

Item No.:

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Date:

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Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Province of Leyte
Legal Office

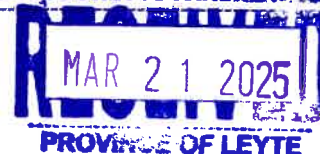
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PROVINCIAL LEGAL OFFICE

SANGGUNIANG PANLALAWIGAN

2nd INDORSEMENT

February 24, 2025



Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2024-013 of the Sangguniang Bayan of Sta Fe, Leyte.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- Ordinance No. 2024-013 entitled: "An Ordinance creating and institutionalizing the Municipal PESO as an office of the LGU of Sta. Fe, Leyte, etc."

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 443(c)¹ of the Local Government Code of 1991 (R.A 7160) pursuant to RA 8759 ². Hence, we recommend for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

ATTY. JOSE RAYMUND A. ACOL

Provincial Legal Officer. [Signature]

¹ (c) The sangguniang bayan may:

(2) Create such other offices as may be necessary to carry out the purposes of the municipal government;

² *Public Employment Service Office Act*

Republic of the Philippines
PROVINCE OF LEYTE
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
13 February 2025

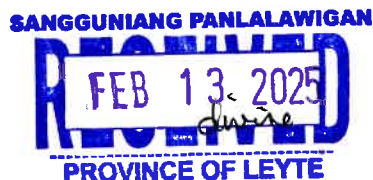
Legal Office
Myra Nallos
12:40 PM
02/13/2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2024-013** of the **Municipality of Santa Fe, Leyte**, entitled: **An Ordinance creating and institutionalizing the Municipal Public Employment Service Office (PEO) as an office of the Local Government Unit of Santa Fe, Leyte creating its own organizational structure, defining the powers, duties and responsibilities of the Public Employment Service Office Manager (PESO Manager) and for other purposes.**


FLORINDA JILL S. UYICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Santa Fe



SANGGUNIANG BAYAN SECRETARY

INDORSEMENT

RESPECTFULLY FORWARDED to the Sangguniang Panlalawigan of the Province of Leyte, Tacloban City, the herein attachment ***Municipal Ordinance No. 2024 – 013 (Series of 2024)*** of the Sangguniang Bayan, this Municipality entitled ***“An Ordinance Creating and Institutionalizing the Municipal Public Employment Service Office(PESO) as an Office of the Local Government Unit of Santa Fe, Leyte, Creating its Own Organizational Structure, Defining the Powers, Duties and Responsibilities of the Public Employment Service Office Manager (PEO Manager) and for Other Purposes”***, duly approved by said August Body on ***December 09, 2024***, hereby recommending your appropriate favourable action.


JULIUS XERXES M. OBENQUE
Sangguniang Bayan Secretary Designate

Copy Furnished:

- *The Municipal Mayor*
- *The Municipal Environment and Natural Resources Office*
- *All in Santa Fe, Leyte*



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Santa Fe

SANGGUNIANG BAYAN SECRETARY

CERTIFICATION OF POSTING

TO WHOM IT MAY CONCERN:

This is to certify that copies of Municipal Ordinance of the herein attached **“Municipal Ordinance No. 2024 – 013 (Series of 2024) of the Sangguniang Bayan, this Municipality, entitled *“An Ordinance Creating and Institutionalizing the Municipal Public Employment Service Office(PESO) as an Office of the Local Government Unit of Santa Fe, Leyte, Creating its Own Organizational Structure, Defining the Powers, Duties and Responsibilities of the Public Employment Service Office Manager (PEO Manager) and for Other Purposes,”* duly approved and/or enacted by said August Body on *December 09, 2024*, has been posted in at least three (3) conspicuous places in the municipality. One copy was posted at the bulletin board at the lobby of the municipal hall, one at the HRMO and one at the Municipal Gymnasium.**

ISSUED this 16th day of December 2024 at Santa Fe, Leyte.

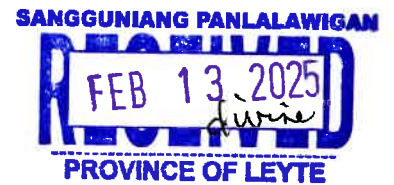

JULIUS XERXES M. OBENQUE
Sangguniang Bayan Secretary Designate



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SANTA FE

OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 2024-013
SERIES OF 2024



AN ORDINANCE CREATING AND INSTITUTIONALIZING THE MUNICIPAL PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) AS AN OFFICE OF THE LOCAL GOVERNMENT UNIT OF SANTA FE, LEYTE, CREATING ITS OWN ORGANIZATIONAL STRUCTURE, DEFINING THE POWERS, DUTIES AND RESPONSIBILITIES OF THE PUBLIC EMPLOYMENT SERVICE OFFICE MANAGER (PESO MANAGER) AND FOR OTHER PURPOSES.

AUTHOR : HON. LEAH T. SALCEDA

CO - AUTHORS:
HON. AMIEL P. ENAGE
HON. RODEL L. AJETO
HON. ALVIN D. PETILLA
HON. GENY R. ESMERO
HON. AGNES A. CHUCA
HON. RICARDO D. FAJARDO
HON. LARRY S. ARUTA
HON. MARILOU L. MILITANTE
HON. JERALD LORENZ NARGA

HON. EDUARDO N. TOREROS
Presiding Officer/Municipal Vice-Mayor

WHEREAS, Section 3 of R.A. 8759, otherwise known as the "PESO Act of 1999" provides for the establishing of Public Employment Service Office to carry out full employment and equality of employment opportunities for all and expand the existing employment facilitation service machinery in the municipal level;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN of Santa Fe, Leyte in session assembled that:

Section 1. Short Title. This Ordinance shall be known as "An Ordinance Creating and Institutionalizing the SANTA FE Municipal Public Employment Service Office". institutionalize

Section 2. Declaration of Policy. Republic Act No. 8759 entitled "an Act Institutionalizing a National Facilitation Service Network through the Establishment of a Public Employment Service Office in every Province, Key City and other Strategic Areas throughout the Country," otherwise known as the PESO Act of 1999, mandates the establishment of a Public Employment Service Office or PESO to be managed and funded by the LGU of Santa Fe as one among the strategic areas identified in cooperation with the Department of Labor and Employment (DOLE) and its attached agencies.

Santa Fe

Amiel P. Enage

Rodel L. Ajeto

Alvin D. Petilla

Geny R. Esmero

Agnes A. Chuca

Ricardo D. Fajardo

Larry S. Aruta

Marilou L. Militante

Jerald Lorenz Narga



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SANTA FE

OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2024 - 013
Dated December 09, 2024

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Section 3. Objective. This Ordinance aims 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;

Section 4. Establishment of the Public Employment Service Office. - To carry out the above-declared policy, there shall be established in all capital towns of provinces, key municipalities and other strategic areas a Public Employment Service Office, hereinafter referred to as "PESO," which shall be community-based and maintained largely by local government units (LGUs) and a number of Non-Governmental Organizations (NGOs) or Community-Based Organizations (CBOs) and State Universities and Colleges (SUCs). The PESOs shall be linked to the regional offices of the Department of Labor and Employment (DOLE) for coordination and technical supervision, and to the DOLE central office, to constitute the national employment service network.

Section 5. Functions of the PESO. - The 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) Develop and administer testing and evaluation instruments for effective job selection, training and counseling;
- (c) Provide persons with entrepreneurship qualities access to the various livelihood and self-employment programs offered by both government and nongovernmental organizations at the provincial/city/municipal/barangay levels referrals for such programs; by undertaking.
- (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 employment or occupational counseling, career guidance, mass motivation and values development activities;
- (f) Conduct pre-employment counseling and orientation to prospective local and, most especially, overseas workers;
- (g) Provide reintegration assistance services to returning Filipino migrant workers; and
- (h) Perform such functions as willfully carry out the objectives of this ordinance.

Section 6. Other 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) **Jobs Fairs** - These shall be conducted periodically all over the country to 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 wide array of livelihood programs they choose to avail of, particularly in the rural areas;

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Republic of the Philippines
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(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 (PESOS)** - This program shall endeavor to provide 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 its implementing rules, 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 Republic Act No. 6685 which requires construction companies, including the Department of Public Works and Highways and contractors for government-funded infrastructure projects, to hire thirty percent (30%) of skilled and fifty percent (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 persons with disabilities (PWDs) and displaced workers.

Section 7. Organizational Structure of this office will be as Indicated below:

PUBLIC EMPLOYMENT SERVICE OFFICE

Municipal Government Department Head I (Public Employment Service Office Manager)/ SG 24

Labor and Employment Officer II (LEO) SG - 13

Labor and Employment Assistant (LEA) SG - 8

Section 8 - Qualifications, Powers, Duties and Responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code and Civil Service Commission (CSC) laws, rules and regulations as follows:

8.1 Municipal Government Department Head I (PESO Manager) SG 24

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

Experience: Three (3) years of supervisory/management experience in program management relative to employment facilitation

Training: None Required

Eligibility: Career Service (Professional) / Second Level Eligibility

Duties and Functions:

1. Provide referral to jobseekers who match qualification requirements of vacancies posted by employers.

2. Provide persons with entrepreneurship qualities access to the various livelihood and self employment programs offered by the both government and non-governmental organizations at the provincial/city/municipal/barangay levels by undertaking referrals for such programs.

3. Refer jobseeker to skills training to different training centers if the former is willing to undergo the said training.



Republic of the Philippines
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4. Make follow-up to the employers regarding the status of the referred jobseeker.
5. Conduct pre-employment counseling and orientation to prospective local and overseas workers.
6. Identify occupationally set or not set jobseekers and provide appropriate referrals to them.
7. Counsel jobseekers base on the current labor market situation.
8. Provide employment of occupational counseling, career guidance, mass motivation and values development activities.
9. Conduct career guidance and employment counseling to graduating students of secondary, tertiary, and technical/vocational schools.
10. Undertake employability enhancement seminars for jobseekers as well as those who would like to change career or enhance their employability.

8.2 Labor and Employment Officer II (LEO II) SG - 13

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
Experience: One (1) year of experience in program management relative to employment facilitation
Training: Two (2) hours of relevant training on employment facilitation
Eligibility: Career Service (Professional) / Second Level Eligibility

Duties and Functions:

1. Market and promote services through all forms of media, to all its labor market clients;
2. Undertakes active sourcing of vacancies; Evaluate the qualifications of job seekers and refer jobseekers for appropriate employment assistance.
3. Conducts pre-employment counseling to prospective local and most especially to overseas job seekers.

8.3 Labor and Employment Assistant (LEA) SG 8

Education: Completion of two years studies in college
Experience: One (1) year of experience in employment facilitation
Training: Four (4) hours of relevant training on employment facilitation
Eligibility: Career Service (Subprofessional) / First Level Eligibility

Duties and Functions:

1. Solicit job vacancies;
2. Processes job applications;
3. Initiates job matching;
4. Monitors job placement.

Section 9. Repealing Clause - The provisions of any ordinance, local executive order, or issuances which are inconsistent herewith are hereby repealed or amended accordingly.

Section 10. Effectivity Clause - This ordinance shall take effect fifteen (15) days or upon its approval. The full text of this Ordinance shall likewise be posted in at least three (3) conspicuous places in compliance with the posting requirement mandated by the Local Government Code.

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Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SANTA FE

OFFICE OF THE SANGGUNIANG BAYAN


Continuation: Municipal Ordinance No. 2024 - 013
Dated December 09, 2024


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ENACTED this 9th day of December 2024 during the 46th **Regular Session** of the Sangguniang Bayan at the Sangguniang Bayan Session Hall, Santa Fe, Leyte.


Let copies of this Ordinance be furnished to the Office of the Municipal Mayor Hon. Amparo H. Monteza; to the Office of the Human Resource Management Office of this LGU and to all other concerned for their guidance and appropriate action.

This ordinance is approved unanimously.

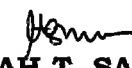

HON. AMIEL P. ENAGE
SB Member



HON. RODEL L. AJETO
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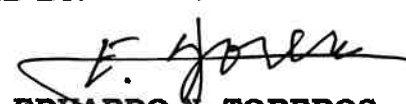

HON. MARILOU L. MILITANTE
ABC President


HON. JERALD LORENZ NARGA
SK Federation President

I HEREBY CERTIFY to the correctness of the foregoing Ordinance.


JULIUS XERXES M. OBENQUE
SB Secretary Designate

ATTESTED BY:


HON. EDUARDO N. TOREROS
Municipal Vice Mayor
Presiding Officer

APPROVED:


HON. AMPARO H. MONTEZA
Municipal Mayor
Date: _____