



# introduction

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## THE PHIL-JobNet SYSTEM

The **Department of Labor and Employment**, together with **Admired Technologies, Inc.** enhances the system **Philippine Job Exchange Network (PHIL-JobNet)** for the **Bureau of Local Employment**. Such system was meant to exhibit the technical feasibility of a real-time job seeker-vacancy matching system.

The PHIL -JobNet was soft-launched on 1 May 1998 during the time of President Fidel Ramos. Subsequently, on 6 November 1998, President Joseph Ejercito Estrada launched the current version of the PHIL-JobNet as part of the pro-poor program of his administration.

After the launching of PHIL-JobNet in Malacañang, Regional launchings were conducted as part of the advocacy strategy adopted by the Department in popularizing an information technology-based employment service.

But even before the Malacañang launching and during the course of the development of PHIL-JobNet, several items for improvements were already identified. The said items were set aside, to be addressed in the next revision of the system. The intention of the PHIL-JobNet is to include as much relevant labor market concerns as possible covering as many stakeholders not only in the Philippines but also outside the country.

After the revision has been successfully done, the **Revised PHIL-JobNet System** now offers a friendlier internet-based system to make the job matching a lot easier. This **Manual** aims to provide the user a clear view of the Revised PHIL-JobNet System intended for Establishments to guide them on how to use the system efficiently and effectively.



# chapter 1 general concepts

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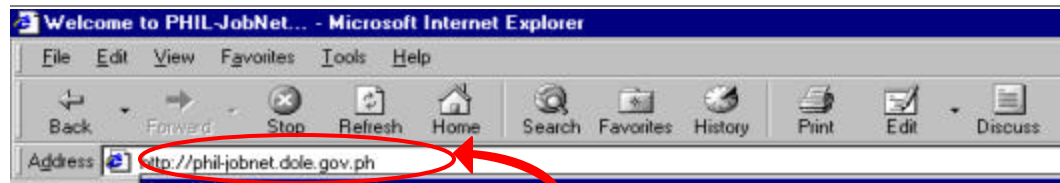


## A. System Access

The Philippine Job Exchange Network System, with *PHIL-JobNet* as the website name, is a user-friendly application accessible through the Internet. Its features are simple and easy to understand. It is specially designed to allow establishments to make an online posting of job vacancy. With a technology just a click away, establishments don't have to go through tedious proceedings in order to employ a qualified applicant. Through this system, employers will just have to post their vacancy and the system will facilitate the matching up. Nevertheless, the employers will have vast options and choices for qualified applicants.

### 1. How to Access the PHIL-JobNet Website

Since the *PHIL-JobNet* is accessible through the Internet, it is important to remember its URL. To access the website, from the Internet Browser's Address window, the user has to key in the PHIL-JobNet URL:  
[phil-jobnet.dole.gov.ph](http://phil-jobnet.dole.gov.ph)



From the Internet Explorer  
Address window, type  
[phil-jobnet.dole.gov.ph](http://phil-jobnet.dole.gov.ph)

### 2. The System's Website

After the user has correctly keyed-in the URL of the PHIL-JobNet, the **PHIL-JobNet Home Page** will appear on the browser's navigation window.



The PHIL-JobNet Home Page

The figure above shows the PHIL -JobNet Home Page. Notice that the Home Page is subdivided into five (5) major groupings which consist of the following:

WELCOME TO PHIL-JobNet	
Job Applicants	• <a href="#">Log In to PHIL-JobNet</a> • <a href="#">Sign Up</a> •
Establishments	• <a href="#">Log In to PHIL-JobNet</a> • <a href="#">Sign Up</a> •
Skills for Hire:	• <a href="#">Skills Posting Form</a> • <a href="#">Skills Posting Page</a> •
Displaced Workers:	• <a href="#">Displaced Workers Form</a> • • <a href="#">Displaced Workers Page</a> •
Statistical Summaries:	• <a href="#">Prospective Applicants</a> • • <a href="#">Job Opportunities</a> •
P E S O Log In:	• <a href="#">Job Applicant Sign Up</a> • • <a href="#">Establishment Sign Up</a> •

### The Main Menu

The system's **Main Menu** is basically the heart of the entire system. The Main Menu contains submenus that prospective users will make use of. Users are classified into two (2) categories; (1) the **Job Applicants** and (2) the **Establishments** Posting Job Vacancies.



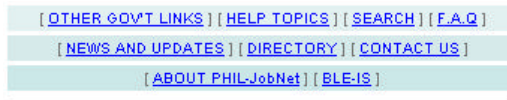
## Major Links

**Major Links** Menu composes of three (3) submenus namely **Job Applicants**, **Establishments** and **Home**. This menu is nearly like that of the Main Menu since it also has the Job Applicants and Establishments submenu. However, the Major Links Menu is almost at all times visible, noticeably at the upper part of the screen. Unlike the Main Menu which can only be seen at the Home Page. The Job Applicants submenu opens the user into the **Log In page for Job Applicants**, the Establishments submenu opens the user into the **Log In page for Establishments** and the Home submenu lets the user go back to the website's **Home Page** shown in Figure 1.



## Minor Links and Logo Links

The Minor Links Menu includes other relevant information about the system such as **Other Government Links**, **Help Topic**, **Search**, **F.A.Q.**, **News and Updates**, **Directory**, **Contact Us** and **About PHIL-JobNet**. The Logo Links provides system link to the three government institutions namely **Department of Labor and Employment**, **Bureau of Local Employment** and **Philippine Labor Market Information** systems.



## News and Updates

The **News and Updates** contains current news items about Phil-JobNet. This section is also available under the Minor Links Menu.





Enter keyword here:

**phil-jobnet statistics**

Job Applicants.....	62503
Job Vacancies.....	3068
Skills for Hire.....	12
Displaced Workers.....	0

ACTIVE RECORDS

### PHIL-JobNet Statistics

Lastly, the PHIL-JobNet Statistics Section shows the current statistics about jobseekers and employers in the system. This section displays the total number of **Job Applicants**, **Job Vacancies**, **Skills for Hire** and **Displaced Workers**.





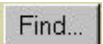

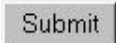

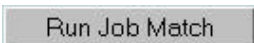



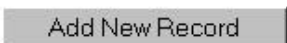
A **Search Engine** is also embedded in the Main Page. It is located directly above the PHIL-JobNet Statistics. It is used for searching the entire web with articles relevant to the keyword entered into the blank field.

Enter keyword here:

To use this, enter the keyword on the field provided then click the **Go** Button. A new window, listing all the valid search results, will be displayed into the screen.



## B. System Standard Features

Description	Features	What it does
<b>Go</b> Button		Signals the system to execute the command.
<b>Visit Now!</b> Button		Opens the website of the particular government link.
<b>Pop-up</b> Button		Opens a pop-up menu and displays down the selection values.
<b>Select</b> Button		Leads to List of Values Selection Facility.
<b>Find</b> Button		Displays the selection values in the List of Values Selection Facility form.
<b>Reset</b> Button		Clears all fields for uncommitted forms.
<b>Submit</b> Button		Submits the properly filled-up form.
<b>Log In</b> Button		Logs the user to the system.
<b>Run Job Match</b> Button		Displays the Job Applicants Main Page.
<b>Update Profile</b> Button		Opens an editable page for Profile updating.
<b>Delete Record</b> Button		Delete an existing record from the database.
<b>Insert Record</b> Button		Inserts/Adds a new record. Record Inserted/Added should be different from a record that already exists, otherwise, an error will occur.
<b>Add New Record</b> Button		
<b>Links</b>	<a href="#"><u>Links</u></a>	These are underlined blue-colored word or words that open a Link page.





## chapter 2 the main menu

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## A. System Sign-Up For Establishments

The diagram illustrates the navigation path for establishments to sign up on the PHIL-JobNet system. It starts with the main homepage, which features a navigation bar with 'JOB APPLICANTS', 'ESTABLISHMENTS', and 'HOME'. The 'ESTABLISHMENTS' menu is highlighted with a blue oval, showing sublinks: 'Log In to PHIL-JobNet' and 'Sign Up'. A red arrow points from the 'Sign Up' link to the 'ESTABLISHMENT'S SIGN UP FORM'.

**PHIL-JobNet**  
DEPARTMENT OF LABOR AND EMPLOYMENT, PHILIPPINES  
HTTP://PHIL-JOBNET.DOE.GOV/PH

**ESTABLISHMENT'S SIGN UP FORM**

**Sign In**  
Register to gain access to Job Applications, post vacancies, query applicants based on their qualifications and be considered for job matching.

**ESTABLISHMENT'S SIGN UP FORM**

Name of Establishment \*

Establishment Acronym \*

Establishment ID \*

TIN No. \*

Password \* Confirm Password \*

SS No. \*

Establishment Type \*

Industry \*

Click on the buttons to select from a list of industries

Overseas Address \*

Submit

The Establishments Submenu is intended for the use of establishments who wishes to post vacancies and search for job applicants capable for the vacated position. Clicking the [Sign Up](#) link under the *Establishments Submenu* will open the **Establishment's Sign Up Form** where the establishment will be required to supply information into the blank fields.



**ESTABLISHMENT'S SIGN UP FORM**

Name of Establishment \*

Establishment Acronym

Establishment Id \*

TIN No.

Password \* Confirm Password \*

SS No.

Establishment Type \*

Private

Industry \*

Select

Click in the button to select from a list of industries.

Overseas Address

Overseas

Address \*

House No./Block No./Street Name

Select

Municipality / City

Telephone Number (Please Include Area Code) \*

Web Site URL - http://

Email Address

**CONTACT PERSON INFORMATION**

Name \*

Fax Number (Please Include Area Code)

Position \*

Select

Email Address

Submit Reset

Establishment's Sign-up form

The system will require entering the basic information about the user. Required fields, marked with +, should not be skipped. Otherwise, a system error will occur.

### Message #1: Establishment's Facility

**ESTABLISHMENT'S FACILITY**

[Sign In](#)

Register to gain access to Job Applications, post vacancies query applicants based on their qualifications and be considered for job matching.

A Sign Up Message



**Scenario #1:  
How to Make a Successful  
Sign Up for Establishments**

1. Place the mouse pointer into the blank fields provided. Make sure to supply all the required fields to avoid an error to occur. Required fields are marked with a + symbol.



**Tip:**  
Use the **Tab** key or the **mouse pointer** to move on to the next field.

Click the **Pop-up** Button to view and select the appropriate answer for fields with pull-down menu.

2. The **Select** Button, on the other hand will lead the user into List of Values Selection Facility. The succeeding figures will show you the three List of Values Selection Facility used in the sign up form.



List of Values Facility for Industry.



List of Values Facility for City/Municipality.



List of Values Selection Facility for Positions.



**Note:**

*All **Select** Button will open a **List of Values Selection Facility** for the corresponding field. Once the List of Values Selection Facility has opened, the user may type % sign and the beginning letter of the word or the entire word into the blank field provided. The **Find** Button will list down the values for selection.*

3. Click the **Submit** Button to submit the correct and properly accomplished sign up form. On the other hand, the **Reset** Button clears the entire fields for uncommitted forms.
4. The user will be informed whether your Registration has been successfully entered into the database. The next figure will show you a sample form.



**Reminder:**

*Always remember your **Establishment ID** and **Password**. This will serve as your permission to Log In. Never share them to anyone else other than the owner of the account to protect the integrity of the establishment.*



**You have been successfully registered...**

**Log In Informations:**

<b>Name of ESTABLISHMENT:</b>	Josephine's Flower Shop
<b>ESTABLISHMENT ID:</b>	101010101
<b>Password :</b>	jfs

You may now [Log In](#) to PHIL-JobNet to fill up your Portfolio and Job Preferences.

A successful registration form.

5. After having a successful sign up, the user may proceed to the next step which is the Log In.

## Message #2: Application Processing Error

Application Processing Error message will advise the user for failure to fill up the required fields. The error message will depend on what required field the user has failed to fill up.

**APPLICATION PROCESSING ERROR!**

⬇ Pls enter establishment ID.

An Error Message



## B. System Log In For Establishments

The screenshot shows the PHIL-JobNet website interface. At the top, the navigation bar includes links for **Establishments**, **Log In to PHIL-JobNet**, and **Sign Up**. The **Establishments** link is highlighted with a blue oval. Below this, the **Establishments** submenu is visible, containing links for **Log In to PHIL-JobNet** and **Sign Up**. The **Log In to PHIL-JobNet** link is circled in red. A blue arrow points from the **Log In to PHIL-JobNet** link in the top navigation bar to the **Log In to PHIL-JobNet** link in the **Establishments** submenu. Another blue arrow points from the **Log In to PHIL-JobNet** link in the **Establishments** submenu to the **Establishment Log In** form.

The **Establishment Log In** form is titled "Establishment Log In" and includes a sub-header "For Registered". It contains fields for **Establishment ID:** and **Password:**, a **Log In to Phil-JobNet** button, and a **FORGOT MY PASSWORD!** link. Below the login form, there is a **PHIL-JobNet Update!!!** section showing **Job Vacancies: 3870** and **Registered Applicants: 38430**. A **DISCLAIMER** is also present, stating that all information is provided by the owners of the information themselves, and the Department of Labor and Employment (DOLE), Philippines, DOLE and ADMIRED assume no responsibility for the accuracy or availability of the content. The footer includes **WEB DESIGN & DEVELOPMENT BY: ADMIRED TECHNOLOGIES, INC.** and **© 2001 PHIL-JobNet. All Rights Reserved. DEPARTMENT OF LABOR AND EMPLOYMENT, PHILIPPINES**.

Clicking [Log In to PHIL-JobNet](#) under *Establishments Submenu* will prompt the user to **Log In Form for Establishments** where the Users are required to fill up their **Establishment ID** and **Password**. See the next figure for an illustration of Establishment's Log In Form.



The form is titled "Establishment Log In" and includes a sub-header "- For Registered". It contains two input fields: "Establishment Id:" and "Password:". Below these fields is a button labeled "Log In to Phil-JobNet" and a link labeled "FORGOT MY PASSWORD!" in blue text.

A Log In Form for Establishments

### Message #3: Establishment's Facility

The message box has a title bar "ESTABLISHMENTS' FACILITY". It contains two sections: "Log In" with the text "Registered establishments, login here to post vacancies, update establishment information and view candidate applicants matched to existing vacancies." and "Sign In" with the text "Register to gain access to Job Applications, post vacancies, query applicants based on their qualifications and be considered for job matching."

A Log In Message

If in case the user fails to remember the password, the [FORGOT MY PASSWORD](#) link let the user retrieve the password by using the Password Retrieval Facility shown in figure below.

The form is titled "Password Retrieval Facility" and includes a sub-header "- Only establishments w/ email address can avail of this service...". It contains an input field for "Establishment Id:" and a button labeled "Send my Password".



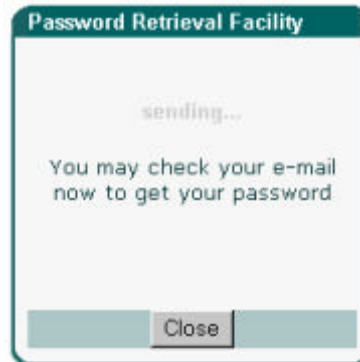
**Note:**

*Only establishments with email address on their application form may be able to use the Password Retrieval Facility.*





Enter value for the Establishment Id field. The **Send my Password** Button initiates the command. A confirmation window will open to verify that the password was sent into the establishment's email.



Confirmation Window for Password Retrieval

Click the **Close** Button after the transaction has been done. The figure below shows that the email for Password Retrieval was sent to the establishment's mailbox.





**Scenario #2:**  
**How to make a successful**  
**Log In as Establishments**

1. Position the pointer of the mouse to the blank fields by clicking the mouse's left button. The tab key may be used to move from one field to another.



**Tip:**  
*Make sure you have already signed up before proceeding to Log In.*

2. Supply the appropriate information needed on mandatory fields. Do not skip on any fields to avoid the error message from occurring.



**Tip:**  
*Click the **Pop-up** Button to view all the LOV.*

3. Click the **Log-In to PHIL-JobNet** Button to start the Log in.



## 1. Establishments Main Page

Establishments Main Page

The **Run Results** Button and the [BACK TO MY MATCH PAGE](#) link also opens Establishments Main Page. The next page that will be displayed after the user has successfully logged in into the system is the **Establishments Main Page**. It has two (2) sub links namely **Establishment Profile** and **Job Vacancies**.

### a. Establishment Profile

Once the **Establishment Profile** was clicked, the Establishment Profile page will open and view the existing profile. This page is not susceptible to editing, however, by clicking the **Update Profile** Button; the user will be able to update his company profile including the **Establishment Background** and **Contact Information**.

Establishment Profile page

The next screen shows a form where the user may update his establishment profile. Notice that the Establishment Name is no longer editable.



Establishment Profile Establishment Profile | Job Vacancies | ESTABLISHMENT'S PROFILE

Century Park Hotel  
Establishment

Establishment Acronym

Establishment ID +

TIN No.

Password +  Confirm Password +

SS No.

Industry +  
   
Click on the button to select from a list of Industries.

Overseas Address +

Address +  
  
House No./Block No./Street Name  
   
Municipality / City

Telephone Number (Please Include Area Code) +

Web Page URL - http://

Email Address

CONTACT PERSON INFORMATION

Name +

Fax Number (Please Include Area Code)

Position +

Email Address

Establishment Profile Update Form



**Note:**

*The Update Establishment Profile form above is the same with the form used during Sign Up.*

**Message #4: Application Processing Error!**


























An Error Message while Updating Establishment Profile



## b. Job Vacancies

The **Job Vacancies** page displays all the **Active Job Vacancies** and **Previously Expired Job Vacancies** from the establishment updating the record. The user is capable of posting additional job vacancies under Active Job Vacancies submenu through the **Add New Record** Button. After 30 days, all job vacancies posted by the establishments will be moved to the **Previously Expired Job Vacancies** submenu.

In order to reactivate the record under the Previously Expired Job Vacancies and move it back to the Active Job Vacancies submenu again, the user have to click the **Option** Button  next to the record followed by clicking the **Re-activate Expired Vacancy** Button.

Job Vacancies		
Establishment Profile   Job Vacancies		
Active Job Vacancies		
Position	Vacancy	Date Posted
Manager, Public Relations	0	01-Nov-01
Clerk, Accounting	0	07-Nov-01
Clerk, Accounting	0	07-Nov-01
Artist, Display	0	07-Nov-01
Artist, Display	0	07-Nov-01
Cook, General	0	07-Nov-01
General Manager, Retail Trade	0	08-Nov-01
Clerk, Accounting	4	14-Nov-01
<b>Add New Record</b>		
PREFERENCES:   Degree   School   License   Eligibilities   Certificates   Language   Residency		
Previously Expired Job Vacancies		
Position	Vacancy	Date Posted
 Manager, Sales	0	06-Sep-01
 Artist, Display	0	06-Sep-01
 Plumber	0	06-Sep-01
 Refrigeration Technician	0	06-Sep-01
 Carpenter, General	0	06-Sep-01
 Carpenter, General	0	06-Sep-01
 Refrigeration Technician	0	06-Sep-01
 Plumber	0	06-Sep-01
 Sales Associate Professional	0	06-Sep-01
 Operator, Telephone	0	06-Sep-01
 Sales Associate Professional	0	06-Sep-01
 Artist, Display	0	06-Sep-01
 Artist, Display	0	06-Sep-01
 Sales Associate Professional	0	06-Sep-01
 Analyst, Financial	0	06-Sep-01
 Electrician, General	0	06-Sep-01
 Tailor	0	06-Sep-01
 Tailor	0	06-Sep-01
 Electrician, General	0	06-Sep-01
 Analyst, Financial	0	06-Sep-01
 Sales Associate Professional	0	06-Sep-01
 Analyst, Financial	0	06-Sep-01
<b>Re-activate expired vacancy</b>		

Job Vacancies Page



## b.1 Active Job Vacancies

Active Job Vacancies Posting Form.

The **Active Job Vacancies Posting** Form are for establishments who wishes to post job vacancies through the website. In order to **add** a new record, the user has to click the **Add New Record** Button from the **Job Vacancies** page. A form containing blank fields will appear on the screen. However, for existing records, the user may manage the record by clicking the said record on the **Job Vacancies** page.

The following are the two List of Values Selection Facility used in the Job Vacancies Posting Form.



**List of Values Selection Facility - Microsoft Internet Exp...**

**LIST OF VALUES**

- Enter search criterion.
- (Example: manila will find all values with "manila").
- Searches are not case insensitive.

Find... Reset

**Positions**

- Trading Analyst Ii (Gov)
- Trading Specialist (Gov)
- Traffic Operations Officer I (Gov)
- Traffic Operations Officer Ii (Gov)
- Traffic Operations Officer Iii (Gov)
- Traffic Operations Officer Iv (Gov)
- Transport Officer A (Gov)
- Transport Officer B (Gov)
- Transport Operations Supervisor A (Gov)

List of Values Selection Facility for Position

**List of Values Selection Facility - Microsoft Internet Exp...**

**LIST OF VALUES**

- Enter search criterion.
- (Example: manila will find all values with "manila").
- Searches are not case insensitive.

Find... Reset

**City/Municipality**


- Mangatarem
- Mapandan
- Natividad
- Pozzorubio
- Rosales
- San Carlos City (Pangasinan)
- San Fabian
- San Jacinto (Pangasinan)
- San Manuel (Pangasinan)

List of Values Selection Facility for City/Municipality

There are seven (7) **Preferences** that the establishment may set under the **Active Job Vacancies** for every vacancy posted.

**PREFERENCES:** | Course | School | License | Eligibilities | Certificate | Language | Residency |

To shorten Match result list fill out all preference fields. If the user prefer longer list of applicants they may opt to lessen preferences.

The user may be able to **Add** a new record for the seven (7) **Preferences** by clicking first the **Option** Button  next to the record followed by clicking the **Add New Record** Button. Afterwards, a form used for inserting record will be displayed. The following are the seven (7) different preferences for job vacancy; add new record and the insert record forms.



## Course

The establishment can set the preferred course for a certain job vacancy.

**Job Vacancies** | Establishment Profile | Job Vacancies

**Preferred Course Per Vacancy**

- ☐ Cook, General
  - Bachelor Of Science In Food Technology
- ☐ General Manager, Retail Trade
  - Bachelor Of Science In Business Administration And Accountancy
  - Bachelor Of Science In Business Management
  - Bachelor Of Science In Business Administration
  - Bachelor In Business Management
  - Bachelor In Business Administration
- ☐ Manager, Public Relations
  - Bachelor Of Arts In Communication Arts
  - Bachelor Of Arts In Public Relations
- ☐ Clerk, Accounting
  - Bachelor Of Science In Accounting
- ☐ Clerk, Accounting
  - Bachelor Of Science In Accounting
- ☐ Artist, Display
  - Bachelor Of Science In Fine Arts
  - Bachelor Of Fine Arts
  - Bachelor Of Science In Commercial Arts
- ☐ Artist, Display
  - Bachelor Of Science In Fine Arts
  - Bachelor Of Fine Arts
  - Bachelor Of Science In Commercial Arts
- ☐ Clerk, Accounting
  - Bachelor Of Science In Accounting

**PREFERENCES:** | Course | School | License | Eligibilities | Certificate | Language | Residence |

Add New Record

Add New Record Form

**Preferred Course for Vacancy**

Please, Fill up Course Entry...

**COOK, GENERAL**

Course

Insert Record for Preferred Course Per Vacancy Form

## School

**Job Vacancies** | Establishment Profile | Job Vacancies

**Preferred School Per Vacancy**

- ☐ Cook, General
  - Franciscan College Of The Immaculate Conception
- ☐ General Manager, Retail Trade
- ☐ Manager, Public Relations
- ☐ Clerk, Accounting
- ☐ Clerk, Accounting
- ☐ Artist, Display
- ☐ Artist, Display
- ☐ Clerk, Accounting
  - Divine Word College Of Bangued

**PREFERENCES:** | Course | School | License | Eligibilities | Certificate | Language | Residence |

Add New Record

Add New Record for Preferred School Per Vacancy Form





Preferred School for Vacancy

Pls. Fill up Schools Entry...

COOK, GENERAL

School  Select

Insert Record

Insert Record for Preferred School Per Vacancy Form

## License

Job Vacancies | Establishment Profile | Job Vacancies

Preferred License Per Vacancy

☐ Cook, General

☐ General Manager, Retail Trade

☐ Manager, Public Relations

☐ Clerk, Accounting

☐ Clerk, Accounting

☐ Artist, Display

☐ Artist, Display

☐ Clerk, Accounting

Add New Record

PREFERENCES: | Course | School | License | Eligibilities | Certificate | Language | Residency |

Add New Record for Preferred License Per Vacancy Form

Preferred License for Vacancy

Pls. select license...

ARTIST, DISPLAY

License  Certified Public Accountant

Insert Record

Insert Record for Preferred License Per Vacancy Form

## Eligibility

Job Vacancies | Establishment Profile | Job Vacancies

Preferred Eligibility Per Vacancy

☐ Cook, General

☐ General Manager, Retail Trade

☐ Manager, Public Relations

☐ Clerk, Accounting

☐ Clerk, Accounting

☐ Artist, Display

☐ Artist, Display

☐ Clerk, Accounting

Add New Record

PREFERENCES: | Course | School | License | Eligibilities | Certificate | Language | Residency |

Add New Record for Preferred Eligibility Per Vacancy Form

Preferred Eligibility for Vacancy

Pls. Fill up Schools Entry...

CLERK, ACCOUNTING

Eligibility  Test\_Jop

Insert Record

Insert Record for Preferred Eligibility Per Vacancy Form



## Certificate

Job Vacancies | Establishment Profile | Job Vacancies

Preferred Certification Per Vacancy

☐ Cook, General

☐ General Manager, Retail Trade

☐ Manager, Public Relations

☐ Clerk, Accounting

☐ Clerk, Accounting

☐ Artist, Display

☐ Artist, Display

☐ Clerk, Accounting

[Test Certificate](#)

[Add New Record](#)

PREFERENCES: | Course | School | License | Eligibilities | Certificate | Language | Residency

Preferred Certification Per Vacancy page

Preferred Certification for Vacancy

Pls. select certification...

MANAGER, PUBLIC RELATIONS

Certification

[Insert Record](#)

Insert Record for Preferred Certification Per Vacancy Form

## Language

Job Vacancies | Establishment Profile | Job Vacancies

Preferred Language Per Vacancy

☐ Cook, General

☐ General Manager, Retail Trade

☐ Manager, Public Relations

☐ Clerk, Accounting

☐ Clerk, Accounting

☐ Artist, Display

☐ Artist, Display

☐ Clerk, Accounting

[Add New Record](#)

PREFERENCES: | Course | School | License | Eligibilities | Certificate | Language | Residency

Preferred Language Per Vacancy page

Preferred Language for Vacancy

Pls. Fill up Schools Entry...

GENERAL MANAGER, RETAIL TRADE

Language

[Insert Record](#)

Insert Record for Preferred Language Per Vacancy Form



Residency


Preferred Residency Per Vacancy page

Insert Record for Preferred Residency Per Vacancy Form

**Message #5: Your Vacancies!!!**

A Message for Establishments Filling out Job Vacancies Form

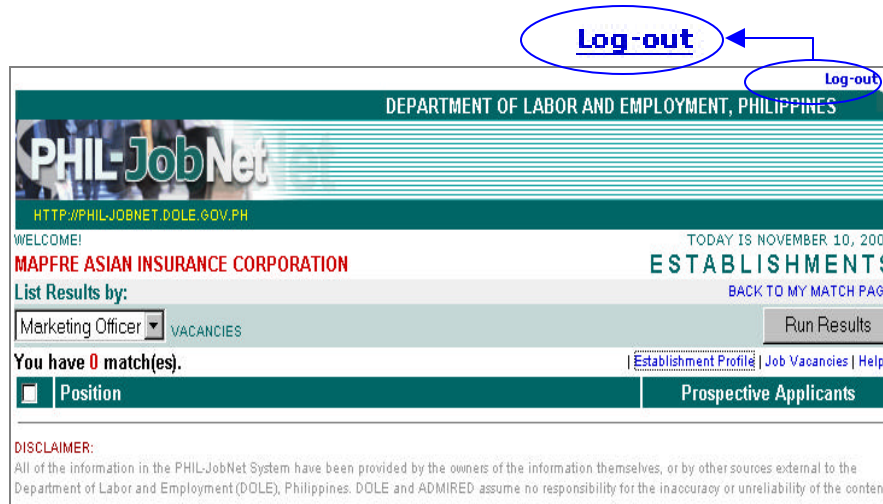
**b.2 Previously Expired Job Vacancies**

The **Previously Expired Job Vacancies** page displays all the job vacancies that have elapsed 30 calendar days from the establishment managing the record. After 30 days, all job vacancies posted by the establishments under the Active Job Vacancies submenu will be moved to the **Previously Expired Job Vacancies** submenu. In order to reactivate the record under the Previously Expired Job Vacancies and move it back to the Active Job Vacancies submenu again, the user have to click the **Option** Button  next to the record followed by clicking the **Re-activate Expired Vacancy** Button. The system will automatically move the record selected.



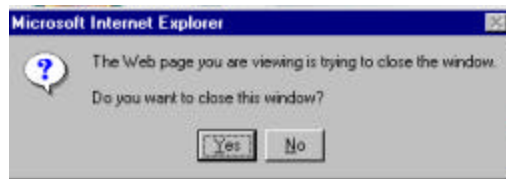
## C. System Log Out for Establishments

Whether the user is in the Establishments Main Page, Establishments Profile page or Job Vacancies page, the user may be able to exit the system by clicking the [Log-out](#) link at the topmost right part of the screen.



From the example above, the user is in the Establishments Main Page. Notice the Log-out link at the corner of the screen. Once the user clicked the Log-out link, the screen will prompt the user for a Yes/No answer. The message is shown below.

### Message# 6: Microsoft Internet Explorer



A Yes answer will save all the changes made into the establishment's account and go back to the Home page. While, a No answer returns the user to the previous screen.



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## D. Miscellaneous Sub Menus

Under the Miscellaneous Sub Menus are the different submenus under the Main Menu that the user may go into, but these are of least importance to the Establishment. The following Miscellaneous submenus are summarized as follows:

### 1. Job Applicants

#### a. Sign Up

System **Sign up** is every applicant's primary step to accessing the system. Clicking [Sign Up](#) under *Job Applicants Submenu* will open the form where the applicant will be required to supply information into the blank fields. This is intended for applicants who want to get started and have a permanent record in the PHIL -JobNet. See figure for the illustration of Job Applicant's Sign-up Form.



**JOB APPLICANTS PREFERENCES**

Name of Applicant  
Last  
First  
Middle

Password Confirm Password

Date of Birth  
January 1 1901

Place of Birth

Address  
House No./Block No./Street Name  
Select  
Municipality / City

Telephone Number (Please include Area Code)

E-mail Address

Sex Female

Weight Pounds Unit of measurement

Height Feet Unit of measurement

Civil Status Single

Spouse Name

Disabilities: None

TIN  
- -

SSS No.

Religion  
Roman Catholic

If Unemployed, why? Employed

Submit Reset

Job Applicants Sign Up Form

b. Log In

**Job Applicants Log In**  
- For Registered

Last Name  
First Name  
Middle Name

Date of Birth  
January 1 1901

Password

Log In to PHIL-JobNet

[FORGOT MY PASSWORD](#)

Job Applicants Log In Form



Under the Log In for Job Applicants, the users will be asked to fill up their **Name - Last, First and Middle**, their **Birthday** and **Password**. This is intended for users who have already signed up.

## 2. Skills for Hire

### a. Skills Posting Form

Skills Posting Form

A skill refers to the expertise of a certain person. Skills pertained herein are those abilities gained by the person even without formal education.

The Skills Posting Page are for people considered as Blue Collar Job in our society. Those jobs that does not require years of study in order to gain the skills are basically the ones **posted** in this page. Among the skills that may be posted in the Skills Posting Form are Driving, Plumbing, Carpentry works and the list goes on.

We can notice that the form requires information such as the **Full Name** of the posting person, the **Skills/Service** the person wanted to post, the **Area of Operation**, his **Telephone Number**, **E-mail**, **Sex**, **Address** and some **Additional Information** like the Expected Payment for the Labor.

### b. Skills Posting Page

Skills Posting Page



The user may be able to view the list of all the names of people who have posted their skills on the **Skills Posting Page**. Once a skill has been posted, the system will automatically add the name of the person who posted his skills into the Skills Posting page. A person who might require the service of the posted skills will just have to visit this page.

### 3. Displaced Workers

#### a. Displaced Workers Form

DISPLACED WORKERS POSTING FORM	
Pls. Fill up all Entries...	
Establishment Name +	<input type="text"/>
Industry +	<input type="text"/> Select
Total No. of Employee +	1-4
Date + (In weeks)	Less than 1 week
Reasons +	Increase in minimum wage rate
Others, Pls. Specify... <input type="text"/>	
Establishment Address +	<input type="text"/>
Submit Reset	

Displaced Workers Form

The **Displaced Workers Posting Form** is intended for the use of establishments who want to lay-off their employees for some particular reasons. The purpose is to post employees who might qualify for a position in other establishments and to help them find another job.





## b. Displaced Workers Page

TP://PHIL-JOBNET.DOLE.GOV.PH

JOB APPLICANTS

ESTABLISHMENTS

HO

Is Posting: | [Skills Posting Form](#) | [Posted Skills Page](#) |

placed Worker Posting: | [Displaced Workers Form](#) |

TODAY IS AUGUST 27, 200

DISPLACED WORKERS POSTING

Establishment Termination Listings

Company Name	Affected Workers
<a href="#">YUYU</a> <b>NEW</b>	1
Industry: COTTON GINNING	
Reason: Increase in minimum wage rate	
Address: 123 asd	
Date Posted: 14-NOV-01	
<a href="#">YUYU</a> <b>NEW</b>	1
Industry: COTTON GINNING	
Reason: Increase in minimum wage rate	
Address: 123 asd	
Date Posted: 14-NOV-01	
<a href="#">ASG</a> <b>NEW</b>	0
Industry: RETAIL TRADE NOT IN STORES	
Reason: Uncompetitive price of product	
Address: QWE	
Date Posted: 08-NOV-01	
<a href="#">TRY</a>	0
Industry: DATA BASE ACTIVITIES	
Reason: Increase in minimum wage rate	
Address: DEGWERHERHEHEHHHEH ERHEEHHEH TRHTRHTRHTRH HTHTRRTHTH RTJTJRTJTJRTJ	
Date Posted: 23-AUG-01	
<a href="#">JOSEPHINE'S CONSULTING</a>	2
Industry: ANIMAL FARMING, N.E.C.	
Reason: Increase in minimum wage rate	
Address: thtrhytrhtrhtrh	
Date Posted: 06-AUG-01	

Displaced Workers Posting Page

The user may be able to view the **Displaced Worker's Name**, the **Industry** they belong, the **Reason** for displacing them, the **Company Address**, the **Date** when posting was made and the **Number of Employees** affected by this displacement in the **Displaced Workers Page**.

## 4. Statistical Summaries

The **Statistical Summaries** Submenu is intended for both the Job Applicant and the Establishments. In this page, an applicant may be able to search for **Job Opportunities**. Conversely, the establishment or company may be able to search for **Prospective Applicants**. Though, the user, be it an applicant or an establishment, may search for their prospects by placing some standards on the prospect's qualifications.



a. Prospective Applicants

**PROSPECTIVE APPLICANTS SUMMARY**

**Prospective Applicants Search Parameters**

**Position**  
[Text Field]   
Enter a position or keywords as criteria (e.g. Accountant, Technician, etc.)

**Education Level**  
[All] [v]  
Enter Educational Attainment or keywords as criteria for education history. (e.g. Bachelor, Computer, etc.)

**Course**  
[Text Field]  
Enter Educational Attainment or keywords as criteria for education history. (e.g. Bachelor, Computer, etc.)

**Month**  
[Text Field] Refers to the minimum work experience of the applicant. (e.g. Month Experience = 12 result will be all applicants with at least 1 year work experience)

**Age From** [Text Field] **To** [Text Field]  
Refers to the range for age. 'From' is the minimum and 'To' is the maximum; result will be inclusive of the age range

Prospective Applicants Search Form

The **Prospective Applicants Search** form enables the establishment search for potential applicants that may qualify the criterion set by the searching establishment. Since search is bounded only to those who will qualify the various categories such as **Job Position**, **Education Level**, **Course**, **Month** (which refers to minimum work experience of the applicant counted by the number of months) and the **Age** bracket, the searching establishment won't have to go through a huge number of nuisance applicants. Instead, all the potential applicants will be summarized into a smaller number.

b. Job Opportunities

**JOB OPPURTUNITIES SUMMARY**

**Job Opportunities Search Parameters**

**Position**  
[Text Field]  
Enter a position or keywords as criteria (e.g. Accountant, Technician, etc.)

**Education Level**  
[All] [v]  
Enter Educational Attainment or keywords as criteria for education history. (e.g. Bachelor, Computer, etc.)

**Course**  
[Text Field]  
Enter Educational Attainment or keywords as criteria for education history. (e.g. Bachelor, Computer, etc.)

**License**  
[Text Field]  
Enter License or keywords as criteria for License Type. (e.g. Bar, Board, etc.)

**Region**  
[All] [v]

Job Opportunities Search Form



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Different from the previously discussed topic, this time, it is the job applicant who will use this page. In the **Job Opportunities Search** page, the applicant may search for the different job vacancies posted by the establishments. This page aims to help the applicants search for job opportunities relevant to their **Position, Education Level, Course, License** and **Region** (which pertain to the applicant's preferred place of work).



# chapter 3 the major links

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## Major Links

The Major Links is almost the same as that of the Main Menu. The Major Links serves as the links for the **Job Applicants** and **Establishments** Submenus, and the **Home** (which is not contained in the Main Menu). However, all the other submenus from the Main Menu are not in the Major Links. The Major Links oftentimes appear at the topmost right part of the screen while the Main Menu can only be found at the Home Page, as discussed previously in Chapter 1.

The following are the functions of the links under the Major Links Menu:

### 1. Job Applicants

The Job Applicants Link opens the user into the **Log In page for Job Applicants**. For a detailed discussion, refer to System Log In for Job Applicants in Chapter 2 of the Job Applicant's Manual.

Job Applicants Login Page

### 2. Establishments

The Establishments Link opens the user into the **Log In page for Establishment**. For a detailed discussion, refer to System Log In for Establishments in Chapter 2 of the Establishment's Manual.



DEPARTMENT OF LABOR AND EMPLOYMENT, PHILIPPINES

PHIL-JobNet

HTTP://PHILJOBNET.IDLE.GOV.PH

JOB APPLICANTS ESTABLISHMENTS HOME

TODAY IS JANUARY 09, 2002

**Establishment Log In**  
- For Registered

Establishment ID:  
Password:  
  
[FORGOT MY PASSWORD](#)

**ESTABLISHMENTS' FACILITY**

**Log In**  
Registered establishments login here to post vacancies, update establishment information and view candidate applicants matched to existing vacancies.

**Sign In**  
Register to gain access to Job Applications, past vacancies, query applicants based on their qualifications and be considered for job matching.

**PHIL-JobNet Update!!**

Job Vacancies : 3699  
Registered Applicants : 1496

DISCLAIMER:  
All of the information in the PHIL-JobNet System have been provided by the owner of the information through his or by other person's information to the Department of Labor and Employment (DOLE), Philippines. DOLE and ADMIRED assume no responsibility for the accuracy or reliability of the website.

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Establishments Login Page

### 3. Home

The Home Link opens the user to the **Home Page** of the website.

DEPARTMENT OF LABOR AND EMPLOYMENT, PHILIPPINES

PHIL-JobNet

HTTP://PHILJOBNET.IDLE.GOV.PH

JOB APPLICANTS ESTABLISHMENTS HOME

TODAY IS JANUARY 09, 2002

**From the Philippines or anywhere in the world... you can register and find your match!**

Enter keyword here:

**PHIL-JOBNET STATISTICS**

Job Applicants.....	1495
Job Vacancies.....	3699
Skills for Hire.....	26
Displaced Workers.....	0

ACTIVE RECORDS

DISCLAIMER:  
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**WELCOME TO PHIL-JOBNET**

**Job Applicants**  
• [Log In to Phil-JobNet](#) • [Sign Up](#) •

**Establishments**  
• [Log In to Phil-JobNet](#) • [Sign Up](#) •

**Skills for Hire**  
• [Skills Posting Form](#) • [Skills Posting Page](#) •

**Displaced Workers**  
• [Displaced Workers Form](#) • [Displaced Workers Page](#) •

**Statistical Summaries**  
• [Economic Analysis](#) • [Job Openings](#) •

**Register / P I S Q Log In**  
• [Job Seeker Sign Up](#) • [Establishment Sign Up](#) •

[| HOME | CONTACT US |](#) [| NEWS AND UPDATES |](#) [| DIRECTORY |](#) [| CONTACT US |](#)  
[| ABOUT PHIL-JOBNET |](#) [| BLOGS |](#)

PHIL-JobNet Main Page



## chapter 4 minor links and logo links

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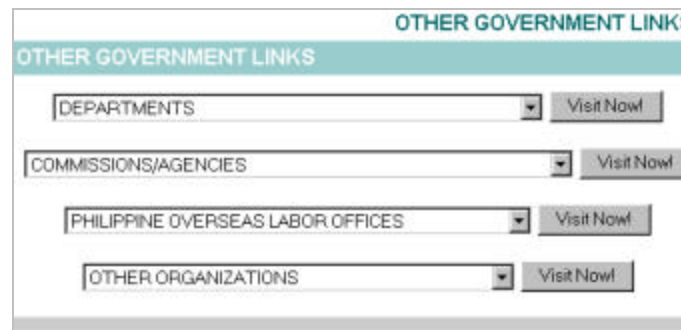
## A. The Minor Links

The **Minor Links** is visible directly below the Main Menu. It contains links for the following: Other Government Institutions' Websites (Other Gov't Links), the PHIL-JobNet's Help page (Help Topics) and Search page (Search), PHIL-JobNet's FAQ or Frequently Asked Questions page (F.A.Q.), News and Updates posted in the PHIL-JobNet News and Updates), Bureau of Local Employment's (BLE) Directory of Officials (Directory), a facility for sending BLE an electronic mail (Contact Us), Information about the PHIL-JobNet (About PHIL-JobNet) and lastly, the Bureau of Local Employment (BLE) Information System (BLE-IS).




The Minor Links

### 1. Other Government Links



Other Government Links Page

This page enables the user to connect to the website of the different **Government Establishments** which are classified as Departments, Commissions/Agencies, RP Diplomatic Post, Phil. Overseas Labor Forces and Other Organizations. Among the government links are the Department of Labor and Employment (DOLE), Department of Justice (DOJ), Department of Health (DOH), etc.

The user may choose from the List on the different fields by clicking the  symbol. Once the user has already chosen the government institution's name, the **Visit Now!** Button will initiate the connection.

### 2. Help Topics

**Help** page facilitates the search for Positions and its Description that might be confusing to the user.





The Help page

The user may seek Help through this page by typing the entire word or just the beginning letter of the word into the blank field and click the **Go** Button. Available for search are **Positions and Descriptions** and **Industries and Descriptions**.

**Table #2**  
**A summary of Help Page's Links and its Corresponding Result**

Links	Outcome
<a href="#">Job Applicant Manual</a>	Allows the user to download the Job Applicant's Manual in PDF format, a prospective Job Applicant's basic guide to Exploring the PHIL-JobNet Website, including the steps on how to have a successful sign up and log in.
<a href="#">Establishment Manual</a>	Allows the user to download the Establishment in PDF format, a prospective Employer's basic guide to Exploring the PHIL-JobNet Website, including the steps on how to have a successful sign up and log in.

### 3. Search

Search Facility Form



The user can type in **subjects** or **topics** to search for. The user has the option to **Search** for a topic within the site of PHIL-JobNet or the Web.

#### 4. Frequently Asked Questions (FAQ)

TODAY IS NOVEMBER 28, 2001	F. A. Q.
<b>FREQUENTLY ASKED QUESTIONS...</b>	
A compilation of frequently asked questions about PHIL-JobNet System and the bureau...	
<b>Q: DO I HAVE TO PAY TO REGISTER AT PHIL-JOBNET?</b>	
<b>A:</b> NO, PHIL-JOBNET SERVICE IS FREE OF CHARGE.	
<b>Q: CAN A FRESH GRADUATE APPLY AT PHIL-JOBNET?</b>	
<b>A:</b> EVERY FILIPINO CAN APPLY AT PHIL-JOBNET WHETHER UNSKILLED, UNDERGRADUATE OR FRESH GRADUATE, HOWEVER, IT IS TO YOUR ADVANTAGE IF YOU HAVE SKILLS.	
<b>Q: IF I CANNOT PAY FOR INTERNET TIME WHERE ELSE CAN I APPLY?</b>	
<b>A:</b> JOBSEEKERS MAY VISIT THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) LOCATED AT THE MUNICIPALITY/CITY/PROVINCIAL HALLS COVERING YOUR AREA.	
<b>Q: WHAT IF THE PESO IS NOT CONNECTED TO THE INTERNET?</b>	
<b>A:</b> THE PESO CAN STILL ASSIST APPLICANTS BECAUSE IT IS IN THEIR MANDATE TO FACILITATE THE EMPLOYMENT OF THE PEOPLE WHO ARE RESIDENTS OF THEIR AREA OF JURISDICTION. PESOS HAVE VACANCIES SOLICITED FROM ESTABLISHMENTS WITHIN THEIR AREA.	
<b>Q: WHEN CAN I EXPECT JOB MATCH RESULT?</b>	
<b>A:</b> IMMEDIATELY AFTER THE SUBMISSION OF APPLICATION, THE JOBSEEKERS MAY GET RESULTS.	
<b>Q: WHAT COMES NEXT AFTER VIEWING JOB MATCHES?</b>	
<b>A:</b> IF YOU GET MATCHES BY ACCESSING PHIL-JOBNET SITE USING PRIVATE ACCOUNT OR THRU THE INTERNET CAFES, YOU CAN GO DIRECTLY TO THE EMPLOYERS SPECIFIED ON THE MATCH RESULT. IF YOU GET RESULT THRU THE DOLE/PESO YOU MAY HAVE THE OPTION TO GET JOB REFERRALS TO COMPANIES. PLEASE NOTE THAT WITH OR WITHOUT REFERRALS, AS LONG AS YOU MATCH THE QUALIFICATION REQUIREMENTS OF THE COMPANIES YOU WILL BE ENTERTAINED IN THE COMPANY.	

Frequently Asked Questions (FAQ) Page

This shows a page wherein the questions frequently asked by users about PHIL-JobNet system and DOLE is compiled.



## 5. News and Updates

### NEWS

#### Phil-Jobnet Version 2001 Already Accessible Using The Same Url - (12-NOV-01)

Welcome to the latest version of the Phil-JobNet. This version is accessible using the same URL.

#### Notice To All Phil-Jobnet Users - (12-NOV-01)

Previously registered jobseekers are advised to update their portfolio and job preferences to facilitate job matching. Please be reminded also that applicant records which are inactive for a period of six (6) months will be permanently deleted in the system without prior notice and applicants will have to register again. Employers who shall be posting vacancies are advised to put in their preferences for every position posted in order to shortlist job match result.

News and Updates page

Those who access this website can view news and updates regarding PHIL-JobNet. This page shows the news and updates currently posted in the website.



## 6. Directory

### SECRETARY PATRICIA A. STO. TOMAS

DEPARTMENT OF LABOR AND EMPLOYMENT

#### UNDERSECRETARY MANUEL G. IMSON

EMPLOYMENT PROMOTION AND MANPOWER DEVELOPMENT

#### UNDERSECRETARY ARTURO M. BRION

LABOR RELATIONS

#### ASSISTANT SECRETARY BENEDICTO ERNESTO R. BITONIO, JR.

INTERNAL AFFAIRS

#### DIRECTOR ALEX E. MARAAN

DOLE-National Capital Region  
2F+3/F & 4/F.  
D'Y International Bldg. 1650 San Marcelino  
Cor. Gen. Malvar St Malate, Manila  
Tel. (02)5259487

#### DIRECTOR MA. BRENDA L. VILLAFUERTE

DOLE- Cordillera Administrative Region  
206 Naguillian Road cor. Sofia de Veyra St.  
Baguio City  
Tel. (074) 4434574

#### DIRECTOR ANA C. DIONE

DOLE-Regional Office No. III  
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Legaspi City  
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#### DIRECTOR MELENCIO Q. BALANAG

DOLE-Regional Office No. VII  
2nd/F GMC Plaza Bldg., Cor. M.J. Cuenco Ave.  
& Lagazpi St., Cebu City  
Tel. (033) 320-80-23

#### DIRECTOR LOURDES M. TRASMONTE

DOLE- Regional Office No. IX  
Wee Agro Bldg., Veterans Ave. Zamboanga City  
Tel. (088) 9931877

#### DIRECTOR MANUEL C. ROLDAN

DOLE-Regional Office No. XI  
R.T. Yap Bldg., cor. Bangoy & Monteverde Sts. Davao City  
Tel. (082) 2278772

#### DIRECTOR ROGER P. CATOTAL

DOLE - Caraga  
3/F LCT Bldg., P. Burgos St. Butuan City  
Tel. (085) 3412660

#### UNDERSECRETARY JOSE M. ESPAÑOL

WORKERS PROTECTION AND WELFARE

#### ASSISTANT SECRETARY FLORENDA L. HERRERA

EXTERNAL AFFAIRS

#### ASSISTANT SECRETARY MA. ANTHONETTE V. ALLEONES

POLICY AND PROGRAM SUPPORT

#### DIRECTOR MAXIMO B. LIM

DOLE-Regional Office No. I  
3rd & 4th Flr., MSRP Realty Dev't, Bldg.  
cor. PNR rd. and Rizal St. San Fernando La Union  
Tel. (072) 2425783

#### DIRECTOR GUERRERO N. CIRILO

DOLE-Regional Office No. II  
Turingan Bldg., Santan Center  
Tuguegarao, Cagayan  
Tel. (078) 8441364

#### DIRECTOR RICARDO S. MARTINEZ, Sr.

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3rd and 4th/F, anderson Bldg. II, Bgy. Parian  
Calamba, Laguna  
Tel. (049) 5457357

#### DIRECTOR BIENVENIDO C. ELORCHA

DOLE-Regional Office No. VI  
2& 3/F St. Clemens Building, Luna St.  
La Paz, Iloilo City  
Tel. (033) 320-80-23

#### DIRECTOR CARLOS L. BOTEROS

DOLE-Regional Office No. VIII  
Trece Martirez St., Tacloban City  
Tel. (053) 3255236

#### DIRECTOR ALAN M. MACARAYA

DOLE- Regional Office No. X  
2nd /F, Gonzalo Go Bldg., Corrales Ave., Cagayan de Oro City  
Tel. (088) 5272218

#### DIRECTOR AIDA M. ESTABILLO

DOLE- Regional Office No. XII  
AYS Bldg. 171 Sinsuta Ave., Cotabato City  
Tel. (064) 4213348

Directory Page

The **Directory** page shows the hierarchy of officials of the Department of Labor and Employment (DOLE). It includes the **Name of the Official**, the **Official's Position/Designation**, the **Address** and the **Contact Number**.



## 7. Contact Us



A Microsoft Outlook Window for sending  
Comments and Suggestions via email

Part of the PHIL-JobNet website is that the user or those who access their website can **Send e-mail for comments or suggestions**.

## 8. About PHIL-JobNet

**ABOUT**

**ABOUT PHIL-JobNet**

Phil-JobNet is an internet-based job and applicant matching system which aims to fast track jobseekers search for jobs and employers search for manpower.

This is a facility of the Department of Labor and Employment with Centralized database maintained by the Bureau of Local Employment.

Phil-JobNet services are free of charge both for jobseekers and employers.

<b>TEL. NO.</b>	5272453/5272456
<b>FAX NO.</b>	5272421
<b>ADDRESS</b>	BLE @ Velco Center, Roberto Oca St., Port Area, Manila

About PHIL-JobNet Page.

The **About PHIL-JobNet** Page gives the user an overview of the system.



## B. Logo Links

The Logo links provide system linkage to three other government agencies such as the **Department of Labor and Employment, Bureau of Local Employment** and **Philippine Labor Market Information**. In order to connect to the specific government agency, just click its logo.



Logo Links



DOLE Website



BLE Website



PLMI Website





# chapter 5 news & updates

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## News and Updates

**NEWS**

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News and Update Page

Those who access this website can view News and Updates regarding Phil-JobNet. This page shows the news and updates currently posted in the website.



# chapter 6

# PHIL-JobNet

# statistics

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## PHIL-JobNet Statistics

The PHIL-JobNet Statistics shows the current number of **Job Applicants** who posted a job application to the system, **Job Vacancies** posted by the establishments, **Skills for Hire** and **Displaced Workers**. The purpose of the PHIL-JobNet Statistics is to provide the Government Institutions as well as the Non-Government Organizations with significant data for the better upliftment of the labor workforce in the local economy.





# chapter 7

## Glossary

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## Browser

<*Hypertext*> A program that allows a person to read hypertext. The browser gives some means of viewing the contents of nodes (or "pages") and of navigating from one node to another.

Netscape Navigator, Lynx, and Internet Explorer are examples for browsers for the World Wide Web. They act as clients to remote web servers.

## Button

<*Operating system*> A graphical representation of an electrical push-button appearing as part of a graphical user interface. Moving the mouse pointer over the graphical button and pressing one of the physical mouse buttons starts some software action such as closing a window or deleting a file.

## Electronic mail

<*Messaging*> (e-mail) Messages automatically passed from one computer user to another, often through computer networks and/or via modems over telephone lines.

Headers give the name and electronic mail address of the sender and recipient(s), the time and date when it was sent and a subject. There are many other headers, which may get added by different message handling systems during delivery.

The message is "composed" by the sender, usually using a special program - a "Mail User Agent" (MUA). It is then passed to some kind of "Message Transfer Agent" (MTA) - a program that is responsible for either delivering the message locally or passing it to another MTA, often on another host.

The form "email" is also common, but is less suggestive of the correct pronunciation and derivation than "e-mail". The word is used as a noun for the concept ("Isn't e-mail great?", "Are you on e-mail?"), a collection of (unread) messages ("I spent all night reading my e-mail"), and as a verb meaning "to send (something in) an e-mail message" ("I'll e-mail you (my report)"). The use of "an e-mail" as a count noun for an e-mail message, and plural "e-mails", is now (2000) also well established despite the fact that "mail" is definitely a mass noun.

Oddly enough, the word "emailed" is actually listed in the Oxford English Dictionary. It means, "embossed (with a raised pattern) or arranged in a net work". A use from 1480 is given, the word is derived from French "emmailleure", network. Also "email" is German for enamel.

## Field

<*Data, database*> An area of a database record, or graphical user interfaces form, into which a particular item of data is entered.



Example usage: "The telephone number field is not really a numerical field", "Why do we need a four-digit field for the year?".

A database column is the set of all instances of a given field from all records in a table.

### Home page

<World Wide Web> 1. The top-level entry point web page relating to an individual or institution, or possibly a subject area. This often has a URL consisting of just a hostname, e.g. <http://www.ncsa.uiuc.edu/>. All other pages on a web site are usually accessible by following links from the home page.

### HTML or Hypertext Markup Language

<Hypertext, World Wide Web, standard> (HTML) A hypertext document format used on the World Wide Web. HTML is built on top of SGML. "Tags" are embedded in the text. A tag consists of a "<", a "directive" (case insensitive), zero or more parameters and a ">". Matched pairs of directives, like "<TITLE>" and "</TITLE>" are used to delimit text which is to appear in a special place or style.

Links to other documents are in the form <A HREF = "http://machine.edu/subdir/file.html">foo</A>where "A" and "/A" delimit an "anchor", "HREF" introduces a hypertext reference, which is most often a Uniform Resource Locator (URL) (the string in double quotes in the example above). The link will be represented in the browser by the text "foo" (typically shown underlined and in a different colors).

### Internet

<networking> (Note: capital "I"). It is a three level hierarchy composed of backbone networks (e.g. ARPAnet, NSFNet, MILNET), mid-level networks, and stub networks. These include commercial (.com or .co), university (.ac or .edu) and other research networks (.org, .net) and military (.mil) networks and span many different physical networks around the world with various protocols, chiefly the Internet Protocol.

Until the advent of the World Wide Web in 1990, the Internet was almost entirely unknown outside universities and corporate research departments and was accessed mostly via command line interfaces such as telnet and FTP. Since then it has grown to become an almost-ubiquitous aspect of modern information systems, becoming highly commercial and a widely accepted medium for all sort of customer relations such as advertising, brand building, and online sales and services. Its original spirit of cooperation and freedom has, to a great extent, survived this explosive transformation with the result that the vast majority of information available on the Internet is free of charge.



While the web (primarily in the form of HTML and HTTP) is the best known aspect of the Internet, there are many other protocols in use, supporting applications such as electronic mail, Usenet, chat, remote login, and file transfer.

There were 20,242 unique commercial domains registered with InterNIC in September 1994, 10% more than in August 1994. In 1996 there were over 100 Internet access providers in the US and a few in the UK (e.g. the BBC Networking Club, Demon, PIPEX).

There are several bodies associated with the running of the Internet, including the Internet Architecture Board, the Internet Assigned Numbers Authority, the Internet Engineering and Planning Group, Internet Engineering Steering Group, and the Internet Society.

### Login

*<jargon>* (Or "log in", "log on", "logon") To start a session with a system, usually by giving a user name and password as a means of user authentication. The term is also used to mean the ability to access a service (also called an account), e.g. "Have you been given a login yet?" "Log in/on" is occasionally misused to refer to starting a session where no authorization is involved, or to access where there is no session involved. E.g. "Log on to our Web site!"

### Network

*<networking>* Hardware and software data communication systems. Networks are often also classified according to their geographical extent: local area network (LAN), metropolitan area network (MAN), wide area network (WAN) and also according to the protocols used.

### Real-time

Describes an application that requires a program to respond to stimuli within some small upper limit of response time (typically milli- or microseconds). Process control at a chemical plant is the classic example. Such applications often require special operating systems (because everything else must take a back seat to response time) and speed-tuned hardware.

In jargon, refers to doing something while people are watching or waiting. "I asked her how to find the calling procedure's program counter on the stack and she came up with an algorithm in real time."

Used to describe a system that must guarantee a response to an external event within a given time.

### System

1. The supervisor program or operating system on a computer.



2. The entire computer system, including input/output devices, the supervisor program or operating system and possibly other software.
3. Any large program.
4. Any method or algorithm.

### URL or Uniform Resource Locator

<World Wide Web> (URL, previously "Universal") A standard way of specifying the location of an object, typically a web page, on the Internet. Other types of object are described below. URLs are the form of address used on the World Wide Web. They are used in HTML documents to specify the target of a hyperlink, which is often another HTML document (possibly stored on another computer).

Here are some example URLs:

<http://www.w3.org/default.html>

<http://www.acme.co.uk:8080/images/map.gif>

<http://www.foldoc.org/?Uniform+Resource+Locator>

<http://www.w3.org/default.html#Introduction>

<ftp://wuarchive.wustl.edu/mirrors/msdos/graphics/gifkit.zip>

<ftp://spy:secret@ftp.acme.com/pub/topsecret/weapon.tgz>

<mailto:fred@doc.ic.ac.uk>

<news:alt.hypertext>

<telnet://dra.com>

The part before the first colon specifies the access scheme or protocol. Commonly implemented schemes include: ftp, http (World-Wide Web), gopher or WAIS. The "file" scheme should only be used to refer to a file on the same host. Other less commonly used schemes include news, telnet or mailto (e-mail).

The part after the colon is interpreted according to the access scheme. In general, two slashes after the colon introduce a hostname (host:port is also valid, or for FTP user:passwd@host or user@host). The port number is usually omitted and defaults to the standard port for the scheme, e.g. port 80 for HTTP.

For an HTTP or FTP URL the next part is a pathname, which is usually related to the pathname of a file on the server. The file can contain any type of data but only certain types are interpreted directly by most browsers. These include HTML and images in gif or jpeg format. The file's type is given by a MIME type in the HTTP headers returned by the server, e.g. "text/html", "image/gif", and is usually also indicated by its filename extension. A file whose type is not recognized directly by the browser may be passed to an external "viewer" application, e.g. a sound player.





The last (optional) part of the URL may be a query string preceded by "?" or a "fragment identifier" preceded by "#". The latter indicates a particular position within the specified document.

Only alphanumeric, reserved characters (:/?#<>%+) used for their reserved purposes and "\$", "-", "\_", ".", "&", "+" are safe and may be transmitted unencoded. Other characters are encoded as a "%" followed by two hexadecimal digits. Space may also be encoded as "+". Standard SGML "<name>;" character entity encoding (e.g. "acute;") are also accepted when URLs are embedded in HTML. The terminating semicolon may be omitted if a non-letter character follows <name>.

### Web page

<World Wide Web> A block of data available on the World Wide Web, identified by a URL. In the simplest, most common case, a web page is a file written in HTML, stored on the server. It may refer to images, which appear as part of the page when it is displayed by a web browser. It is also possible for the server to generate pages dynamically in response to a request.

A web page can be in any format that the browser or a helper application can display. The format is transmitted as part of the headers of the response as a MIME type, e.g. "text/html", "image/gif".

An HTML web page will typically refer to other web pages and Internet resources by including hypertext links.

A web site often has a home page (usually just the hostname, e.g. <http://www.foldoc.org/>). It may also have individual home pages for each user with an account at the site.

### Web site

<World Wide Web> (Not "website") Any computer on the Internet running a World Wide Web server process. A particular web site is identified by the hostname part of a URL. Multiple hostnames may actually map to the same computer in which case they are known as "virtual servers".