activities is also highly encouraged.

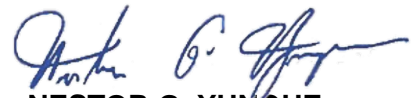
4. The offices/units from which the requirements/documents shall be requested must maintain a database or records of who have availed of the benefit, and submit a monthly report to the Inter-Agency Monitoring Committee (IAMC), through the Department of Information and Communication Technology (DICT) using Annex D.
5. CUs may release their respective memoranda on the implementation of RA 11261 based on this memo and JC, inclusive of details such as the process (including online requests/ temporary process during the pandemic) and other requirements, if there are any. Note, however, that per Sec. 13. Interpretation in Favor of the Applicant:

*No government agency shall issue unduly restrictive regulations which will render nugatory the benefits provided under the Act. Such shall constitute an administrative offense punishable under the Administrative Code and other pertinent laws.*

6. The implementation of RA 11261 at the University shall be effective immediately.

*CIAT*

**MARIA CYNTHIA ROSE B. BAUTISTA**  
Vice-President for Academic Affairs



**NESTOR G. YUNQUE**  
Vice-President for Administration

cc: Office of the President  
Vice Presidents and Secretary of the University