Item No.: 03

Date: 03 2026 NOV

Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

PROVINCE OF LEYTE
LEGAL OFFICE
RELEASED
By:
Date: 10.30.26 Time: 9AM

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: OCT 30 2026
By:

2nd INDORSEMENT
August 11, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2026-10 of the Sangguniang Bayan of Tanauan, Leyte.

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

[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
Palo, Leyte
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PROVINCE OF LEYTE
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By:
Date: 8-12-26 Time: 9:24

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
11 August 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2026-10 of the Municipality of Tanauan, Leyte**, entitled: **An Ordinance institutionalizing the operations and activities of employment placement agencies in the Municipality of Tanauan, Leyte, and prescribing guidelines, fees and penalties for violations thereof.**

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian

Republic of the Philippines
Province of Leyte
Municipality of Tanauan
-oOo-

SANGGUNIANG PANLALAWIGAN
RECEIVED
05 AUG 2026
PROVINCE OF LEYTE

OFFICE OF THE SANGGUNIANG BAYAN

August 4, 2026

THE SECRETARY
Sangguniang Panlalawigan
Province of Leyte
Capitol Building
Palo, Leyte

Sir/Madam;

Respectfully submitting herewith **Ordinance No. 2026-10, "An Ordinance Institutionalizing the Operations and Activities of Employment Placement Agencies in the Municipality of Tanauan, Leyte and Prescribing Guidelines, Fees and Penalties for Violations Thereof."**, for your appropriate action.

Authored by: Hon. Quintin T. Octa, Jr., D.M.D.

Trusting that you will accord this matter with your kindest attention.

Thank You.

Truly Yours,

ELEUTERIO T. LERIOS
Sangguniang Bayan Secretary

Republic of the Philippines
Province of Leyte
TANAUAN
-oOo-
17TH SANGGUNIANG BAYAN

SANGGUNIANG PANLALAWIGAN
05 AUG 2026
PROVINCE OF LEYTE

53rd REGULAR SESSION
July 27, 2026 – Monday – 9:00 A.M.
SB Session Hall, Tanauan Town Hall, Tanauan, Leyte

ORDINANCE NO. 2026-10

AN ORDINANCE INSTITUTIONALIZING THE OPERATIONS AND ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES IN THE MUNICIPALITY OF TANAUAN, LEYTE, AND PRESCRIBING GUIDELINES, FEES AND PENALTIES FOR VIOLATIONS THEREOF.

AUTHOR: HON. QUINTIN T. OCTA JR., D.M.D

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers local government units to promote the general welfare, which includes ensuring just and fair employment practices within their jurisdiction;

WHEREAS, Republic Act No. 8759 or the Public Employment Services Office (PESO) Act of 1999, encourages LGUs to coordinate all employment facilitation efforts, including private placement agencies, to promote local and national employment opportunities;

WHEREAS, there is a need to regulate and monitor employment placement agencies to protect job seekers from illegal recruitment, unfair practices, and fraudulent job offers;

NOW, THEREFORE, on motion of Hon. Octa, with the unanimous accord of all members being present, be it ordained by the Sangguniang Bayan of Tanauan, Leyte, in session assembled that:

Section 1. TITLE. This ordinance shall be known as **"AN ORDINANCE INSTITUTIONALIZING THE OPERATIONS AND ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES IN THE MUNICIPALITY OF TANAUAN, LEYTE AND PRESCRIBING GUIDELINES, FEES AND PENALTIES FOR VIOLATIONS THEREOF."**

Section 2. DECLARATION OF POLICY. It is hereby declared the policy of the Municipal Government of Tanauan, Leyte to:

1. Promote decent and lawful employment opportunities.
2. Protect workers and job seekers from illegal and exploitative practices.
3. Ensure that all employment placement agencies within the municipality are duly registered, licensed and coordinated with the PESO.

Section 3. DEFINITION OF TERMS. For purposes of this ordinance, the following terms shall mean as follows:

1. **Employment Placement Agency**- refers to any person, partnership, or organization engaged in recruiting, hiring, or referring workers for local or overseas employment, whether for a fee or not.
2. **PESO**- refers to the Public Employment Services Office established in the Municipality pursuant to RA 8759.
3. **Job seeker-** refers to any person seeking gainful employment, whether skilled or unskilled.
4. **LRA**- refers to the local recruitment activity.
5. **SRA-** refers to the special recruitment activity.
6. **DOLE**- Department of Labor and Employment
7. **DMW**- Department of Migrant Workers
8. **OWWA**- Overseas Workers Welfare Administration

Section 4. COVERAGE. This Ordinance shall cover all public and private employment placement agencies operating within the jurisdiction of the Municipality of Tanauan, Leyte including local recruitment offices, job placement centers, and manpower agencies.

Section 5. REGISTRATION REQUIREMENTS. All employment placement agencies operating within the municipality shall:

1. Submit a letter of intent to the Mayor's Office and PESO Office.
2. Secure a Mayor's Permit from the Business & Permit Licensing Office of this municipality.
3. Register with the PESO for coordination and monitoring purposes.
4. Present a valid DOLE License or DMW and OWWA Accreditation.
5. Submit a list of officers, branch locations and services offered.
6. Display all licenses and permits in a visible area of their office.
7. Submit lists of job orders.

Section 6. DUTIES AND RESPONSIBILITIES. All registered agencies shall:

1. Provide truthful and transparent information about job vacancies.
2. Prohibited collection of excessive placement fees or illegal charges.
3. Submit quarterly reports of placement activities to the PESO.
4. Refrain from engaging in illegal recruitment or employment scams.
5. Cooperate in PESO- led employment programs, job fairs, and trainings.

Section 7. INSPECTIONS AND MONITORING. The PESO, in coordination with the Business Permits and Licensing Office (BPLO), may conduct periodic inspections of registered agencies to ensure compliance with this Ordinance and national labor laws.

Section 8. FEES. A special Permit Fee of ₱1,500.00 (LRA) and 2,500.00 (SRA) shall be paid by each employment placement agency, to be paid to the Municipal Treasurer's Office and shall be utilized to support employment facilitation programs and other relevant activities of LGU.

Section 9. PENALTIES. Violations of this Ordinance shall be subject to the following penalties:

1. First Offense- Written warning and compliance order

2. Second Offense- Fine of ₱2,000.00 and temporary suspension of business permit
3. Third Offense- Fine of ₱2,500.00 and revocation of business permit and registration

Agencies found to be engaged in illegal recruitment shall be referred to the Department of Labor and Employment (DOLE) or DMW for prosecution under national laws.

Section 10. IMPLEMENTING OFFICE. The Public Employment Services Office (PESO) shall serve as the implementing agency, in partnership with the Municipality's Business Permits and Licensing Office (BPLO) and (DOLE) Field Office.

Section 11. INFORMATION AND EDUCATION. The PESO shall conduct periodic information campaigns to raise awareness about legal recruitment practices and the dangers of illegal recruitment.

Section 12. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid, the remaining provisions shall remain in full force and effect.

Section 13. REPEALING CLAUSE. All ordinances, resolutions, executive orders, rules and regulations, or parts thereof which are consistent with any provision of this Ordinance are hereby repealed, amended, or modified accordingly.

Section 14. EFFECTIVITY. This Ordinance shall take effect fifteen (15) days after publication in a newspaper of local circulation and posting in conspicuous places within the municipality.

ENACTED: 27 JULY 2026; TANAUAN, LEYTE.
X----------X

CERTIFIED TRUE AND CORRECT:

ATTY. MIAMOR D. NATIVIDAD
LOCAL LEGISLATIVE OFFICER IV
OIC- SB SECRETARY

ATTESTED:

HON. ARCHIE LAWRENCE R. KAPUNAN
Vice-Mayor/ Presiding Officer

HON. ENGR. JAN ELMER V. MAGDALAGA
SB Member

HON. MARK CHRISTIAN FERDINAND L. GIMENEZ
SB Member

HON. ENGR. MAE JANE ANGELIE M. MORABE – BORAIS
SB Member

HON. CHERRY ANNE T. FIEL
SB Member

HON. QUINTIN T. OCTA, JR., D.M.D.
SB Member

HON. MARK EFREN E. MERILO
SB Member

HON. LAURO A. VILLERO
SB Member

HON. KYLE O. MESIAS
SB Member/SK Fed. Pres.

ON OFFICIAL LEAVE: HON. EFREN C. MERILO, SB MEMBER
ON OFFICIAL LEAVE: HON. JOSIE M. CREER, SB MEMBER

APPROVED:

HON. MA. GINA E. MERILO
MUNICIPAL MAYOR
DATE: 04 AUG 2026

Republic of the Philippines
Province of Leyte
Municipality of Tanauan
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OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that ORDINANCE NO. 2026-10, "AN ORDINANCE INSTITUTIONALIZING THE OPERATIONS AND ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES IN THE MUNICIPALITY OF TANAUAN, LEYTE AND PRESCRIBING GUIDELINES, FEES AND PENALTIES FOR VIOLATIONS THEREOF", have been posted in the bulletin boards at the following: Entrance of the Municipal Hall, Office of the Sangguniang Bayan and Public Market beginning August 4, 2026 and shall remain posted for a minimum of three consecutive weeks.

This certification is issued in compliance with the pertinent provisions of R.A. 7160.

Issued: August 4, 2026

ELEUTERIO T. LERIOS
Sangguniang Bayan Secretary