



Republic of the Philippines
CARAGA Region XIII
Province of Surigao del Norte
Municipality of San Benito



Office of the 10th Sangguniang Bayan

AN EXCERPT FROM THE MINUTES OF THE 39TH REGULAR SESSION OF THE 10TH SANGGUNIANG BAYAN MEMBERS OF THE MUNICIPALITY OF SAN BENITO, SURIGAO DEL NORTE HELD AT SANGGUNIANG BAYAN SESSION HALL ON OCTOBER 07, 2024 AT EXACTLY 9:00 O' CLOCK IN THE MORNING

PRESENT:

Hon. Wellybel A. Requirme	Municipal Vice Mayor / Presiding Officer
Hon. Puyat P. Sumando	Sangguniang Bayan Member
Hon. Charlito E. Mendavia	Sangguniang Bayan Member
Hon. Delfin P. Labola	Sangguniang Bayan Member
Hon. William A. Polican	Sangguniang Bayan Member
Hon. Jayrom P. Caballejos	Sangguniang Bayan Member
Hon. Ruella T. Rulete	Ex-Officio / LNMB President
Hon. Aira Mae C. Galano	Ex-Officio / SKF President

ABSENT:

Hon. Cindy R. Agati	Sangguniang Bayan Member
Hon. Aldrein C. Glimane	Sangguniang Bayan Member
Hon. Felix B. Sumando Sr.	Sangguniang Bayan Member

MUNICIPAL ORDINANCE NO. 168 - 24 Series of 2024

“AN ORDINANCE ENACTING THE CREATION OF A SEPARATE MUNICIPAL PUBLIC EMPLOYMENT SERVICE OFFICE (MPESO) IN THE MUNICIPALITY OF SAN BENITO, SIARGAO ISLAND, SURIGAO DEL NORTE, INCLUDING THE CREATION OF PLANTILLA POSITIONS, PROVIDING FUNDS THEREOF AND FOR OTHER PURPOSES”

WHEREAS, consistent with local autonomy and decentralization as mandated under R.A. No. 7160 also known as the Local Government Code of 1991, Local Government Units shall endeavor to be self-reliant and shall exercise such powers and discharge such other functions and responsibilities for the provision of basic services and facilities;

WHEREAS, Section 76 of the local Government Code 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 standards and guidelines prescribed by the Civil Service Commission”;

WHEREAS, Section 443 (c) of the Local Government Code likewise provides that: “The Sangguniang Bayan may: (1) maintain existing offices not mentioned in subsection (a) and (b) hereof (mandatory and optional position); (2) create such other offices as may be necessary to carry out the purposes of the municipal government; or (3) consolidate the functions of any office with those of another in the interest of efficiency and economy”;

WHEREAS, under Section 447 (vii) of the Local Government Code, it is the responsibility of the Sangguniang Bayan to determine the powers and duties of officials and employees of the Municipality subject to the relevant provisions of the Code;

WHEREAS, Section 447 (viii) empowers the Sangguniang Bayan to determine the positions and salaries, wages, allowances and other emoluments and benefits of the officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

WHEREAS, Section 3 of Republic Act No. 8759, as amended by Republic Act No. 10691, otherwise known as the "Public Employment Service Office Act of 1999", provides that, "there shall be established in all provinces, cities, and municipalities a Public Employment Service Office, hereinafter referred to as 'PESO', which shall be operated and maintained by local government units (LGUs);

WHEREAS, RA 11292 or the seal of Good Local Governance (SGLG) Act of 2019 also mandates the institutionalization of PESO in every LGU as it has been included as a criterion in securing the DILG's most coveted recognition;

WHEREAS, PESO units have become the implementing arm of the Department of Labor and Employment (DOLE), in partnership with LGUs in its developmental, livelihood and employment programs and services, hence, the need to institutionalize the same;

WHEREFORE, foregoing premises considered and upon the motion of Sangguniang Bayan Member Charlito E. Mendavia duly seconded by Sangguniang Bayan Member William A. Polican, be it:

ENACTED by the 10th Sangguniang Bayan of San Benito, Surigao del Norte in session assembled, that:

ARTICLE I

CREATION OF A SEPARATE MUNICIPAL PUBLIC EMPLOYMENT SERVICE OFFICE (MPESO), ITS FUNCTIONS, ORGANIZATIONAL STRUCTURE AND SERVICES OFFERED

Section 1. Title. This Ordinance shall be known as the "Municipal Public Employment Service Office Creation Ordinance of San Benito, Surigao del Norte."

Section 2. Purpose. The purpose of this Ordinance is to institutionalize the establishment of the PESO in the municipality which carries out full employment and equality of employment opportunities for all; and expands the existing municipal facilitation service machinery. Hence, the PESO shall:

- (a) Provide a venue where clients could avail, simultaneously, of various employment services, such as Labor Market Information (LMI), referrals, training, and entrepreneurial, reintegration and other services;
- (b) Serve as referral and information center for the DOLE and other government agencies by making available data and information on their respective programs;
- (c) Provide clients with adequate information for the DOLE and other government agencies by making available data and information on their respective programs;
- (d) Provide clients with adequate information on employment and the labor market situation; and
- (e) Establish linkages with other PESOs for job exchange and other employment related services. the PESO shall also provide information on other DOLE programs.

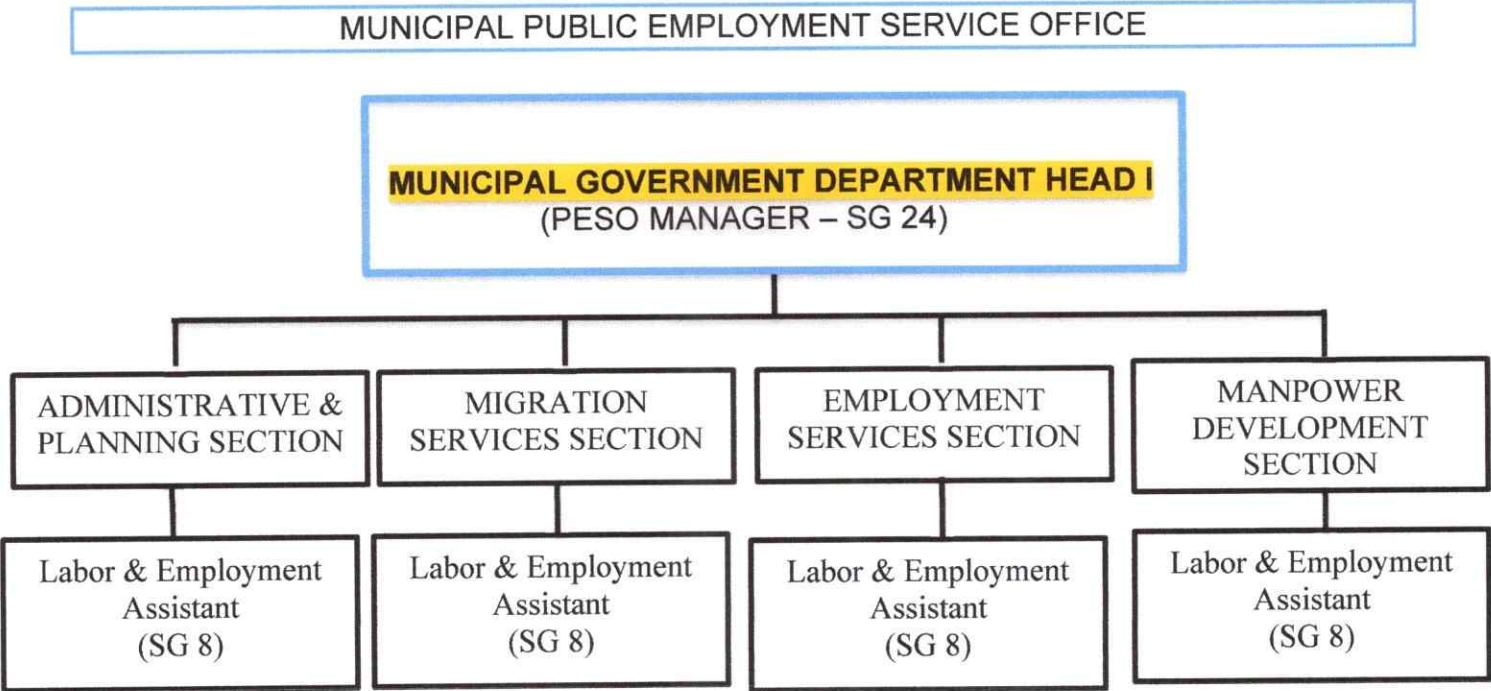
Section 3. Creation of Municipal Public Employment Service Office (MPESO), its functions and Organizational Structure. There is hereby **CREATED** a Municipal Public Employment Service Office including its Functions and Organizational Structure in the Municipality of San Benito, Siargao Island, Surigao del Norte, separate from the Office of the Municipal Mayor, which will have its Functions and Organizational Structure, to wit:

Section 3 (a) Functions. As provided under the Republic Act No. 10691, otherwise known as the "Public Employment Service Office Act of 1999" and the Local Government Code of 1991, the Municipal Public Employment Service Office (MPESO) shall have the following functions, including but not limited to:

1. The MPESO shall provide Labor Market Information services. For this purpose, it shall:
 - a. Market and promote its services, through all forms of media, to all its labor market clients;
 - b. Obtain a list of Job vacancies from employers at least on a monthly basis or as the need may arise; and require them to register and be accredited in the DOLE's Phil-JobNet;
 - c. Generate and maintain an updated registry of skills;
 - 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; and
 - e. Provide information on licensed or authorized, blacklisted, suspended or cancelled private employment agencies and recruiters for local and overseas employment, and registered or delisted job contractors and sub-contractors.
2. The MPESO shall provide referral and placement services for local and overseas as well as private and public employment in accordance with existing policies, rules and regulations. It shall:
 - a. Undertake active sourcing of job vacancies;
 - b. Evaluate qualifications of jobseekers in relation to wage employment options;
 - c. Refer job seekers for appropriate employment assistance and monitor the result of such referrals; and
 - d. Institute measures to ensure that recruitment and placement services, both for local and overseas, are in accordance with existing laws, rules and regulations;
3. The MPESO shall provide career advocacy and employment coaching services. It may partner with other service providers in the delivery of the following:
 - a. Conduct pre-employment coaching, including values development and enhancement of work ethics, to prospective local and overseas jobseekers;
 - b. Administer/conduct talent/skills assessment for jobseekers;
 - c. undertake employability enhancement trainings or seminars for jobseekers as well as those intending to change careers or enhance their employability; and
 - d. Conduct orientation and training to prospective local and overseas jobseekers regarding rules and regulations on anti-illegal recruitment and human trafficking.
4. The MPESO shall facilitate the implementation and/or provision of livelihood and self-employment programs and services, it shall:
 - a. Maintain and provide updated directory of government and nongovernment institutions with existing livelihood and self-employment programs, including the directory of lending institutions;
 - b. Determine client's interests for livelihood and self-employment undertaking;

- c. Refer clients for appropriate livelihood and self-employment/assistance and monitor the results of such referrals; and
 - d. In coordination with DOLE Regional Coordinating Council (DOLE-RCC), facilitate the implementation of livelihood and self-employment programs and services.
- 5. In coordination with the Overseas Workers Welfare Administration (OWWA) and the National Reintegration Center for OFWs (NCRO), the MPESO shall assist in providing re-integration assistance services to returning OFVVS.
- 6. The MPESO shall prepare and submit to Sangguniang Bayan, through the Committee on Labor and Employment, an annual employment plan and corresponding budget requirements including other regular funding sources and budgetary support of the MPESO. It shall:
 - a. Conduct an annual planning session to provide a basis for setting priorities, define objectives for a 12-month period, and to design strategies and programs to meet them.
 - b. Prepare detailed budgetary requirements, present the same to the Local Chief Executive who will submit it to the Sangguniang Bayan for approval.
- 7. Coordinate and promote adoption of enrolled youth work programs such as SPES and GIP pursuant to 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 regulations. the PESO shall likewise encourage qualified employers to participate in the program.
- 8. The PESO shall likewise perform other functions analogous to the above including programs or activities developed by the DOLE to enhance provision of employment assistance to clients, particularly for special groups of disadvantaged workers such as persons with disabilities (PWDs) and displaced workers.

Section 3 (b) Organizational Structure. The Municipal Public Employment Service Office (MPESO) shall have the following organizational structure, subject to modification as the need arises, to wit:



Section 4. Services offered by the Municipal PESO. In addition to the functions enumerated in the preceding section, The Municipal PESO shall also undertake the following programs and activities:

- a. Job Fairs - these shall be conducted periodically bring together in one venue job seekers and employers for immediate matching.
- b. Livelihood and Self Employment Bazaars - These will give clients information on the array of livelihood programs they choose to avail of, particularly in the rural areas.
- c. Special Credit Assistance for Placed Overseas Workers - This type of assistance will enable poor but qualified applicants to avail of opportunities for overseas employment;
- d. Special Program for Employment of Students and Out of School Youth — This program shall endeavor to provide employment to deserving students and out of school youths and out of school youths coming from poor families during summer and/or Christmas vacations as provided for under RA 7323 and its IRR, to enable them to pursue their education;
- e. Work Appreciation Program (WAP) - This program aims to develop the values of work appreciation and ethics by exposing the young to actual work situations;
- f. Workers Hiring for Infrastructure Projects (WHIP) - This program is in pursuance of RA 6685 which requires construction companies, including DPWH and contractor for government-funded infrastructure projects, to hire 30% of skilled and 50% of unskilled labor requirements from the areas where the project is constructed/located;
- g. Tulong Alalay sa taong may Kapansanan (TULAY) - This is to assist in the integration of persons with disability with the mainstream of society through training and employment;
- h. Electronic Manpower and Skills Registry System - Aims to construct and maintain an updated database of manpower and skills registry.
- i. Other programs/activities developed by DOLE to enhance provision of employment assistance to PESO clients, particularly for special groups of disadvantaged workers such as PWDs and displaced workers.

In addition, the Municipal PESO shall provide its mandatory services, such as but not limited to:

(a) Employment Assistance Program (EAP)

- i. Prequalification and screening of applicants at the barangay/municipal levels
- ii. Data banking for jobseekers and employers (local and overseas)
- iii. Job matching (local and overseas)
- iv. Job fairs (municipal, barangay, schools and subdivisions)

(b) Labor Sector Assistance Program (LSAP)

- i. Adjustment Measures for Displaced Workers – this type of assistance shall provide laid-off/terminated workers to avail of livelihood and micro-financing assistance.
- ii. Continuous Employment assistance Program for Contractual Workers – this will include monitoring of the employment of contractual workers and seek options for their continuous employment.

ARTICLE II
CREATION OF PESO MANAGER POSITION AND STAFF WITH QUALIFICATIONS
STANDARDS, INCLUDING ITS DUTIES, FUNCTIONS AND RESPONSIBILITIES

Section 5. Creation of the PESO Manager (MGDH 1) Position and Staff including its qualifications. There is hereby established qualification standards set by the Civil Service Commission (CSC) Memorandum Circular No. 20 series of 2019 for the position of PESO Manager and Staff in the Local Government Unit which will be appointed by the Municipal Mayor, to wit:

4a)

Position / Office : Municipal Government Department Head I (PESO Manager)
Salary Grade : 24
Level : 2

QUALIFICATION STANDARDS

Education : Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields
Work Experience : 3 years of supervisory/ management experience in program management relative to employment facilitation
Training : None required
Eligibility : Career Service (Professional; Second Level Eligibility)

4b)

Position / Office : Labor and Employment Assistant
Salary Grade : 8
Level : 1

QUALIFICATION STANDARDS

Education : Completion of 2 years studies in college
Work Experience : 1 year of experience in employment facilitation
Training : 4 hours of relevant training on employment facilitation
Eligibility : Career Service (Sub - Professional; First Level Eligibility)

Section 6. Duties, Functions and Responsibilities of the PESO Manager. As provided for by this Ordinance, the following are the duties, functions and responsibilities of the PESO Manager, to wit:

1. Develop action plans, proposals, and other documents needed in the implementation of programs and services;

2. Identify training needs and arrange staff training as needed (i.e. in-house or block release) training staff, or delegating to appropriate unit/staff;
3. Responsible for informal stages of staff discipline, including coaching and counseling;
4. Maintain a systematic process flow to ensure the effective and efficient management of the office and avoid complaints from clients;
5. Conduct reviews of daily procedures being implemented in order to update and trim down unnecessary processes and carry out remedial action; and
6. Maintain effective communication with the Local Executives to appraise and provide recommendations for policy directions;

ARTICLE III BUDGET

Section 7. Budget Preparation. The budget of Municipal PESO shall be prepared by the PESO Manager and approved by the Municipal Mayor through the Municipal Budget Officer for inclusion in the executive budget every year not later than the month of June for the ensuing year of operation. It shall be approved by the Sangguniang Bayan and the Local Chief Executive.

Section 8. Appropriations. The position of Department Head and other staff for Municipal PESO (MPESO) shall be included in the plantilla of personnel in this local government unit approved by an appropriate body. The appropriation or budget item number of the position shall be approved by the Sanggunian concerned. In addition, the Personal Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) will form part and indispensable in the total annual appropriation of this newly created office and shall be appropriated annually.

Section 9. Limitation. The budget must not exceed the estimated expenses for the maintenance of the Municipal Public Employment Service Office. Further, it shall likewise follow whatever limitations as provided by laws, rules and regulations especially to the preparation of the budget.

ARTICLE IV FINAL PROVISION

Section 9. Separability Clause. If for any reason, any section or provision of this Ordinance is declared unconstitutional or invalid, other sections or provisions hereof which are not affected by such declaration shall continue to be in full force and effect.

Section 10. Repealing Clause. All Ordinances, local issuances or rules inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

Section 11. Effectivity. This Ordinance shall take effect upon approval and after publication in a newspaper of general circulation.

RESOLVED FINALLY, that copies of this Ordinance be furnished to all concerned agencies for information and appropriate action.

ENACTED this, 07th day of October 2024 at Sangguniang Bayan Session Hall, San Benito, Surigao del Norte.


XX

We hereby certify to the correctness of the foregoing Ordinance.

HON. PUYAT P. SUMANDO
SB Member


HON. CHARLITO E. MENDAVIA
SB Member



HON. DELFIN P. LABOLA
SB Member


HON. WILLIAM A. POLICAN
SB Member

HON. JAYROM P. CABALLEJOS
SB Member


HON. RUELLA T. RULETE
LNMB President/Ex-Officio

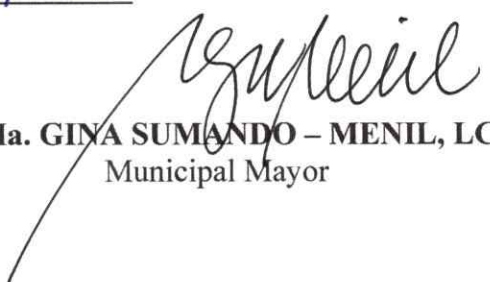

HON. AIRA MAE C. GALANO
SKF President/Ex-Officio


HON. WELLYBEL A. REQUIRME
Municipal Vice Mayor
Presiding Officer

Attested:


MELQUIADES G. MANTILLA, MA, MPA
Municipal Government Department Head 1
Sangguniang Bayan Secretary

APPROVED: 10/09/2024


HON. Ma. GINA SUMANDO – MENIL, LCB
Municipal Mayor