



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

2nd INDORSEMENT

September 23, 2026

Date: OCT 09 2026
By: [Signature]

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 20-16-019 of the Sangguniang Bayan of Isabel, Leyte.

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

- Ordinance No. 20-16-019 entitled: “**Municipal PESO Ordinance** .”

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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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
18 September 2026

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: 
Date: 9.21.24 Time: 9:21

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 20-26-019** of the **Municipality of Isabel, Leyte**, entitled: **An Ordinance creating and institutionalizing the Municipal Public Employment Service Office of Isabel, Leyte.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
Municipality of Isabel
-o0o-
OFFICE OF THE SANGGUNIANG BAYAN

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: SEP 18 2026
By: Dani H. Zaran

TRANSMITTAL

Date: September 17, 2026

THE SANGGUNIANG PANLALAWIGAN

Province of Leyte
Provincial Capitol, Palo, Leyte

THRU: THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLALAWIGAN
Provincial Capitol
Palo, Leyte

MA'M:

RESPECTFULLY TRANSMITTING YOUR END FIFTEEN (15) SETS OF THE FOLLOWING DOCUMENTS.
WITH DETAILS AS FOLLOWS:

<u>ITEM NO.</u>	<u>REF. NO.</u>	<u>TITLE/CAPTION/DESCRIPTION</u>
1	Municipal Ordinance No. 20-26-019	AN ORDINANCE INSTITUTIONALIZING THE ISABEL PUBLIC EMPLOYMENT OFFICE (ISAPESO).

ATTACHMENTS:

1	Certificate of Public/Committee Hearing Conducted
2	Copy of the Attendance of the Public Hearing
3	Certificate of Public Posting

FOR YOUR INFORMATION, REFERENCE, AND APPROPRIATE ACTION.

THANK YOU.

Respectfully yours,


JULIUS CESAR T. MATIGA
Secretary to the Sangguniang Bayan

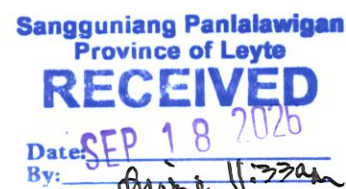


REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
Municipality of Isabel
-o0o-
OFFICE OF THE SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE 45th REGULAR SESSION OF THE 20th
SANGGUNIANG BAYAN OF THE MUNICIPALITY OF ISABEL, PROVINCE OF LEYTE, HELD
ON JUNE 18, 2026, AT THE SB SESSION HALL.

Present: Vice Mayor Adam A. Fuentes, Presiding Officer
SB Member Atty. Rovelson R. Velmonte
SB Member Noel B. Banaag
SB Member Lorena C. Arpon
SB Member Allan F. Romero
SB Member Danilo M. Centino
SB Member Rey Zaldy S. Rojas
SB Member Teddy E. Alemlia
SB Member Romelo P. Mappala
Liga Ng Mga Brgy. Pres. Marilyn A. Corderio
SK Fed. Pres. Kissi Lynn C. Martin
Absent: SB Member Rey Zaldy S. Rojas



MUNICIPAL ORDINANCE NO. 20-26-019
AN ORDINANCE CREATING AND INSTITUTIONALIZING THE MUNICIPAL PUBLIC
EMPLOYMENT SERVICE OFFICE OF ISABEL, LEYTE.

Sponsor: HON. ALLAN F. ROMERO
Co-Sponsor: HON. ATTY. ROVELSON R. VELMONTE

WHEREAS, it is the policy of the State to promote full employment, equality of employment opportunities, and the protection of workers' rights to decent and productive work;

WHEREAS, the Local Government Unit of Isabel, Leyte recognizes its vital role in facilitating access to employment opportunities, labor market information, and skills development services for its constituents;

WHEREAS, there is a need to institutionalize a mechanism that will effectively link job seekers with employers, provide timely and accurate employment information, and support workforce development initiatives within the locality and in compliance with the directives of RA No. 10691 or the Amended PESO Act;

WHEREAS, the establishment of a Public Employment Services Office (PESO) will serve as a non-fee charging multi-employment service facility that shall ensure prompt, accessible, and efficient delivery of employment facilitation services;

NOW, THEREFORE

Be it enacted by the 20th Sangguniang Bayan ng Isabel, Leyte that:

SECTION 1. SHORT TITLE. This Ordinance shall be known as the Isabel Municipal Public Employment Service Office Ordinance or "Municipal PESO Ordinance of 2026."

SECTION 2. DECLARATION OF POLICY. It is a declared policy of the municipality to promote full employment and equality of employment opportunities for all, and for this purpose, to strengthen and expand the existing employment facilitation service machinery of the government agency particularly at the local level. It is also a declared policy of the municipality to provide clients with adequate information on employment and labor market situation.

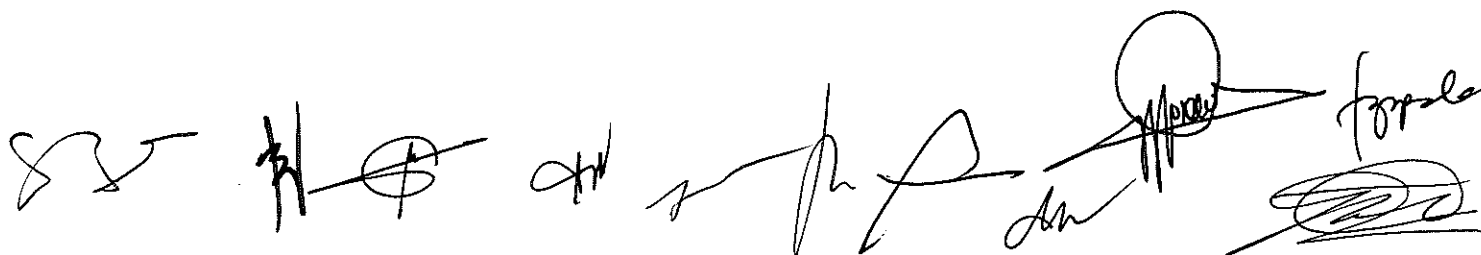
SECTION 3. CREATION OF PUBLIC EMPLOYMENT SERVICES OFFICE. The Isabel Public Municipal Employment Services Office (Municipal PESO) is hereby created as an independent office under the Office of the Municipal Mayor to provide employment assistance to all unemployed and underemployed residents of the Municipality and coordinate with the Department of Labor and Employment (DOLE), Overseas Workers Welfare Administration (OWWA), and other government agencies for the implementation of various labor and employment programs and activities.

SECTION 4. FUNCTIONS OF PESO – The Municipal PESO shall have the following functions:

- a. Encourage employers to submit to ISAPESO on a regular basis a list of job vacancies in their respective establishments 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 by undertaking referrals for such programs;
- 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 5. OTHER SERVICES. In addition to the functions enumerated in the preceding Section, ISAPESO shall undertake the following programs and activities:

- a) **JOB FAIR** – This being conducted periodically in the Municipality to bring together in one venue the job seekers and employers for immediate matching. This employment facilitation strategy is aimed to fast-track the meeting of job seekers and employers in one venue at a specific date to reduce cost, time and effort on the part of the job seekers;
- b) **SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS AND OUT-OF-SCHOOL YOUTH (SPESOS)** – This program provides 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 amended under Republic Act No. 9547, to enable them to pursue their education by facilitating the employment of secondary level students, this is being implemented throughout the year especially during summer and/or Christmas vacations and or tertiary, vocational, technical level students any time of the year. Under the program, 60 percent of the salaries and wages of the program beneficiaries will come from the LGU while 40 percent from the DOLE;

A series of handwritten signatures and initials in black ink, spanning across the bottom of the page. The signatures are stylized and appear to be official endorsements or approvals.

- c) WORK APPRECIATION PROGRAM (WAP) – This program aims to develop the values of work appreciation and ethics by exposing the young to actual work situations;
- d) DOLE Integrated Livelihood Program – This program gives clients information on the wide array of livelihood programs and assist those interested to avail of the said program. This also aims in the integration of disadvantaged sectors of the society like persons with disabilities by providing them training and employment opportunities both in the formal and informal sectors;
- e) CAREER COACHING PROGRAM – This is being done through coordination with various high schools in the municipality and with the Department of Education (DEPED Districts I and II) in the conduct of vocational guidance sessions designed to answer future demands from both local and foreign labor markets. This program also aims to influence the career decisions of graduating high school students by exposing them to actual work situation to establishments identified and recommended by DOLE as learning sites;
- f) GOVERNMENT INTERNSHIP PROGRAM – This is a program of the Department of the Interior and Local Governance (DILG) where the youth is given the opportunity to be trained and exposed to government administration. A component of the Kabataan 2000 program, now known as the “Sikap Kabataang Pinoy Program,” as provided for by Executive Order No. 1395. Under this program, the participating government agency shall provide the participants with stipend of not more than twenty-five percent (25%) of the prevailing minimum wage;
- g) KASAMBAHAY PROGRAM (PROGRAM FOR THE HOUSEHOLD HELP) – This program is intended to build understanding on domestic work; encourage domestic workers and their employers to embark on mutually beneficial partnership and empower the municipality’s kasambahay, both from formal and informal sectors;
- h) BARANGAY PESO Satellite Program – A comprehensive skills mapping activity whose objective is to fast-track the employment facilitation service by matching available jobs and skills requirements of applicants for local and foreign employment;
- i) LABOR EDUCATION FOR GRADUATING STUDENTS (LEGS) – Graduating students of vocational and baccalaureate course are given orientation on labor and employment matter through the LEGS. The program will help graduating students become familiar with employment facilitation services of the PESO, workers protection and security coverage for employees;
- j) ANTI-ILLEGAL RECRUITMENT PROGRAM – This program is in support of the national government’s campaign against illegal recruitment at the grassroots level by providing relevant and helpful information to all Filipinos planning to migrate and work abroad;
- k) CHILD-LABOR PROGRAM – This program is in support of the government effort to eliminate all forms of child labor in compliance with R.A. No. 9231 (An Act Providing for the Elimination of the Worst Forms of Child Labor and Affording Stronger Protection for the Working Child, amending for this purpose R.A. No. 7610, as amended, otherwise known as the Special Protection of Children against Child Abuse, Exploitation and Discrimination and Discrimination Act);
- l) OFW HELP DESK – This program will provide appropriate assistance by referring the OFWs and their families to OWWA for programs and services including welfare cases. The Help Desk will be in constant communication with OWWA so that the OFWs and their families need not go to the OWWA Office in Tacloban;
- m) Other programs and activities designed to enhance the provision of employment assistance to PESO’s clients including Differently Abled Persons (DAP) displaced workers and working from the disadvantaged sectors.

SECTION 6. ORGANIZATIONAL COMPOSITION. To effectively perform the above-mentioned powers and functions, the Municipal PESO shall be divided into three major tasks herein enumerated:

- Internal Management and Services
- Employment Information and Promotion
- Employment and Livelihood Services

SECTION 7. STAFFING PATTERN. In accordance with RA No. 10691 and to implement the functions of the Municipal PESO, the Sangguniang Bayan hereby creates the following positions:

1	Municipal Government Department Head I (PESO Manager)	SG 24
1	Labor and Employment Officer I	SG 11

The Municipal PESO staff may be augmented through any or a combination of the following options:

- a. Designation or assignment of personnel to the Municipal PESO in concurrent capacities with their existing positions;
- b. Reassignment of personnel of the Municipality to the Municipal PESO; and
- c. Full-time or part-time detail of existing personnel to the Municipal PESO;

SECTION 8. STAFF QUALIFICATIONS. The various positions in the Municipal PESO shall have the following qualifications:

- *Municipal Government Department Head 1 (PESO Manager)*

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 : 3 years of supervisory/management experience in program management relative to employment facilitation

Training : None required

Eligibility : Career Service (Professional/Second Level Eligibility)

- *Labor and Employment Officer I*

Education : Bachelor's Degree

Experience : None required

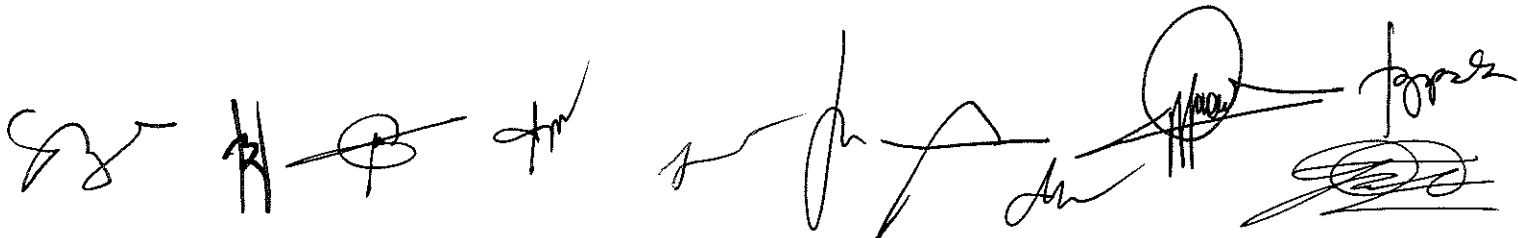
Training : None required

Eligibility : Career Service (Professional)/Second Level Eligibility

SECTION 9. DUTIES AND FUNCTIONS OF PESO MANAGER AND SUPPORT STAFF –

The following shall be the duties and functions of the PESO Manager, to wit:

- a. Manage all technical and administrative activities of the Municipal PESO;
- b. Develop action plans, proposals and other documents needed in the implementation activities of programs and services;
- c. Identify training needs and arrange staff training as needed (i.e. in-house block release) training staff, or delegating them to appropriate unit/staff;
- d. Responsible for informal stages of staff discipline, including coaching and counseling;
- e. Maintain a systematic process flow to ensure the effective and efficient management of the office and avoid complaints from clients;
- f. Conduct reviews of daily procedures being implemented to update and trim down unnecessary processes and carry out remedial action;
- g. Maintain effective communication with the Local Chief Executive to appraise and provide recommendation for policy directions;
- h. Coordinate closely with DOLE, TESDA, DTI, CHED and DepED and international agencies in the attainment of the ISAPESO goals and objectives.

A series of handwritten signatures in black ink, likely representing the officials who signed the document. There are approximately ten distinct signatures of varying lengths and styles.

The following shall be the duties and functions of the Labor & Employment Officer I, to wit:

- a. Conduct training and seminars for job seekers;
- b. Conduct pre-employment or occupational counseling, career guidance, mass motivation and values development activities to applicants for employment;
- c. Conduct capability building services to enhance entrepreneurship skills and access to livelihood opportunities;
- d. Provide conciliation-mediation services to employees and employers to help settle their dispute and claims and preserve industrial harmony in the municipality;
- e. 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;
- f. Provide consultation and labor/management education services to employers and employees; and
- g. Perform such other duties and functions that may be assigned to him/her by the Municipal Mayor or by relevant laws and ordinances from time to time.

SECTION 10. COORDINATE LINKAGES. The Municipal PESO shall, in the execution of its assigned tasks, coordinate closely with the DOLE, TESDA, OWWA, and other labor employment agencies and organizations, local, national, and international.

SECTION 11. APPROPRIATION. The appropriation necessary to cover the cost for the newly created positions and the programs under this ordinance for the calendar year 2026 shall be taken from whatever sources made available by virtue of the foregoing abolished vacant/unfilled positions. For the succeeding years, the appropriation for the newly created office shall be included in the annual budget.

SECTION 12. REPEALING CLAUSE. All other issuances, orders, resolutions and memorandums of agreements pertaining to the creation of the Municipal PESO are hereby repealed and/or amended accordingly.

SECTION 13. SEPARABILITY CLAUSE. Any provision/s portion/s of this ordinance found to be violative of the constitution or any other laws or regulations shall not impair the other provisions or part/s hereof which shall continue to be in force and in effect.

SECTION 15. EFFECTIVITY. This Ordinance shall take effect 15 days after its publication in a newspaper of general circulation.

ADOPTED UNANIMOUSLY by all the members present, on motion of Hon. Allan F. Romero, and duly seconded by Hon. Noel B. Banaag and Hon. Atty. Rovelson R. Velmonte.

HON. ATTY. ROVELSON R. VELMONTE

HON. NOEL B. BANAAG

HON. LORENA C. ARPON

HON. ALLAN F. ROMERO

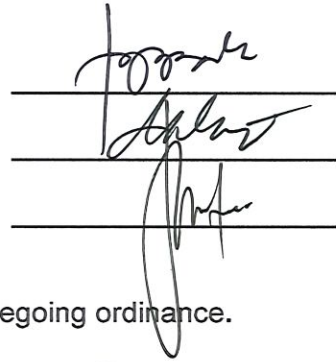
HON. DANILO M. CENTINO

HON. TEDDY E. ALEMIA

HON. ROMELO P. MAPPALA

HON. MARILYN A. CORDEÑO

HON. KISSI LYNN C. MARTIN



I HEREBY CERTIFY to the correctness and authenticity of the foregoing ordinance.

JULIUS CESAR T. MATIGA
Secretary to the Sangguniang Bayan

ATTESTED BY:



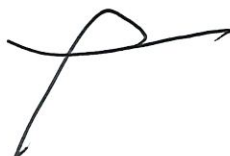
HON. ADAM A. FUENTES
Municipal vice Mayor & Presiding Officer

APPROVED BY:



HON. ATTY. BENJAMIN S. PONGOS, JR.
Municipal Mayor

02 JUL 2026





REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
Municipality of Isabel
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OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

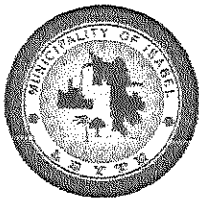
CERTIFICATE OF PUBLIC HEARING CONDUCTED

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that a hearing/consultation was conducted last June 16, 2026 1:00 P.M., at the Vice Mayor's Office for the Municipal Ordinance No.20-26-019 – AN ORDINANCE INSTITUTIONALIZING THE ISABEL PUBLIC EMPLOYMENT SERVICE OFFICE (ISAPESO). This hearing/consultation was attended by members of the SB Committee on Industrial, Labor, and Employment and Committee on Finance & Appropriations and several LGU-Isabel Human Resource & Management Office Head and the Municipal Budget Officer.

Done this 17th day of September 2026, at SB Secretary Office, LGU-Isabel, Leyte, Philippines.


JULIUS CESAR T. MATIGA
SB Secretary



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
Municipality of Isabel

-o0o-

OFFICE OF THE SANGGUNIANG BAYAN

JOINT COMMITTEE MEETING: COMMITTEE ON FINANCE AND APPROPRIATION
AND
COMMITTEE ON INDUSTRIAL, LABOR & EMPLOYMENT

Subject : Draft Resolution No. 20-26-018 – AN ORDINANCE INSTITUTIONALIZING THE ISABEL
PUBLIC EMPLOYMENT SERVICE OFFICE (ISAPESO)
Date : JUNE 16, 2026
Time : 1:00 PM
Venue : VICE-MAYOR'S OFFICE

ATTENDANCE

Name	Office/Designation	Address	Time of Arrival	Contact Number	Signature
1 ALLAN ROMERO	SB				
2 JABONETE, Lilaire Migs	MBO				
3 NUEL BANARAB	SB				
4 John Raphael Carandang	MLO				
5 MA. JACKSON CERVILLO	ARMON				
6 Soliman, An/en Ene	AO IEPH				
7 CENTINO, DANILO	SB MEMBER				
8 Julius Com Motion	SB Sec				
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REPUBLIC OF THE PHILIPPINES

PROVINCE OF LEYTE

Municipality of Isabel

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OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

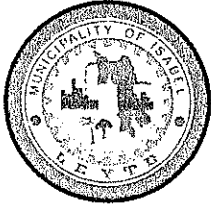
CERTIFICATE OF PUBLIC POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that pursuant to section 59 of RA 7160, otherwise known as the Local Government Code of the Philippines, a copy of Municipal Ordinance No. 20-26-019 - AN ORDINANCE INSTITUTIONALIZING THE ISABEL PUBLIC EMPLOYMENT SERVICE OFFICE (ISAPESO), was posted within the period of July 03, 2026 to July 20, 2026 on the Bulletin Board located at the lobby of the Isabel Town Hall, another one (1) copy at the Isabel Public Market Bulletin Board, and another one (1) more copy at the Isabel Public Transport Terminal, this Municipality.

Done this 17th day of September 2026, at the SB Secretariat Office, LGU-Isabel, Leyte, Philippines.


JULIUS CESAR T. MATIGA
Secretary to the Sangguniang Bayan



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
Municipality of Isabel
-o0o-
OFFICE OF THE SANGGUNIANG BAYAN

TRANSMITTAL

Date: September 17, 2026

THE SANGGUNIANG PANLALAWIGAN
Province of Leyte
Provincial Capitol, Palo, Leyte

THRU: THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLALAWIGAN
Provincial Capitol
Palo, Leyte

MA'M:
RESPECTFULLY TRANSMITTING YOUR END FIFTEEN (15) SETS OF THE FOLLOWING DOCUMENTS.
WITH DETAILS AS FOLLOWS:

<u>ITEM NO.</u>	<u>REF. NO.</u>	<u>TITLE/CAPTION/DESCRIPTION</u>
1	Municipal Ordinance No. 20-26-019	AN ORDINANCE INSTITUTIONALIZING THE ISABEL PUBLIC EMPLOYMENT OFFICE (ISAPESO).

ATTACHMENTS:

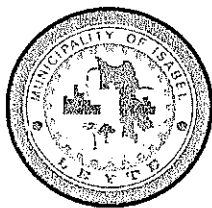
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|---|---|
| 1 | Certificate of Public/Committee Hearing Conducted |
| 2 | Copy of the Attendance of the Public Hearing |
| 3 | Certificate of Public Posting |

FOR YOUR INFORMATION, REFERENCE, AND APPROPRIATE ACTION.

THANK YOU.

Respectfully yours,

JULIUS CESAR T. MATIGA
Secretary to the Sangguniang Bayan



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
Municipality of Isabel
-o0o-
OFFICE OF THE SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE 45th REGULAR SESSION OF THE 20th SANGGUNIANG BAYAN OF THE MUNICIPALITY OF ISABEL, PROVINCE OF LEYTE, HELD ON JUNE 18, 2026, AT THE SB SESSION HALL.

Present: Vice Mayor Adam A. Fuentes, Presiding Officer
SB Member Atty. Rovelson R. Velmonte
SB Member Noel B. Banaag
SB Member Lorena C. Arpon
SB Member Allan F. Romero
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SB Member Rey Zaldy S. Rojas
SB Member Teddy E. Alemia
SB Member Romelo P. Mappala
Liga Ng Mga Brgy. Pres. Marilyn A. Cordeño
SK Fed. Pres. Kissi Lynn C. Martin
Absent: SB Member Rey Zaldy S. Rojas

MUNICIPAL ORDINANCE NO. 20-26-019
AN ORDINANCE CREATING AND INSTITUTIONALIZING THE MUNICIPAL PUBLIC
EMPLOYMENT SERVICE OFFICE OF ISABEL, LEYTE.

Sponsor: HON. ALLAN F. ROMERO
Co-Sponsor: HON. ATTY. ROVELSON R. VELMONTE

WHEREAS, it is the policy of the State to promote full employment, equality of employment opportunities, and the protection of workers' rights to decent and productive work;

WHEREAS, the Local Government Unit of Isabel, Leyte recognizes its vital role in facilitating access to employment opportunities, labor market information, and skills development services for its constituents;

WHEREAS, there is a need to institutionalize a mechanism that will effectively link job seekers with employers, provide timely and accurate employment information, and support workforce development initiatives within the locality and in compliance with the directives of RA No. 10691 or the Amended PESO Act;

WHEREAS, the establishment of a Public Employment Services Office (PESO) will serve as a non-fee charging multi-employment service facility that shall ensure prompt, accessible, and efficient delivery of employment facilitation services;

NOW, THEREFORE

Be it enacted by the 20th Sangguniang Bayan ng Isabel, Leyte that:

SECTION 1. SHORT TITLE. This Ordinance shall be known as the Isabel Municipal Public Employment Service Office Ordinance or "Municipal PESO Ordinance of 2026."

SECTION 2. DECLARATION OF POLICY. It is a declared policy of the municipality to promote full employment and equality of employment opportunities for all, and for this purpose, to strengthen and expand the existing employment facilitation service machinery of the government agency particularly at the local level. It is also a declared policy of the municipality to provide clients with adequate information on employment and labor market situation.

SECTION 3. CREATION OF PUBLIC EMPLOYMENT SERVICES OFFICE. The Isabel Public Municipal Employment Services Office (Municipal PESO) is hereby created as an independent office under the Office of the Municipal Mayor to provide employment assistance to all unemployed and underemployed residents of the Municipality and coordinate with the Department of Labor and Employment (DOLE), Overseas Workers Welfare Administration (OWWA), and other government agencies for the implementation of various labor and employment programs and activities.

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- 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 by undertaking referrals for such programs;
- 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 will fully carry out the objectives of this ordinance.

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A series of handwritten signatures and initials in black ink, located at the bottom of the page. From left to right, there are several distinct marks: a stylized 'S' or '8', a signature with a circle, a signature with a cross, a signature with a large 'A', a signature with a large 'M', a signature with a large 'P', and a signature with a large 'D'. There are also some smaller, less distinct marks and a large, bold signature on the far right.

- c) WORK APPRECIATION PROGRAM (WAP) – This program aims to develop the values of work appreciation and ethics by exposing the young to actual work situations;
- d) DOLE Integrated Livelihood Program – This program gives clients information on the wide array of livelihood programs and assist those interested to avail of the said program. This also aims in the integration of disadvantaged sectors of the society like persons with disabilities by providing them training and employment opportunities both in the formal and informal sectors;
- e) CAREER COACHING PROGRAM – This is being done through coordination with various high schools in the municipality and with the Department of Education (DEPED Districts I and II) in the conduct of vocational guidance sessions designed to answer future demands from both local and foreign labor markets. This program also aims to influence the career decisions of graduating high school students by exposing them to actual work situation to establishments identified and recommended by DOLE as learning sites;
- f) GOVERNMENT INTERNSHIP PROGRAM – This is a program of the Department of the Interior and Local Governance (DILG) where the youth is given the opportunity to be trained and exposed to government administration. A competent of the Kabataan 2000 program, now known as the "Sikap Kabataang Pinoy Program," as provided for by Executive Order No. 1395. Under this program, the participating government agency shall provide the participants with stipend of not more than twenty-five percent (25%) of the prevailing minimum wage;
- g) KASAMBAHAY PROGRAM (PROGRAM FOR THE HOUSEHOLD HELP) – This program is intended to build understanding on domestic work; encourage domestic workers and their employers to embark on mutually beneficial partnership and empower the municipality's kasambahay, both from formal and informal sectors;
- h) BARANGAY PESO Satellite Program – A comprehensive skills mapping activity whose objective is to fast-track the employment facilitation service by matching available jobs and skills requirements of applicants for local and foreign employment;
- i) LABOR EDUCATION FOR GRADUATING STUDENTS (LEGS) – Graduating students of vocational and baccalaureate course are given orientation on labor and employment matter through the LEGS. The program will help graduating students become familiar with employment facilitation services of the PESO, workers protection and security coverage for employees;
- j) ANTI-ILLEGAL RECRUITMENT PROGRAM – This program is in support of the national government's campaign against illegal recruitment at the grassroots level by providing relevant and helpful information to all Filipinos planning to migrate and work abroad;
- k) CHILD-LABOR PROGRAM – This program is in support of the government effort to eliminate all forms of child labor in compliance with R.A. No. 9231 (An Act Providing for the Elimination of the Worst Forms of Child Labor and Affording Stronger Protection for the Working Child, amending for this purpose R.A. No. 7610, as amended, otherwise known as the Special Protection of Children against Child Abuse, Exploitation and Discrimination and Discrimination Act);
- l) OFW HELP DESK – This program will provide appropriate assistance by referring the OFWs and their families to OWWA for programs and services including welfare cases. The Help Desk will be in constant communication with OWWA so that the OFWs and their families need not go to the OWWA Office in Tacloban;
- m) Other programs and activities designed to enhance the provision of employment assistance to PESO's clients including Differently Abled Persons (DAP) displaced workers and working from the disadvantaged sectors.

SECTION 6. ORGANIZATIONAL COMPOSITION. To effectively perform the above-mentioned powers and functions, the Municipal PESO shall be divided into three major tasks herein enumerated:

- Internal Management and Services
- Employment Information and Promotion
- Employment and Livelihood Services

The bottom of the page features several handwritten signatures and initials in black ink. From left to right, there are approximately seven distinct marks, including what appear to be full names and initials, some with circular stamps or flourishes.

SECTION 7. STAFFING PATTERN. In accordance with RA No. 10691 and to implement the functions of the Municipal PESO, the Sangguniang Bayan hereby creates the following positions:

1	Municipal Government Department Head I (PESO Manager)	SG 24
1	Labor and Employment Officer I	SG 11

The Municipal PESO staff may be augmented through any or a combination of the following options:

- a. Designation or assignment of personnel to the Municipal PESO in concurrent capacities with their existing positions;
- b. Reassignment of personnel of the Municipality to the Municipal PESO; and
- c. Full-time or part-time detail of existing personnel to the Municipal PESO;

SECTION 8. STAFF QUALIFICATIONS. The various positions in the Municipal PESO shall have the following qualifications:

- *Municipal Government Department Head 1 (PESO Manager)*

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 : 3 years of supervisory/management experience in program management relative to employment facilitation
Training : None required
Eligibility : Career Service (Professional/Second Level Eligibility)

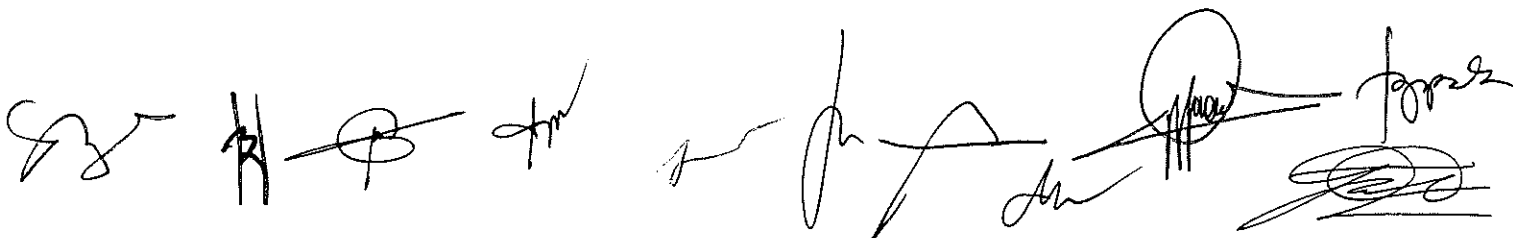
- *Labor and Employment Officer I*

Education : Bachelor's Degree
Experience : None required
Training : None required
Eligibility : Career Service (Professional)/Second Level Eligibility

SECTION 9. DUTIES AND FUNCTIONS OF PESO MANAGER AND SUPPORT STAFF –

The following shall be the duties and functions of the PESO Manager, to wit:

- a. Manage all technical and administrative activities of the Municipal PESO;
- b. Develop action plans, proposals and other documents needed in the implementation activities of programs and services;
- c. Identify training needs and arrange staff training as needed (i.e. in-house block release) training staff, or delegating them to appropriate unit/staff;
- d. Responsible for informal stages of staff discipline, including coaching and counseling;
- e. Maintain a systematic process flow to ensure the effective and efficient management of the office and avoid complaints from clients;
- f. Conduct reviews of daily procedures being implemented to update and trim down unnecessary processes and carry out remedial action;
- g. Maintain effective communication with the Local Chief Executive to appraise and provide recommendation for policy directions;
- h. Coordinate closely with DOLE, TESDA, DTI, CHED and DepED and international agencies in the attainment of the ISAPESO goals and objectives.

A series of handwritten signatures in black ink, likely representing the officials who signed the document. There are approximately eight distinct signatures of varying lengths and styles.

The following shall be the duties and functions of the Labor & Employment Officer I, to wit:

- a. Conduct training and seminars for job seekers;
- b. Conduct pre-employment or occupational counseling, career guidance, mass motivation and values development activities to applicants for employment;
- c. Conduct capability building services to enhance entrepreneurship skills and access to livelihood opportunities;
- d. Provide conciliation-mediation services to employees and employers to help settle their dispute and claims and preserve industrial harmony in the municipality;
- e. 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;
- f. Provide consultation and labor/management education services to employers and employees; and
- g. Perform such other duties and functions that may be assigned to him/her by the Municipal Mayor or by relevant laws and ordinances from time to time.

SECTION 10. COORDINATE LINKAGES. The Municipal PESO shall, in the execution of its assigned tasks, coordinate closely with the DOLE, TESDA, OWWA, and other labor employment agencies and organizations, local, national, and international.

SECTION 11. APPROPRIATION. The appropriation necessary to cover the cost for the newly created positions and the programs under this ordinance for the calendar year 2026 shall be taken from whatever sources made available by virtue of the foregoing abolished vacant/unfilled positions. For the succeeding years, the appropriation for the newly created office shall be included in the annual budget.

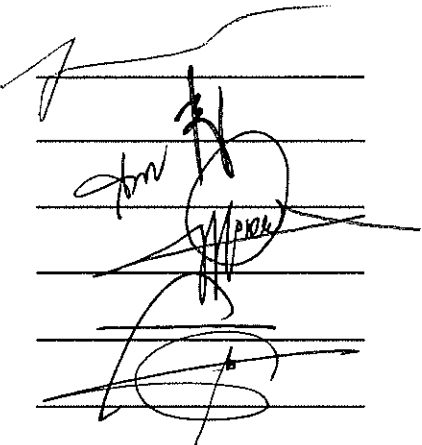
SECTION 12. REPEALING CLAUSE. All other issuances, orders, resolutions and memorandums of agreements pertaining to the creation of the Municipal PESO are hereby repealed and/or amended accordingly.

SECTION 13. SEPARABILITY CLAUSE. Any provision/s portion/s of this ordinance found to be violative of the constitution or any other laws or regulations shall not impair the other provisions or part/s hereof which shall continue to be in force and in effect.

SECTION 15. EFFECTIVITY. This Ordinance shall take effect 15 days after its publication in a newspaper of general circulation.

ADOPTED UNANIMOUSLY by all the members present, on motion of Hon. Allan F. Romero, and duly seconded by Hon. Noel B. Banaag and Hon. Atty. Rovelson R. Velmonte.

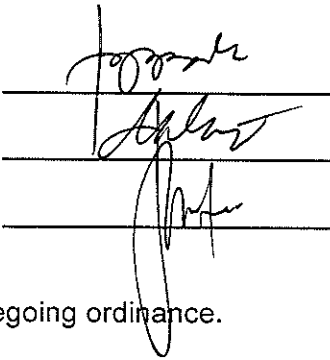
HON. ATTY. ROVELSON R. VELMONTE
HON. NOEL B. BANAAG
HON. LORENA C. ARPON
HON. ALLAN F. ROMERO
HON. DANILO M. CENTINO
HON. TEDDY E. ALEMIA

A series of six horizontal lines, each with a handwritten signature or initials written over it. The signatures are in black ink and vary in style, some being more cursive and others more blocky.A handwritten signature in black ink, appearing to be 'FS' followed by a cursive flourish.A handwritten signature in black ink, appearing to be a cursive 'D' followed by a flourish.

HON. ROMELO P. MAPPALA

HON. MARILYN A. CORDEÑO

HON. KISSI LYNN C. MARTIN



I HEREBY CERTIFY to the correctness and authenticity of the foregoing ordinance.



JULIUS CESAR T. MATIGA
Secretary to the Sangguniang Bayan

ATTESTED BY:



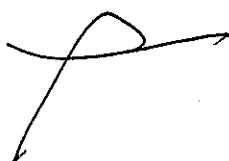
HON. ADAM A. FUENTES
Municipal vice Mayor & Presiding Officer

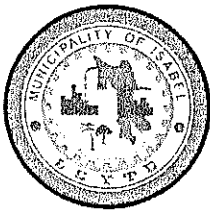
APPROVED BY:



HON. ATTY. BENJAMIN S. PONGOS, JR.
Municipal Mayor

02 JUL 2026





REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
Municipality of Isabel
-o0o-
OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

CERTIFICATE OF PUBLIC HEARING CONDUCTED

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that a hearing/consultation was conducted last June 16, 2026 1:00 P.M., at the Vice Mayor's Office for the Municipal Ordinance No.20-26-019 – AN ORDINANCE INSTITUTIONALIZING THE ISABEL PUBLIC EMPLOYMENT SERVICE OFFICE (ISAPESO). This hearing/consultation was attended by members of the SB Committee on Industrial, Labor, and Employment and Committee on Finance & Appropriations and several LGU-Isabel Human Resource & Management Office Head and the Municipal Budget Officer.

Done this 17th day of September 2026, at SB Secretary Office, LGU-Isabel, Leyte, Philippines.


JULIUS CESAR T. MATIGA
SB Secretary



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
Municipality of Isabel
-o0o-
OFFICE OF THE SANGGUNIANG BAYAN

JOINT COMMITTEE MEETING: COMMITTEE ON FINANCE AND APPROPRIATION
AND
COMMITTEE ON INDUSTRIAL, LABOR & EMPLOYMENT

Subject : Draft Resolution No. 20-26-018 - AN ORDINANCE INSTITUTIONALIZING THE ISABEL
PUBLIC EMPLOYMENT SERVICE OFFICE (ISAPESO)
Date : JUNE 16, 2026
Time : 1:00 PM
Venue : VICE-MAYOR'S OFFICE

ATTENDANCE

Name	Office/Designation	Address	Time of Arrival	Contact Number	Signature
1 ALLAN ROMERO	SB				
2 JABONETE, Lahiric Mags	MBO				
3 NIEL BANABE	SB				
4 John Raphael Carandang	MLO				
5 MA. JACKSON CERNILLO	ARMAN				
6 Salamat, Aprilen Bu	AO IEPH				
7 CERNILLO, DANILO	SB member				
8 Julius Cesar Mating	SB Sec				
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REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
Municipality of Isabel
-o0o-
OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

CERTIFICATE OF PUBLIC POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that pursuant to section 59 of RA 7160, otherwise known as the Local Government Code of the Philippines, a copy of Municipal Ordinance No. 20-26-019 - AN ORDINANCE INSTITUTIONALIZING THE ISABEL PUBLIC EMPLOYMENT SERVICE OFFICE (ISAPESO), was posted within the period of July 03, 2026 to July 20, 2026 on the Bulletin Board located at the lobby of the Isabel Town Hall, another one (1) copy at the Isabel Public Market Bulletin Board, and another one (1) more copy at the Isabel Public Transport Terminal, this Municipality.

Done this 17th day of September 2026, at the SB Secretariat Office, LGU-Isabel, Leyte, Philippines.


JULIUS CESAR T. MATIGA
Secretary to the Sangguniang Bayan