

07

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

Item No.: 07
Date: JUN 20 2023

PROVINCIAL LEGAL OFFICE

2nd Indorsement
June 9, 2023

Province of Leyte
Legal Office
Released: *[Signature]*
Time: *[Signature]*
Date: 6.13.23

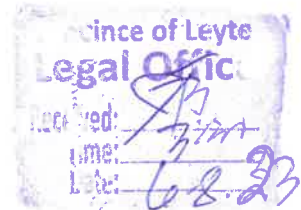
Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2023-04 of the SB of Albuera, Leyte recommending for the declaration of its validity pursuant to its power under Section 56 (c) of R.A 7160, the same being, to the opinion of the Provincial Legal Office (PLO), in consonance with the mandate of a Statute (R.A 8759 as amended by R.A 10691; R.A 11292) mentioned in the ordinance.

ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer *[Signature]*


Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
08 June 2023



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 2023-04** of the **MUNICIPALITY OF ALBUERA, LEYTE**, ENTITLED: An Ordinance Establishing The Public Employment Service Office (PESO) Of Albuera, Leyte, Appropriating Funds Therefor And Creating For This Purpose The Initial Position Of Senior Labor And Employment Officer, With Salary Grade 19, Which Is Essential To The Operation Of The Same.


FLORINDA JILL S. UYVICO
Secretary to the Sangguniang



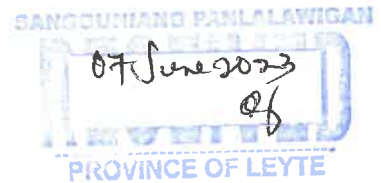
Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Albuera

OFFICE OF THE SANGGUNIANG BAYAN SECRETARIAT

TRANSMITTAL

June 7, 2023

Hon. Leonardo Javier, Jr.
Vice-Governor
Province of Leyte
Palo, Leyte



Thru: Florinda Jill S. Uyvico
Secretary of the Sanggunian
Province of Leyte

Dear Vice Governor Javier:

Respectfully transmitting herein the following Ordinances of this municipality, to wit:

1. **Municipal Ordinance No. 2023-02**, "An Ordinance Regulating the Operation of Motorized Tricycles, Electric Tricycles, Pedicabs (Potpot) and Habal-Habal Operating Within the Territorial Jurisdiction of Albuera, Leyte, Imposing Fees and Penalizing Violations Thereof."
2. **Ordinance No. 2023-03**, "An Ordinance Abolishing the Position of Administrative Officer II (Environmental Management Specialist I), with Salary Grade II, under the Municipal Environment and Natural Resources Office, Plantilla Item No. MENRO-01."
3. **Ordinance No. 2023-04**, "An Ordinance Establishing the Public Employment Service Office (PESO) of Albuera, Leyte, Appropriating Funds Therefor and Creating for this Purpose the Initial Position of Senior Labor and Employment Officer, with Salary Grade 19, which is Essential to the Operation of the Same."
4. **Ordinance No. 2023-05**, "An Ordinance Authorizing the Municipal Mayor or the Municipal Vice-Mayor, as the case may be, Pursuant to Sect. 336 of R.A. 7160, to Augment Funds in any Item in the 2023 General Fund Annual Budget of Albuera, Leyte in case the Allocation of Other Item/s of the same Expense Class is Depleted During Unforeseen Events."
5. **Ordinance No. 2023-06**, An Ordinance Amending Section 7 of Municipal Ordinance No. 2018-03, entitled "An Ordinance Implementing the Maternal Care Incentive Program (MCIP) of Albuera, Leyte."

Please acknowledge receipt hereof.

Very truly yours,


PAMELA M. BOHOLST, MPA
Secretary to the Sangguniang Bayan I



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Albuera

OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION

TO THE CONCERNED:

THIS IS TO CERTIFY that **Ordinance No. 2023-04, "An Ordinance Establishing the Public Employment Service Office (PESO) of Albuera, Leyte, Appropriating Funds Therefor and Creating for this Purpose the Initial Position of Senior Labor and Employment Officer, with Salary Grade 19, which is Essential to the Operation of the Same,"** has been posted in the bulletin board of the Sangguniang Bayan of Albuera, Leyte on June 1, 2023 and shall remain posted until a period of two (2) consecutive weeks thereof.

ISSUED this 1st day of June 2023 at Albuera, Leyte, Philippines.

PAMELA M. BOHOLST, MPA
Secretary to the Sangguniang Bayan I



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Albuera

SANGGUNIANG PANGALAWIGAN
07 June 2023
PROVINCE OF LEYTE

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 46TH REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD AT THE SB SESSION HALL OF ALBUERA, LEYTE ON MAY 22, 2023

ORDINANCE NO. 2023-04

AN ORDINANCE ESTABLISHING THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) OF ALBUERA, LEYTE, APPROPRIATING FUNDS THEREFOR AND CREATING FOR THIS PURPOSE THE INITIAL POSITION OF SENIOR LABOR AND EMPLOYMENT OFFICER, WITH SALARY GRADE 19, WHICH IS ESSENTIAL TO THE OPERATION OF THE SAME

Introduced by: HON. MARJUN P. MAGNO

WHEREAS, Republic Act 8759, otherwise known as the "Public Employment Service Office Act of 1999," as amended by RA 10691, enjoins LGUs to establish Public Employment Service Office (PESO) in all provinces, cities and municipalities under the Office of the Local Chief Executive;

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;

Be it ordained by the Sangguniang Bayan of Albuera, Leyte in regular session assembled, that

SECTION 1. SHORT TITLE. This Ordinance shall be known as the "PUBLIC SERVICE EMPLOYMENT OFFICE (PESO) ORDINANCE OF ALBUERA, LEYTE."

SECTION 2. DECLARATION OF POLICY. - It is a declared policy of the Municipality of Albuera, Leyte to promote full employment and equality of employment opportunities for all. It shall institutionalize the National Employment Facilitation Service Network (NEFSN) as well as strengthen and expand the existing employment facilitation service machinery of the government through LGU PESO.

SECTION 3. OBJECTIVES OF THE PESO. - In general, the PESO shall ensure prompt, timely and efficient delivery of employment service and provision of information on the other DOLE programs. Specifically, 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;

MANUEL E. BANTASAN

ANTHONY V. BARTE

LENNY S. BILBAO

ANA LIZA E. DELA VICTORIA

ALBERTO D. SUMALJAG

JOY S. PATRICIO

PAMELA M. BOHOLST

SIXTO B. DELA VICTORIA

IMELDA A. FADUL

ROXANNIE R. ZALDIVAR

MARY JANE R. ESTELA

MARJUN P. MAGNO

PROFACIO R. ZALITO M. CENIZA

- (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 4. ESTABLISHMENT OF THE PUBLIC SERVICE EMPLOYMENT OFFICE (PESO). To carry out the above-declared policy, there shall be established in the Municipality of Moncada a Public Employment Service Office (PESO). The PESO shall have a link with the Department of Labor and Employment Regional Office III for coordination and technical supervision, and to the DOLE Central Office, to constitute the National Public Employment Service Network. The PESO shall be established as a separate Office or Department of the LGU and the initial position of Senior Labor and Employment Officer, with Salary Grade 19, which is essential to the operation of the same, is hereby likewise created:

Office:	Position:	Salary Grade
PUBLIC SERVICE EMPLOYMENT OFFICE (PESO)	Senior Labor and Employment Officer	19

The LGU PESO personnel, regardless of position status, shall be appointed or designated 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 governed 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 5. FUNCTIONS OF THE PESO. - The PESO shall have the following functions:

1. The PESO 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 PESO 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

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MARY JANE ALIBONILLA

MARJUNE P. MAGNO

PROFICIO RIZALTO M. CENIZA

- 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 PESO 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 PESO 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 non-government 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-F2CC), 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 PESO shall assist in providing reintegration assistance services to returning OFWs.

6. The PESO 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 PESO. 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.

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LENY S. BILBAO

ANA LIZA E. DELA VICTORIA

ALBERTO D. S. MALJAG

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MARY JANE E. DELA VICTORIA

MARJUN P. MAGNO

PROFACIO R. REALITO M. CENIZA

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 6. SERVICES OF THE PESO. - In addition to the functions enumerated in the preceding section, every 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. In view of the COVID-19 health crisis, virtual job fairs may be undertaken as an alternative to face-to-face activities.
- 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; and
- g. 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 to the functions enumerated in the preceding section, every PESO shall undertake holistic strategies, programs and activities to transform the PESO into a modern public employment service intermediary that provides multi-dimensional employment facilitation services.

SECTION 7. FUNDING. - The funding for the personnel, operation and maintenance of the PESO shall be provided by the Municipal Government of Albura, Leyte to be incorporated in the supplemental budget for CY 2023 and Annual Budgets of the succeeding calendar years. The initial creation of LGU PESO position shall be exempted from the Personnel Services (PS) limitation as provided for under Rule Ix, Section 1(f) of DOLE Department Order No.157-16, Series of 2016 re: Implementing Rules and Regulations of RA 8759 (PESO Act), as amended by RA 10691.

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MARJUN F. MAGNO

PROTACIO RIZAL O.M. CENIZA

SECTION 8. REPEALING CLAUSE. - All ordinances, rules and regulations or parts thereof in conflict with this ordinance are hereby repealed or modified accordingly.

SECTION 9. EFFECTIVITY. - This Ordinance shall take effect fifteen (15) days following its posting in at least three conspicuous places in the municipality and likewise in the official social media platforms and website of the LGU of Albuera, Leyte

APPROVED.

ENACTED BY THE SANGGUNIANG BAYAN OF ALBUERA, LEYTE TERM 2022 – 2025 DURING ITS 46TH REGULAR SESSION HELD ON MAY 23, 2023 AT THE SB SESSION HALL, ALBUERA, LEYTE.

ATTESTED AND CERTIFIED TO BE DULY ADOPTED:



ROXANNE R. ZALDIVAR
SB Member


ANTHONY V. BARTE
SB Member


MARY JANE B. CAGULA
SB Member



LENY S. BILBAO
SB Member


MARJUN P. MAGNO
SB Member


ANA LIZA E. DELA VICTORIA
SB Member

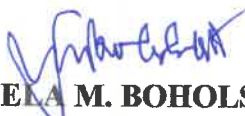

PROTACIO RIZALITO M. CENIZA
SB Member


ALBERTO C. SUMALJAG
LnB President/Ex-Officio Member


MANUEL E. BANTASAN
SB Member



JOY S. PATRICIO
FSK President/Ex Officio Member

I HEREBY CERTIFY that this is a true and accurate copy of the Ordinance duly enacted by the Sangguniang Bayan of Albuera, Leyte Term 2022 – 2025 on its 46th Regular Session on May 22, 2023 at the SB Session Hall, Albuera, Leyte.


PAMELA M. BOHOLST, MPA
Secretary to the Sangguniang Bayan I


IMELDA A. FADUL
Mun. Vice-Mayor/Presiding Officer

APPROVED:


SIXTO B. DELA VICTORIA
Municipal Mayor
Date: MAY 24 2023



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Albuera

OFFICE OF THE SANGGUNIANG BAYAN
ATTENDANCE SHEET

46th REGULAR SESSION
of the Sangguniang Bayan

SB Session Hall
Venue

May 22, 2023

No.	Name & Designation	Signature
1	Hon. IMELDA A. FADUL Mun. Vice Mayor / Presiding Officer	
2	Hon. ROXANNE R. ZALDIVAR SB Member	
3	Hon. MARY JANE B. CAGULA SB Member	
4	Hon. MARJUN P. MAGNO SB Member	
5	Hon. PROTACIO RIZALITO M. CENIZA SB Member	
6	Hon. MANUEL E. BANTASAN SB Member	
7	Hon. ANTHONY V. BARTE SB Member	
8	Hon. LENY S. BILBAO SB Member	
9	Hon. ANA LIZA E. DELA VICTORIA SB Member	
10	Hon. ALBERTO C. SUMALJAG ABC President, Ex-Officio	
11	Hon. JOY S. PATRICIO SK Federation President, Ex-Officio	

CERTIFICATION

I hereby certify that those who have affixed their signatures above, have actually attended the 46th Regular Session of the Sangguniang Bayan of Albuera, Leyte, held at the SB Session Hall on May 22, 2023.

PAMELA M. BOHOLST
Secretary to the Sanggunian Bayan