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Republic of the Philippines
Region IX, Zamboanga Peninsula
Province of Zamboanga Sibugay
MUNICIPALITY OF TUNGAWAN



OFFICE OF THE SANGGUNIANG BAYAN
MP No. 09262641885 E-mail: sbo_tungawanzs@yahoo.com

LED O. DELA TORRE
Nov. 15, 2017
HEED

date 11-15-17 M.O.

GENERAL ORDINANCE NO. 18-64-17

AN ORDINANCE ESTABLISHING THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) OF THE MUNICIPALITY OF TUNGAWAN, ZAMBOANGA SIBUGAY AND PROVIDING FUNDS THEREOF

HEED
Nov. 15, 2017
F. J. J.

Authored by: Hon. Lorverle S. Caracol and Hon. Maximo L. Medado
Co- Authored by: Hon. Edwin B. Tayag

WHEREAS, Republic Act No. 8769, otherwise known as the "Public Employment Service Office Act of 1991, as amended by Republic Act No. 10691" provides for the institutionalization of the PESO at the Local Government levels;

WHEREAS, Section 76 of Republic Act 7160 of the Local Government Code of 1991, provides that "Every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission".

WHEREAS, the Municipality of Tungawan is one of the fast growing and developing municipalities in the Province of Zamboanga Sibugay, in terms of investment promotion;

WHEREAS, the Department of Labor and Employment (DOLE) being the lead agency in providing employment service programs to different LGU's thru its Public Employment Service Office (PESO) specially those that relates to job exchange employment and livelihood programs has encouraged for the institutionalization of PESO in this municipality to strengthen and enhance the implementation of Republic Act 8759 as amended by Republic Act No. 10691"

NOW THEREFORE, be it ordained by the 18th Legislative Council of Tungawan, Zamboanga Sibugay in its 51st Regular Session, Assembled that:

Section 1. **Title** – This Ordinance shall be known and thereafter referred to as " An Ordinance Establishing the Public Employment Service Office (PESO) of the Municipality of Tungawan, Zamboanga Sibugay and Providing Funds Thereof.

Section 2. **Objectives of the Public Employment Service Office** – The PESO shall ensure prompt, timely and efficient delivery of employment service and provision of information on the other programs of DOLE, it shall:

- a. Provide a venue where clients could avail simultaneously various employment services such as referrals, training and entrepreneurship, reintegration and other services"

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(Pg 2 of Gen. Ord. No. 18-64-17)

- b. Serve as referral and information center for the various services and programs of the DOLE and other government agencies by making available date and information on their respective programs”
- c. Provide clients with adequate information or employment and labor market situation in the area; and
- d. Establish linkage with other PESO's for job exchange and other employment related services.

Section 3. **Functions and Responsibilities** – The Public Employment Service Office (PESO) shall perform the following functions:

- a. Encourage employer to submit to the PESO on a regular basis a list of job vacancies in their respective establishment in order to facilitate the exchange of labor market information services between job seeker and employers by providing employment information service to job seekers, both for local and overseas employment, and recruitment assistance to employers;
- b. Develop and administer testing and evaluation instruments for effective job selection, training and counseling;
- c. Provide person with entrepreneurship qualities; access to the various livelihood and self employment programs offered by both government and non organization at the provincial, city, municipal and barangay levels by undertaking referrals for such programs;
- d. Undertake employability enhancement training or seminar for job seekers, as well as those who would like to change career or enhance their employability;
- e. Provide employment or occupational counseling career guidance, mass motivation and values development activities;
- f. Conduct pre employment counseling and orientation to prospective local and most specially, overseas workers;
- g. Provide re integration assistance services to returning Filipino migrant workers;
- h. To prepare and submit to the Local Sanggunian an annual employment plan and budget including other regular funding sources and budgetary support of the PESO;
- i. Perform such other related duties and responsibilities as maybe assign or delegated by the Local Chief Executive or as maybe required by law;



(Pg 3 of Gen. Ord. No. 18-64-17)

Section 4. **Organization and Composition** – To carry out these functions there shall be created the Public Employment Service Office (PESO) that shall operate under the Office of the Municipal Mayor. The PESO may be initially composed with Six (6) Regular Plantilla Positions to be included in the existing Municipal Organizational Structure and Staffing Pattern with the corresponding Position Titles and Salary Grades, as follows:

Position Title	Salary Grade
One (1) – Municipal Government Department Head I (Public Employment Service Office Manager)	24
One (1) – Administrative Officer I	10
One (1) – Administrative Aide VI (Data Controller I)	6
Three (3) – Labor and Employment Assistant	8

The hiring of PESO Manager and staff shall meet the minimum qualification standard prescribed by the Civil Service Commission (CSC) rules and regulations on education, training and relevant experience and applicable illegibility;

ADMINISTRATIVE SUPPORT SERVICE DIVISION

1 Administrative Officer I

1 Administrative Aid VI (Data Controller I)

Duties and Responsibilities: Responsible for the custody and record management of all incoming and outgoing official documents, communication and other related correspondence, including office supplies and properties;

LABOR MARKET INFORMATION, MATCHING AND REFERRALS DIVISION

1. Labor and Employment Assistant

Duties and Responsibilities:

- Market and services, through all forms of media, to all its labor market clients;
- Obtain a list of job vacancies from employers at least on monthly basis or as the need arises and require them to register and be accredited in the DOLE's, Phil-Jobnet;
- Generate and maintain an update registry of skills;



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(Pg 4 of Gen. Ord. No. 18-64-17)

- d. Gather, collate and process/analyze data or information on employment and investment trends, emerging markets particularly labor supply and demand and disseminate such data or information to labor market clients;
- e. Provide information on authorized blacklisted, suspended or cancelled private employment agencies and recruiters for local and overseas employment and registered or delisted and subcontractors;
- f. Undertake active sourcing of job vacancies;
- g. Evaluate qualification of job seekers in relation to wage employment options;
- h. Refer job seekers for appropriate employment assistance and monitor the result of such referrals and
- i. Institute measure to insure that recruitment and placement services, both for local and overseas are in accordance with existing laws, rules and regulation;

**CAREER GUIDANCE AND EMPLOYMENT COACHING AND
EDUCATION FACILITATION DIVISION**

1. Labor and Employment Assistant

Duties and Responsibilities: The Career Guidance and Employment Coaching and Education facilitation shall:

- a. Conduct pre employment coaching, including values development and enhancement of work ethics to prospective local and overseas job seekers;
- b. Administer, conduct talents, and skill assessment for job seekers;
- c. undertake employability enhancement training or seminars for job seekers as well as those intending to change careers or enhance their employability;
- d. conduct orientation and trainings to prospective local and overseas job seekers regarding rules and regulation on anti illegal recruitment and human trafficking;
- e. coordinate and promote the adoption of enrolled youth workers program such as SPES and GIP pursuant to the Executive Order No. 139 through Kabataan 2000 under the Office of the President as implemented by the DOLE and other agencies based on existing laws, rules and regulation;

**LIVELIHOOD ENTREPRENEURSHIP SKILLS AND PROJECT MONITORING AND
EVALUATION DIVISION**

1. Labor and Employment Assistant



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(Pg 5 of Gen. Ord. No. 18-64-17)

Duties and Responsibilities: The Livelihood, Entrepreneurship Skills and Project Monitoring and Evaluation shall:

- a. Maintain and provide updated directory of government and non government institution with existing livelihood and self employment programs including the directory of lending institutions;
- b. Determine clients interest for livelihood and self employment undertakings;
- c. Refer clients for appropriate and self employment assistance and monitor the result of such referrals; and
- d. In coordination with the DOLE Regional Coordinating Council (DOLE – RCC) facilitate the implementation of livelihood and self employment and services.

Section 5. **Funding** – The Public Employment Service Office (PESO) being a regular department shall be allocated yearly budget for its operation and the position of PESO Manager is exempted from personal services limitation as maybe prescribed by law. Funding requirements for other position created shall be subject to personal services limitation.

Section 6. **Separability Clause** – If, for any reason or reasons any part or provision hereof shall be declared unconstitutional or invalid, other parts or provisions hereof which are not affected, shall continue to be in full force and effect.

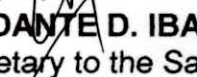
Section 7. **Repealing Clause** – All ordinances, resolutions or issuances of local application and effect inconsistent hereto are hereby modified, superseded, and repealed accordingly.

Section 8. **Effectivity** – This ordinance shall take effect within Ten (10) days from date copy hereof posted in the bulletin board at the entrance of the Municipal Hall and at least Two (2) other conspicuous places in the municipality.

APPROVED AND ORDAINED this 7th day of November, 2017 at Tungawan, Zamboanga Sibugay.

ATTESTED:


IVAN N. BALANO
Municipal Vice Mayor
Presiding Officer


DANTE D. IBARRA
Secretary to the Sanggunian

Approved:


CARLMAN C. CLIMACO
Municipal Mayor

Date signed 1-14-17