



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 109-2023

TO : ALL JUDGES, CLERKS OF COURT, AND ACTING CLERKS OF COURT/ OFFICERS-IN-CHARGE OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT : GUIDELINES ON THE PROHIBITION ON THE COLLECTION OF FEES OR CHARGES FROM A FIRST TIME JOBSEEKER, PURSUANT TO REPUBLIC ACT NO. 11261

In accordance with Republic Act No. 11261 or the “*First Time Jobseekers Assistance Act*,” all concerned personnel of the first and second level courts are prohibited from collecting fees or charges from a first time jobseeker, subject to the following guidelines:

1. The waiver of fees and charges from first time jobseekers shall apply when such fee or charge is paid in connection with the application for and the granting of licenses, proofs of identification, clearances, certificates or other documents usually required in the course of employment locally or abroad;¹
2. Upon presentation of a barangay certification stating that the applicant is a first-time jobseeker,² no fees or charges shall be collected for clearances, certifications and/or other documentary requirements issued by the court that may be required by employers from job applicants;³
3. The applicability of this Act shall come with the following limitations:
 - 3.1 The benefits provided for shall be availed of only once;⁴
 - 3.2 Beneficiaries of the Jobstart Program under Republic Act No. 10869 and other laws that give similar exemptions for the documents or transactions enumerated under Republic Act No. 11261 shall not be qualified to avail of the benefits stated herein.⁵

¹ Section 3, R.A. No. 11261 or the “First-Time Jobseekers Assistance Act.”

² *Id.*, Section 5.

³ *Id.*, Section 4.

⁴ *Id.*, Section 1.

⁵ *Id.*, Section 10.

3.3 Fees and charges shall not be waived if the applications are for the following:

- a. the taking of a professional licensure examination conducted by the Professional Regulation Commission,
- b. the authentication of a Philippine passport and the red ribbon of documents from the Department of Foreign Affairs,
- c. the taking of the Career Service Examination with the Civil Service Commission, and
- d. in securing a driver's license from the Land Transportation Office.⁶

4. A database shall be maintained with the updated roster of all individuals who have been issued documents under this Act. The said roster shall be regularly submitted to the Department of Information and Communications Technology.⁷

This Circular, aside from being consistent with the objectives of the Strategic Plan for Judicial Innovations, is in keeping with the goal of expanding accessibility to government services and providing incentives in support of a first time jobseeker's access to employment.⁸

For guidance and compliance.

10 March 2023



RAUL B. VILLANUEVA
Court Administrator

MMA/AC/JEA/Waiving of Fees_First Time Jobseekers/cek-3-7-23

⁶ *Id.*, Section 8.

⁷ *Id.*, Section 6.

⁸ *Id.*, Section 2.