



Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 15TH SPECIAL SESSION OF THE 9TH SANGGUNIANG BAYAN OF DUMINGAG, ZAMBOANGA DEL SUR HELD AT THE MUNICIPAL SESSION HALL ON August 1, 2018.

<u>OFFICERS/MEMBERS</u>	<u>POSITION</u>	<u>PRESENT</u>	<u>ABSENT</u>	<u>OB</u>	<u>OL</u>
Hon. Francis Joeray T. Gumban	Acting Vice Mayor	—/—	—	—	—
Hon. Lars Christian C. Tangalin	SB Member	—/—	—	—	—
Hon. Irish J. Mandao	SB Member	—/—	—	—	—
Hon. Nilo B. Ledesma	SB Member	—/—	—	—	—
Hon. Jenny T. Arbitrario	SB Member	—/—	—	—	—
Hon. Paquito P. Duerme, Jr.	SB Member	—/—	—	—	—
Hon. Tracy E. Morpos	SB Member	—/—	—/—	—	—
Hon. Bernaldo P. Degenion	SB Member	—/—	—	—	—
Hon. Jerson L. Cabahug	Ex- Officio Member	—/—	—	—	—
Hon. Leonel C. Dinawanao	Ex- Officio Member	—/—	—	—	—

Municipal Ordinance No. 18, s. 2018

AN ORDINANCE CREATING THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) CREATING PLANTILLA POSITIONS AND PROVIDING FUNDS FOR ITS OPERATION THEREOF IN THE MUNICIPALITY OF DUMINGAG, PROVINCE OF ZAMBOANGA DEL SUR.

Be it enacted by the Sangguniang Bayan in session assembled that:

SECTION 1. TITLE.

This ordinance shall be known as the “Public Employment Service Office (PESO)” in the Municipality of Dumingag, Zamboanga del Sur.

SECTION 2. DEFINITION OF TERMS.

For the purposes of this ordinance, the following terms are hereby defined as:

- Client** – refers to jobseekers, employers, investors, schools, and students, marginalized groups of workers who seek the service of PESO and other persons or originations engaged in Employment Promotion Program.
- PESO** - Public Employment Service Office
- DOLE** – Department of Labor and Employment
- LGU - Public Employment Service Office (LGU-PESO)** – refers to a non-free charging multi-dimensional employment service facility or entity established and institutionalized in the Local Government Units (LGUs) pursuant to these Rules.

SECTION 3. LEGAL BASIS.

Implementing Rules and Regulations of the Public Employment Service Office Act of 1999, as amended by Republic Act 10691 Covered these Rules that “Public Employment Service Office may be created in Local Government Units (LGUs)”.

SECTION 4. RATIONALE.

Public Employment Service Office Act (PESO Act) of 1999, as amended by RA 10691, conveys that the State shall provide full employment and quality of employment opportunities for all, for this purpose, strengthen and expand the existing employment facilitation service machinery of the government particularly at the local levels.

The Department of Labor and Employment (DOLE) being the lead agency in providing employment service programs to different LGUs thru its Public Employment Service Office (PESO) especially those that relates to job exchange, employment and livelihood, is requesting for the creation of PESO in this municipality to strengthen and enhance the implementation of employment.

The Municipality of Dumingag is now a fast growing and developed municipality in terms of business and investment promotions.

The municipality adheres to the policy declared in the said Act and at present, there is a need to further improve the process in hiring skilled workers and laborers both in domestic and abroad.

SECTION 5. CREATION OF PUBLIC EMPLOYMENT SERVICE OFFICE (PESO).

This hereby creates the Public Employment Service Office (PESO) of this municipality which shall be under the Office of the Mayor who shall take charge of the employment programs and services of this municipality as provided for in R.A 10691 or the PESO Act of 1999;

SECTION 6. DECLARATION OF POLICY.

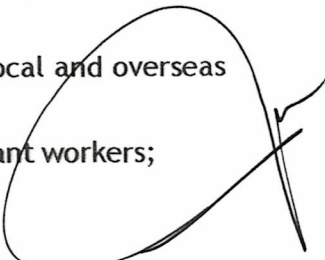
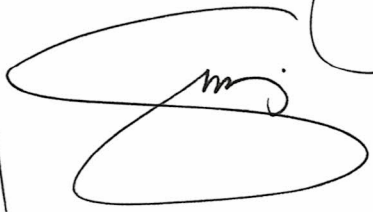
The State shall promote full employment and equality of employment opportunities for all and strengthen and expand the existing employment facilitation service machinery of the government through PESOs.

The State shall likewise professionalize the government service. Toward this end, all LGU personnel shall be appointed based on merit and fitness as to their relative qualifications and competence to perform the functions of the positions, to be determined as far as practicable by competitive examinations. They shall be covered by Civil Service Laws and Rules in the course of their employment. No LGU PESO personnel shall be moved, suspended, or terminated except for cause and after due process.

SECTION 7. FUNCTIONS.

The PESO, in general, shall ensure the prompt, timely and efficient delivery of employment service and provision of information on the other programs of the Department of Labor and Employment (DOLE) especially, the PESO shall;

- a. Provide a venue where people could explore simultaneously various employment and actually seek assistance they prefer;
- b. To serve as referral and information center for the various services and programs of the DOLE and other government agencies present in the area;
- c. Provide clients with adequate information on employment and labor market situation in the area;
- d. Serves as network with other PESOs within the region on employment for job exchange purposes;
- e. The Office provides employment and occupational counseling, career guidance, mass motivation and values development activities;
- f. Conduct pre-employment counseling and orientation to prospective local and overseas workers;
- g. Provide re-integration assistance services to returning Dumingag migrant workers;



SECTION 8. CREATION OF POSITIONS.

There is hereby created various positions in the Public Employment Service Office (PESO), with corresponding salary grades:

- I. Chief Labor and Employment Officer (SG-24)
- II. Supervising Labor and Employment Officer (SG-22)
- III. Senior Labor and Employment Officer (SG-19)
- IV. Labor and Employment Officer III (SG-16)
- V. Labor and Employment Officer II (SG-13)
- VI. Labor and Employment Officer I (SG-11)
- VII. Labor and Employment Assistant (SG-9)
- VIII. Administrative Aide (SG-1)

SECTION 9. POSITION TITLES, QUALIFICATION STANDARDS AND SALARY GRADES FOR THE TECHNICAL STAFF OF PESO.

The PESO Officer series of position titles with their corresponding minimum qualification standards and salary grades shall be used in the classification of the technical staff of the PESO, as follows:

- I. **Chief Labor and Employment Officer (SG-24)** shall have a Bachelor's Degree with 4 years in position/s involving management and supervision, 24 hours of training in management and supervision and Career Service Professional 2nd level Eligibility.
- II. **Supervising Labor and Employment Officer (SG-22)** shall have a Bachelor's Degree with 3 years relevant experience, 16 hours of relevant training and Career Service Professional 2nd level Eligibility.
- III. **Senior Labor and Employment Officer (SG-19)** shall have a Bachelor's Degree with 2 years of relevant experience, 8 hours of relevant training and Career Service Professional 2nd level Eligibility.
- IV. **Labor and Employment Officer III (SG-16)** shall have Bachelor's Degree with 1 year of relevant experience, 4 hours relevant training and Career Service Professional 2nd level Eligibility.
- V. **Labor and Employment Officer II (SG-13)** shall have Bachelor's Degree and Career Service Professional 2nd level Eligibility.
- VI. **Labor and Employment Officer I (SG-11)** shall have Bachelor's Degree and Career Service Professional 2nd level Eligibility.
- VII. **Labor and Employment Assistant (SG-9)** shall have a Completion of 2 years studies in college with 1 year relevant experience, 4 hours of relevant training and Career Service Sub-Professional 1st level Eligibility.
- VIII. **Administrative Aide (SG-1)** shall be able to read and write.

SECTION 10. IMPLEMENTING GUIDELINES.

The PESO shall have the following:

- a. Encourage employers to submit on a regular basis a list of job vacancies in their respective establishments in order to facilitate the exchange of labor market information services to job seekers and employers by providing employment services to job seekers, both for local and overseas employment, and recruitment assistance to employers;
- b. Develop and administer testing evaluation instruments for effective job selection, training and counseling;

- c. Provide persons with entrepreneurship qualities access to the various livelihood and self-employment programs offered by both government and nongovernmental organizations at the provincial/city/municipal/barangay levels by undertaking referral for such programs;
- d. Undertake employability enhancement training, capability development training course on the key concepts of GPA (program of Government of Dumingag), seminar for jobseekers as well as those would like to change career or enhance their employability. This function is presently supervised by HRMO of Dumingag and conducted by other training;

SECTION 11. PROGRAMS AND ACTIVITIES.

In addition to the functions enumerated in Section 9, the PESO shall also undertake the following programs and activities;

- a. **Job Fair** – these shall be conducted periodically to bring together in one venue job seekers for immediate matching;
- b. **Livelihood and self-employment Bazaars** – these will give clients information on the wide array of livelihood programs they choose to avail of, particularly in the rural areas;
- c. **Special Program for Employment of Students (SPES)** – this program shall endeavor to provide employment of deserving students coming from poor families during summer vacation as provided for under R.A 7323 to enable them to pursue their education;
- d. **Work Appreciation Program (WAP)** – this program aims to develop the values of work appreciation and ethics by exposing the young to actual work situations;
- e. **Workers Hiring for Infrastructure Project (WHIP)** – This program is in pursuance of R.A 6685 which requires construction companies, including the DPWH and contractor for government funded infrastructure projects, to hire thirty percent (30%) of skilled and fifty percent (50%) of unskilled labor requirements from the areas where the project is constructed/located ; and
- f. Other programs/activities developed by DOLE to enhance provisions of employment assistance to PESO clients, particularly for special groups of disadvantaged workers such as persons with disabilities (PWDs) and displaced workers.

SECTION 12. BUDGETARY REQUIREMENTS.

All salaries and wages required for the personnel as well as its maintenance and operation cost shall be covered with an appropriation to be included in the Annual Regular Budget in the amount to be determined by the concerned personnel designated for PESO operation.

SECTION 13. SEPARABILITY CLAUSE.

Any provision of this ordinance is declared unconstitutional or illegal by any court of competent jurisdiction, those part which are not so declared shall remain in full force and in effect.

SECTION 14. REPEALING CLAUSE.

All ordinances, resolutions, orders, issuance or other pertinent laws contradicting this ordinance is hereby repealed or superseded accordingly.

SECTION 15. EFFECTIVITY.

This ordinance shall take effect after the approval of the Sangguniang Panlalawigan and after 15 days from the date copy hereof is posted in the bulletin board at the entrance of the municipal hall and two (2) other conspicuous places.

Date enacted: August 1, 2018

Subdivision

[Handwritten signatures and initials]

SANGGUNIANG BAYAN MEMBERS:

Hon. Francis Joeray T. Gumban Acting VM

Hon. Irish J. Mandao

Hon. Jenny T. Arbitrario

Hon. Tracy E. Morpos

Hon. Jerson L. Cabahug

Hon. Lars Christian C. Tangalin

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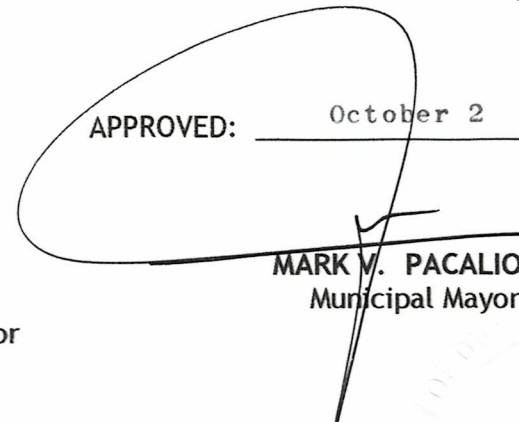
absent

**ATTESTED AND CERTIFIED
TO BE DULY ADOPTED**


FRANCIS JOERAY T. GUMBAN
SB Member
Presiding Officer / Acting Municipal Vice Mayor


JESSYL B. PALON
Secretary to the Sanggunian

APPROVED: October 2, 2018


MARK V. PACALIOGA
Municipal Mayor

Not valid without Sanggunian seal

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