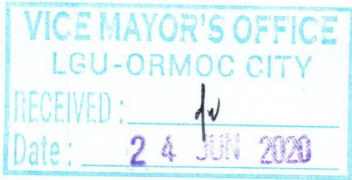


REPUBLICA NG PILIPINAS
SANGGUNIANG PANLUNGSOD
LUNGSOD NG ORMOC



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE
FIFTEENTH SANGGUNIANG PANLUNGSOD NG ORMOC HELD
AT THE SANGGUNIANG PANLUNGSOD SESSION HALL
ON JUNE 23, 2020

PRESENT:

- | | |
|------------------------------|---|
| Leo Carmelo L. Locsin, Jr. | City Vice Mayor & Presiding Officer |
| Benjamin S. Pongos, Jr., | SP Member, Majority Floor Leader |
| Roiland H. Villasencio, | SP Member, 1 st Asst. Majority Floor Leader |
| Tomas R. Serafica, | SP Member, Presiding Officer "Pro-Tempore" |
| Nolito M. Quilang, | 2 nd Asst. Majority Floor Leader, SP Member |
| Eusebio Gerardo S. Penserga, | SP Member |
| Jasper M. Lucero, | SP Member |
| Peter M. Rodriguez, | SP Member |
| Vincent L. Rama, | SP Member |
| Gregorio G. Yrastorza III, | SP Member |
| Lalaine A. Marcos, | SP Member |
| Esteban V. Laurente, | Ex-Officio SP Member, Chapter President,
Liga ng mga Barangay ng Ormoc |
| Joan Marbie C. Simbajon, | Ex-Officio SP Member, Chapter President,
Panlungsod na Pederasyon ng mga Sangguniang Kabataan ng Ormoc |

EXPLANATORY NOTE

To recall, Ormoc City Ordinance No. 016 s 2017 otherwise known as Ormoc City Public Employment Service Office Ordinance or "PESO Ordinance of 2017" was enacted by this Sanggunian on February 02, 2017 for the purpose of providing a venue where people could explore simultaneous various employment options and actually seek assistance they prefer and bring employment services closer to the people by expanding reach of existing programs and services.

The said Ordinance No. 016 provides under Section 8 to wit:

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

With the new circular from the Civil Service Commission (CSC) prescribing new qualifications for the above positions, only the Senior Labor and Employment Officer was filled up leaving the two other positions vacant.

The workloads of PESO are getting more challenging with many programs of the Department of Labor and Employment (DOLE), TESDA, POEA and the recent program of the Overseas Workers Welfare Administration (OWWA). With only the manager appointed assisted by few casual employees and job order workers, the implementation of programs and delivery of services are affected. Hence, the request for filling up of the two vacant posts becomes important and urgent.

In consultation with relevant offices such as the Human Resource Management Office and the City Budget Office, a consensus is reached to convert the said items into generic positions so that qualifications be made more inclusive. This would mean abolition of unfilled two positions of PESO, to wit: (1) Labor and Employment Officer I (SG 11), and (2) Labor and Employment Assistant (SG 8).

WHEREFORE, all foregoing premises considered, on joint motion of SP Member Nolito M. Quilang, Chairman of the Committee on Employment, Livelihood and Manpower Development and SP Member Jasper Lucero, Chairman of the Committee on Good Government and Oversight, severally seconded by SP Members Tomas R. Serafica, Peter M. Rodriguez, Esteban V. Laurente and Joan Marbie C. Simbajon; be

RESOLVED, to enact:

ORDINANCE NO. 030
(Series of 2020)

AN ORDINANCE CREATING TWO (2) POSITIONS IN THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) THEREBY AMENDING SECTIONS 8, 10 AND 11 OF ORDINANCE NO. 016 OTHERWISE KNOWN AS THE "ORMOC CITY PUBLIC EMPLOYMENT SERVICE OFFICE ORDINANCE OR PESO ORDINANCE OF 2017".

BE IT ENACTED by the 15th Sangguniang Panlungsod duly assembled in session that:

SECTION 1. CREATION OF NEW POSITIONS – There is hereby created two new positions under the Public Employment Service Office (PESO) and the corresponding Salary Grade Level are as follows:

No. of Items	Position	Salary Grade
1	Administrative Officer II (Manpower Development Officer I)	SG 11
1	Administrative Assistant II (Manpower Development Assistant)	SG 8

SECTION 2. ABOLITION OF EXISTING POSITIONS – By virtue of this amendatory ordinance, the following vacant/unfilled positions created under Ordinance No. 016 shall be abolished:

No. of Items	Position	Salary Grade	Item Number	Source
1	Labor and Employment Officer I	11	375	Public Employment Service Office (PESO)
1	Labor and Employment Assistant	8	376	Public Employment Service Office (PESO)

SECTION 3. The Section 8 of Ordinance No. 016 is hereby amended to read as follows:

"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	<u>Administrative Officer II</u> (Manpower Development Officer I)	SG 11
1	<u>Administrative Assistant II</u> (Manpower Development Assistant)	SG 8

SECTION 4. The Section 10 of Ordinance No. 016 is hereby amended to read as follows:

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

X X X

Administrative Officer II, SG – 11 (Manpower Development Officer I)

Education	:	Bachelor's Degree
Experience	:	None required
Training	:	None required
Eligibility	:	CS professional, 2 nd Level Eligibility

Administrative Assistant II, SG – 8 (Manpower Development Assistant)

Education	:	Completion of two-year studies in college
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	CS Sub-professional, 1 st Level Eligibility

SECTION 5. The Section 11 letter (b) and (c) of Ordinance No. 016 is hereby amended to read as follows:

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

X X X

b) The duties and functions of Administrative Officer II (Manpower Development Officer I), SG – 11 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 PESO Head or by relevant laws and ordinances from time to time.

c) The duties and functions of Administrative Assistant II (Manpower Development Assistant), SG - 8 shall be as follows:

1. Prepare a list of job vacancies and assist the Head of PESO in organizing 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 PESO Head of by relevant laws and ordinances from time to time."

SECTION 6. REPEALING CLAUSE. Any provision of ordinances, rule and regulations and/or parts thereof inconsistent with the provisions of this ordinance are hereby modified, amended, and/or repealed accordingly.

SECTION 7. SEPARABILITY CLAUSE. Should any provision of this Ordinance be declared unconstitutional or invalid by any court of competent jurisdiction, the provisions that are not affected thereby shall continue to be in full force and effect.

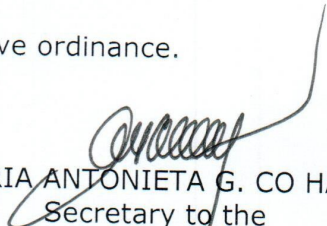
SECTION 8. EFFECTIVITY. This Ordinance shall take effect immediately upon approval and after compliance with the requirements of Republic Act No. 7160, otherwise known as the Local Government Code of 1991.

ENACTED, June 23, 2020.

RESOLVED, FURTHER, to furnish copies of this Ordinance each to the City Mayor Richard I. Gomez; the City Administrator, Mr. Vincent L. Emnas; the City Legal Officer, Atty. Josephine M. Romero; the City Accountant; the City Budget Officer; the City Treasurer; the City Auditor; PESO; the Human Resource Management Officer; the Civil Service Commission - Ormoc Satellite Office; the City Local Government Operations Officer-DILG; other offices concerned;

CARRIED UNANIMOUSLY.

I HEREBY CERTIFY to the correctness of the above ordinance.


MARIA ANTONIETA G. CO HAT
Secretary to the
Sangguniang Panlungsod

ATTESTED:



LEO CARMELO L. LOCSIN, JR.
City Vice Mayor & Presiding Officer

APPROVED:



RICHARD I. GOMEZ
City Mayor

26 JUN 2020
(Date)