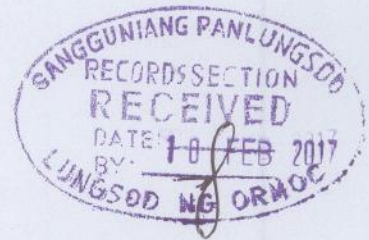


REPUBLIKA NG PILIPINAS  
SANGGUNIANG PANLUNGSOD  
LUNGSOD NG ORMOC



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE  
FOURTEENTH SANGGUNIANG PANLUNGSOD NG ORMOC HELD  
AT THE SANGGUNIANG PANLUNGSOD SESSION HALL,  
ORMOC CITY HALL BUILDING  
ON FEBRUARY 02, 2017

PRESENT:

Vincent L. Rama, (OIC-City Vice Mayor & Temporary Presiding Officer),  
SP Member, Asst. Majority Floor Leader  
Tomas R. Serafica, (Temporary Majority Floor Leader), SP Member  
Gregorio G. Yrastorza III, SP Member  
Nolito M. Quilang, SP Member  
John Eulalio Nepomuceno O. Aparis II, SP Member  
Minority Floor Leader  
Lea Doris C. Villar, SP Member, Asst. Minority Floor Leader  
Mariano Y. Corro, Ex-Officio SP Member  
Chapter President, Liga ng mga Barangay ng Ormoc

ON OFFICIAL BUSINESS:

Leo Carmelo L. Locsin, Jr., (OIC - City Mayor), Vice Mayor & Presiding Officer  
Vice Mayor & Presiding Officer  
Rolando M. Villasencio, (O.B. - Manila), SP Member, Majority Floor Leader  
(O.B. - Dumaguete City),  
Mario M. Rodriguez, SP Member, Presiding Officer "Pro-Tempore"  
Benjamin S. Pongos, Jr., (O.B. - Manila), SP Member  
Eusebio Gerardo S. Penserga, (O.B. - Manila), SP Member

PREFATORY STATEMENT

WHEREAS, unemployment and underemployment continue to be perennial problems in the City of Ormoc and these problems can be attributed to various factors such as but not limited to (1) inability of our economy to generate adequate jobs; (2) labor market imperfections; and (3) lack of information about market supply and demand;

WHEREAS, the City Government is committed and will work hard to strengthen employment promotion programs of the Department of Labor and Employment (DOLE) and enhance human resource development in Ormoc City;

WHEREAS, Republic Act No. 10691 amending the Republic Act No. 8759 or Public Employment Service Office Act of 1999 provides: "*Section 3. Establishment of the Public Employment Service Office - To carry out the declared policy, there shall be established in all provinces, cities, and municipalities a Public Employment Service Office (PESO), which shall be operated and maintained by the Local Government Units (LGUs).*"

WHEREAS, despite the admission that unemployment and underemployment are perennial problems, the City Government of Ormoc has not yet created the PESO to indicate focus and priority to addressing the above mentioned problems and at present, the works of the PESO are added to existing staff at the Local Civil Registrar whose mandate is quite distant to the programs of DOLE;



WHEREAS, the increasing number of private sector and business establishments in Ormoc City necessitates the creation of an office that will work closely with them and assist them with their human resource requirements and even facilitate the matching of skills available with the needs of the industries;

WHEREAS, the City Government of Ormoc entered into an agreement with Overseas Workers Welfare Administration (OWWA) with the City Government expressing its commitment to provide the necessary manpower to assist OWWA implement its programs for OFWs and their respective families in Ormoc City;

WHEREAS, there is also a need to create a center for livelihood development that can coordinate all livelihood programs including that of the CSWDO, City Agriculture Office and other agencies and ensure proper channeling of these livelihood programs to those that could not be accommodated in the employment opportunities; and

WHEREAS, RA 7160 or the Local Government Code of 1991, Section 76 states 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 standards and guidelines prescribed by the Civil Service Commission;

NOW THEREFORE, on motion of SP Member Nolito M. Quilang, Chairman, Committee on Good Government, severally seconded by SP Members Tomas R. Serafica, Gregorio G. Yrastorza III, John Eulalia Nepomuceno O. Aparis II, Lea Doris C. Villar and Mariano Y. Corro; be it

RESOLVED, to enact:

**ORDINANCE NO. 016**

**AN ORDINANCE ESTABLISHING THE LABOR AND EMPLOYMENT PROGRAM OF ORMOC CITY, CREATING THE ORMOC CITY PUBLIC EMPLOYMENT SERVICE OFFICE (ORMOC-PESO), DEFINING ITS FUNCTIONS, ORGANIZATIONAL STRUCTURE AND COMPOSITION, AND APPROPRIATING FUNDS THEREFOR.**

Be it enacted by the Fourteenth Sangguniang Panlungsod ng Ormoc that:

**SECTION 1. SHORT TITLE.** This Ordinance shall be known as the Ormoc City Public Employment Service Office Ordinance or "**PESO Ordinance of 2017.**"

**SECTION 2. – THE ORMOC CITY LABOR AND EMPLOYMENT PROGRAM**  
– The Ormoc City Labor and Employment Program is hereby established to provide focus and ensure priority to measures and strategies addressing the unemployment and underemployment situation of the City.

The Ormoc City Labor and Employment Program shall have the following components, to wit:

- (a) Linkages and collaboration with business establishments, industries and other private sector entities to facilitate employment of Ormoc City residents;
- (b) Capacity building of Ormoc City job seekers to land into the right and appropriate jobs for them;



- (c) Collaboration with DOLE to implement labor and employment related programs and to OWWA to implement their programs for OFWs and to the families of said OFWs;
- (d) Livelihood programs for those who cannot be accommodated into the job opportunities;
- (e) Strengthen the data management systems for labor and employment.

**SECTION 3. OBJECTIVES.** In general, the program shall ensure the prompt, timely and efficient delivery of employment service and provision of information on other DOLE programs.

Specifically, the labor and employment program shall:

- a. Provide a venue where people could explore simultaneously various employment options and actually seek assistance they prefer;
- b. Serve as referral and information center for the various service and programs of the DOLE, OWWA and other government agencies;
- c. Provide clients with adequate information on employment and labor market situation in the City;
- d. Network with other PESOs within region on employment for job exchange purposes;
- e. Bring employment services closer to the people by expanding reach of existing programs and services;

**SECTION 4. CREATION OF PES OFFICE-** The ORMOC CITY PUBLIC EMPLOYMENT SERVICE OFFICE (ORMOC-PESO) is hereby created as an independent office under the Office of the City Mayor to provide employment assistance to all unemployed and underemployed residents of the City and coordinate with the DOLE, OWWA and other government agencies for the implementation of various labor and employment programs and activities.

**SECTION 5. FUNCTIONS OF PESO-** The Ormoc City Public Employment Service Office (ORMOC-PESO) shall have the following functions:

- a. Encourage employers to submit to the PESO on a regular basis a list of job vacancies in their respective establishments in order to facilitate the exchange of labor market information between job seekers and employers by providing employment information services to job seekers, both for local and overseas employment and recruitment assistance to employers;
- b. Coordinate with City Licensing Office in establishing a monitoring system where establishments operating in the city shall report regularly the present number and nature of jobs and projection of jobs that the establishment will provide or offer in the next five (5) years;
- c. Develop and administer testing and evaluation instruments for effective job selection, training and counseling;
- d. Undertake employability enhancement trainings/seminars for job seekers as well as those who would like to change career or enhance their employability;
- e. Provide pre-employment or occupational counseling, career guidance, mass motivation and values development activities to applicants for both local and overseas employment;
- f. Provide applicants with capacity building services to enhance entrepreneurship skills and access to the various livelihood and employment programs being offered by the government and non-government organizations in the city;



- g. Assist OWWA in implementing its programs and services for OFWs through a functional OFW Help Desk and provide reintegration assistance services to returning/displaced Filipino migrant workers;
- h. Provide conciliation – mediation services to employees and employers to help settle their dispute and claims and preserve industrial harmony in the city;
- i. Provide consultation and labor/management education services to employers and employees;
- j. Coordinate with DOLE for technical supervision on the operation and maintenance of the ORMOC-PESO;
- k. Establish a databank to where persons seeking employment shall register for employment facilitation assistance and generate information and analysis on employment, unemployment and underemployment situation of the City; human resource needs of the business and industry sector in the City; number, origin and destination of overseas workers; and other important data and information related to employment;
- l. Coordinate with NGOs and Job placement offices of educational institutions to harmonize the provision of employment services;
- m. Undertake holistic strategies, programs and activities to transform the PESO into a modern public employment service intermediary that provides multi-dimensional employment facilitations services;
- n. Coordinate and assist the Ormoc City Manpower Training and Research Center in the conduct of industry consultations and dialogues and job-matching programs; and
- o. Perform such other tasks related to its functions and to undertake pertinent assignment and duties as may be assigned and/or requested by the City Mayor or by the Secretary of the Department of Labor and Employment (DOLE);

**SECTION 6. OTHER SERVICES.** In addition to the functions enumerated in the preceding Section, PESO shall undertake the following programs and activities:

- a) **Job Fair** – This being conducted periodically in the City to bring together in one venue the job seekers and employers for immediate matching. This employment facilitation strategy is aimed to fast-track the meeting of job seekers and employers in one venue at a specific date to reduce cost, time and effort on the part of the job seekers;
- b) **Special Program for the Employment of Students and Out-of-School Youth (SPESOS)** – This program provides employment to deserving students and out-of-school youth coming from poor families during summer and/or Christmas vacations as provided for under Republic Act No. 7323 and amended under Republic Act No. 9547, to enable them to pursue their education by facilitating the employment of secondary level students, this is being implemented throughout the year especially during summer and/or Christmas vacations and of tertiary, vocational, technical level students any time of the year. Under the program, 60 percent of the salaries and wages of the program beneficiaries will come from the LGU while 40 percent from the DOLE;
- c) **Work Appreciation Program (WAP)** – This program aims to develop the values of work appreciation and ethics by exposing the young to actual work situations;



- d) **DOLE Integrated Livelihood Program** – This program gives clients information on the wide array of livelihood programs and assist those interested to avail of the said program. This also aims in the integration of disadvantaged sectors of the society like persons with disabilities by providing them training and employment opportunities both in the formal and informal sectors;
- e) **Career Coaching Program** – This is being done through coordination with various high schools in the city and with the Department of Education (DEPED-Ormoc) in the conduct of vocational guidance sessions designed to answer future demands from both local and foreign labor markets. This program also aims to influence the career decisions of graduating high school by exposing them to actual work situations to establishments identified and recommended by DOLE as learning sites;
- f) **Government Internship Program** – This is a program of the Department of the Interior and Local Governance (DILG) where the youth is given the opportunity to be trained and exposed to government administration. A component of the Kabataan 2000 Program, now known as the "Sikap Kabataang Pinoy Program," as provided for by Executive Order No. 1395. Under this program, the participating government agency shall provide the participants with stipend of not more than 75 percent of the prevailing minimum wage;
- g) **Kasambahay Program (Program for the Household Help)** – This program is intended to build understanding on domestic work; encourage domestic workers and their employers to embark on mutually beneficial partnership and empower the City's Kasambahay, both from formal and informal sectors;
- h) **Barangay PESO Satellite Program** – A comprehensive skills mapping activity whose objective is to fast-track the employment facilitation service by matching available jobs and skills requirements of applicants for local and foreign employment;
- i) **Labor Education for Graduating Students (LEGS)** – Graduating students of vocational and baccalaureate course are given orientation on labor and employment matter through the LEGS. The program will help graduating students become familiar with employment facilitation services of the PESO, workers protection and security coverage for employees;
- j) **Anti-Illegal Recruitment Program** – This program is in support of the national government's campaign against illegal recruitment at the grassroots level by providing relevant and helpful information to all Filipinos planning to migrate and work abroad;



- k) Child-Labor Program** – This program is in support of the government effort to eliminate in the city all forms of child labor in compliance with R.A. 9231 (An Act providing for the elimination of the worst forms of Child Labor and affording stronger protection for the Working Child, amending for this purpose Republic Act No. 7610, as amended, otherwise known as the Special Protection of Children against Child Abuse, Exploitation and Discrimination Act);
- l) OFW Help Desk** – This program will provide appropriate assistance by referring the OFWs and their families to OWWA for programs and services including welfare cases. The Help Desk will be in constant communication with OWWA so that the OFWs and their families need not go to the OWWA Office in Tacloban.
- m) Other programs and activities** designed to enhance the provision of employment assistance to PESO's clients including Differently Abled Persons (DAP) displaced workers and working from the disadvantage sectors.

**SECTION 7. ORGANIZATIONAL COMPOSITION.** In order to effectively perform the above-mentioned powers and functions, the ORMOC-PESO shall be divided into three major tasks herein enumerated:

- Internal Management and Services
- Employment Information and Promotion
- Employment and livelihood Services
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**SECTION 8. STAFFING PATTERN.** In order to implement the functions and duties of the Ormoc City Public Employment Service Office (ORMOC-PESO), the following positions are hereby created:

1	Senior Labor and Employment Officer	SG 19
1	Labor and Employment Officer I	SG 11
1	Labor and Employment Assistant	SG 8

**SECTION 9. ABOLITION, TRANSFER AND DETAIL OF POSITIONS-** By virtue of this ordinance, the following vacant/unfilled positions shall be abolished to give way to the creation of new positions enumerated under Section 2 of this ordinance:

Item No	Position Title	Salary Grade	Department
499	Computer Operator II	9	City Hospital
510	Administrative Aide III (Driver)	3	City Hospital
512	Revenue Collection Clerk I	5	City Hospital
519	Nurse III	17	City Hospital

The ORMOC-PESO staff may be augmented through any or a combination of the following options:

- a) Designation or assignment of personnel to the ORMOC-PESO in concurrent capacities with their existing positions;
- b) Reassignment of personnel of the City to the ORMOC-PESO; and
- c) Full-time or part-time detail of existing personnel to the ORMOC-PESO.



**SECTION 10. STAFF QUALIFICATIONS.** The various positions in the ORMOC-PESO shall have the following qualifications:

Senior Labor and Employment Officer, SG-19

Education	:	Bachelor's Degree (any)
Experience	:	Two years of relevant experience
Training	:	Eight (8) hours of relevant training
Eligibility	:	CS Professional, 2 <sup>nd</sup> Level Eligibility

Labor and Employment Officer I, SG-11

Education	:	Bachelor's Degree (any)
Eligibility	:	CS Professional, 2 <sup>nd</sup> Level Eligibility

Labor and Employment Assistant, SG-8

Education	:	Completion of two (2) years studies in college
Eligibility	:	CS Sub-professional, 1 <sup>st</sup> Level Eligibility

**SECTION 11. DUTIES AND FUNCTIONS OF STAFF COMPLEMENT** - The various positions in the ORMOC-PESO shall have the following duties and functions:

a) The duties and functions of the Senior Labor and Employment Officer are as follows:

1. Perform management and leadership functions of the Office;
2. Establish and strengthen linkages with private sector employers to facilitate exchange of labor market information & assist job seekers;
3. Assist OWWA in implementing its programs and services for OFWs and families of OFWs and assist in reintegration assistance services to returning/displaced migrant workers;
4. Coordinate with DOLE for technical supervision on the operation and maintenance of the ORMOC-PESO;
5. Coordinate and assist the Ormoc City Manpower Training and Research Center in the conduct of industry consultations and dialogues and job-matching programs;
6. Take the lead in implementing the Barangay PESO Satellite Program, Anti-illegal recruitment program, Child Labor Program and the OFW Help Desk;
7. Represent the Office in meetings and other activities, when presence is requested or required; and
8. Perform other duties and functions that may be assigned to him/her by the City Mayor or by relevant laws and ordinances from time to time.

b) The duties and functions of Labor & Employment Officer I shall be as follows:

1. Conduct trainings and seminars for job seekers;
2. Conduct pre-employment or occupational counseling, career guidance, mass motivation and values development activities to applicants for employment;
3. Conduct capability building services to enhance entrepreneurship skills and access to livelihood opportunities;



4. Provide conciliation-mediation services to employees and employers to help settle their dispute and claims and preserve industrial harmony in the city;
  5. Take the lead in implementing the following programs: Vocational and Career Guidance Program, Discovering the world of work, labor education for graduating students, and others;
  6. Provide consultation and labor/management education services to employers and employees; and
  7. Perform other duties and functions that may be assigned to him/her by the City Mayor or by relevant laws and ordinances from time to time.
- c) The duties and functions of Labor & Employment Assistant shall be as follows:
1. Prepare a list of job vacancies and organize job fairs to facilitate employment and placements;
  2. Establish a databank to generate information and analysis on employment, unemployment and underemployment situation of the city; HR needs of the business and industry sector in the city; number, origin and destination of overseas workers; and other important data and information related to employment;
  3. Assist the Office in implementing the various programs including but not limited to the following: Special program for employment of students and OSYs, Livelihood and Self employment bazaars, Government internship program, Kasambahay program and others;
  4. Assist the head in carrying out the mandate of the OFW Help Desk; and
  5. Perform other duties and functions that may be assigned to him/her by the City Mayor or by relevant laws and ordinances from time to time.

**SECTION 12. COORDINATE LINKAGES.** The ORMOC-PESO shall, in the execution of its assigned tasks, coordinate closely with the Ormoc City Manpower Training and Research Center, Department of Labor and Employment (DOLE), Technological Education and Skills Development Authority (TESDA), Overseas Workers Welfare Administration (OWWA) and other labor and employment agencies and organizations, local, national and international.

**SECTION 13. APPROPRIATION.** The appropriation necessary to cover the cost for the newly created positions and the programs under this ordinance for the calendar year 2017 shall be taken from whatever available sources. For the succeeding years, the appropriation for the newly created office shall be included in the Annual Budget.

**SECTION 14. REPEALING CLAUSE.** All other Issuances, Orders, Resolutions and Memorandum of Agreement pertaining to the creation of the ORMOC-PESO are hereby repealed and/or amended accordingly.

**SECTION 15. – SEPARABILITY CLAUSE.** – Any provision/s or portion/s of this ordinance found to be violative of the constitution or invalid shall not impair the other provisions or part/s thereof which shall continue to be in force and in effect.

**SECTION 16. EFFECTIVITY.** This Ordinance shall take effect 15 days after its publication in a newspaper of general circulation.

ENACTED, February 02, 2017.

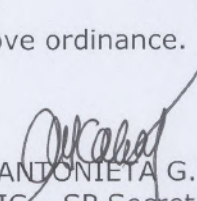


Ord. No. 016

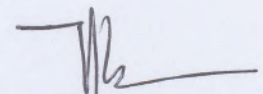
RESOLVED, FURTHER, to furnish copies of this Ordinance each to the City Mayor Richard I. Gomez; the City Administrator, Mr. Vincent L. Emnas; the Acting City Legal Officer, Atty. Marcelo C. Oñate; the City Accountant; the City Budget Officer; the City Treasurer; the Human Resource Management Officer; the OIC-City Director, DILG; other offices concerned;

CARRIED UNANIMOUSLY.

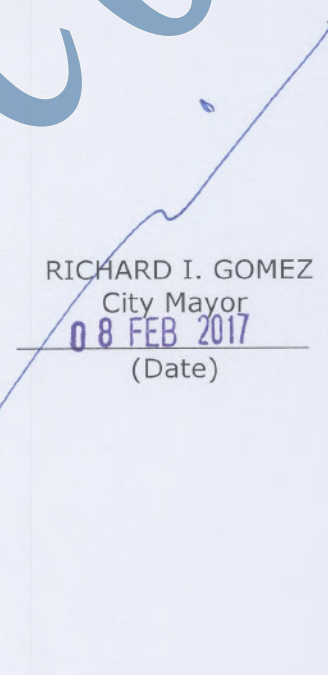
I HEREBY CERTIFY to the correctness of the above ordinance.

  
MARIA ANTONIETA G. CO HAT  
(OIC - SP Secretary)  
Supervising Administrative Officer

ATTESTED:

  
VINCENT L. RAMA  
(OIC-City Vice Mayor & Temporary Presiding Officer)  
SP Member, Asst. Majority Floor Leader

APPROVED:

  
RICHARD I. GOMEZ  
City Mayor  
08 FEB 2017  
(Date)