



Republic of the Philippines  
City of Bago  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**

**ORDINANCE NO. 22-24**

**AN ORDINANCE INSTITUTIONALIZING THE PUBLIC EMPLOYMENT SERVICE OFFICE OF THE CITY OF BAGO (PESO) ENUMERATING ITS OBJECTIVES, FUNCTIONS, SERVICES, AND CREATING THE CORRESPONDING PLANTILLA POSITIONS, PROVIDING FOR ITS DUTIES AND FUNCTIONS AND APPROPRIATING FUNDS THEREON FOR ITS OPERATION.**

*WHEREAS, RA 8759 or the Public Service Employment Act as amended by RA 10691 provides for the organization and operation of Public Employment Service Offices (PESO) in every Local Government Units;*

*WHEREAS, PESO functions to supplement the mandated role of the DOLE in the provision of necessary information on employment opportunities, trainings and skills enhancement and the development of entrepreneurial opportunities and skills for the public;*

*WHEREAS, in order achieve the objectives of RA 8759, as amended, there is a need to institutionalize the creation of the PESO;*

*NOW THEREFORE, upon motion of SP Member Joseph J. Colmenares and unanimously seconded by the SP Members present, be it enacted by the Sanggunian Panlungsod that:*

**SECTION 1. TITLE.** – *This Ordinance shall be known as “An Ordinance Institutionalizing the Bago City Public Employment Office of 2022”.*

**SECTION 2. Institutionalization.** – *There is hereby institutionalized a Public Employment Service Office (PESO) in the City of Bago which shall be provided with the appropriate organizational, structural and personnel composition as may be allowed pursuant to Civil Service rules and regulations, the Local Government Code and other pertinent laws and issuances.*

**SECTION 3. OBJECTIVES.** – *This Ordinance is enacted in order to provide a framework in the institutionalization of local PESO which will serve as an extension of the DOLE that would ensure the prompt and efficient delivery of employment services, development of entrepreneurial skills and opportunities and the provision of necessary information on all programs and services of the DOLE. Specifically, Bago PESO shall:*

*a) Provide a venue where the public may explore the various employment options and obtain assistance on the same;*

*b) Serve as referral and information center for various services and programs of the DOLE and its attached agencies such as but not limited to, OWWA and POEA;*

*c) Provide clients with adequate information on employment and labor market in the locality and the available data and information on the programs and services of the DOLE and other government agencies;*

*d) Bring employment services or entrepreneurial opportunities closer to the public by expanding the reach of existing local and national programs and services;*

e) Establish network with other PESOs for job exchange and other employment related services.

**SECTION 4. DEFINITION OF TERMS.** – As used in this Ordinance, the following terms shall be defined as follows:

a) **Bago PESO** – is the Public Employment Service Office as created under this Ordinance;

b) **Office of the City Cooperatives Officer** – a department in the City government of Bago that promotes the growth and viability of cooperatives, implements technology, livelihood and enterprise development and public employment promotion and facilitation services;

c) **DOLE** – is the Department of Labor and Employment which was created, existing and functioning pursuant to pertinent national law;

d) **LMI** – the Labor Management Information which serves as a data bank of information relative to labor and employment;

e) **SPES** – the Special Program for the Employment of Students that provides for short term employment to poor but deserving students and is funded by DOLE and the LGU;

f) **POEA** – is the Philippine Overseas Employment Administration which was created and existing and which mandate under the existing laws and regulations;

g) **OWWA** – is the Overseas Workers Welfare Administration which was created and existing under existing laws and regulations;

h) **Institutionalized PESO** – refers to a PESO which has permanent plantilla positions, budgetary allocation for Personnel services, Maintenance and Other Operating Expenses, Capital Outlay, and designated office space intended to provide employment facilitation services and information center for other DOLE programs and services.

i) **DICT** - refers to Department of Information and Communication Technology

J) **NRCO** – National Re-integration Center for OFW's

k) **GIP** - refers to Government Internship Program

**SECTION 5. FUNCTIONS OF BAGO PESO.** – Bago PESO shall have the following functions:

a) Provide Labor Market Information Services by promoting its services through all forms of media;

b) Provide referral and placement services for local and overseas as well as private and public employment in accordance with existing polices, rules, and regulations;

c) Provide career advocacy and employment coaching services in partnership with other service providers;

d) Facilitate the implementation and/or provision of livelihood and self-employment programs and services;

e) Assist in providing re-integration assistance services to returning Overseas Filipino Workers in coordination with OWWA and NRCO;

- f) *Coordinate and promote the adoption of enrolled youth work programs such as SPES and GIP as implemented by DOLE and other agencies and encourage qualified employers to participate in the program;*
- g) *Provide conciliation-mediation services to employees and employers to help settle their disputes and claims in order to preserve industrial-peace in the workplace;*
- h) *Prepare and submit an annual employment plan and corresponding budget requirements including other regular funding sources and budgetary support for PESO;*
- i) *To be in-charge of receiving and processing of applications for all employment – related programs including that of the DICT’s digitaljobPH;*
- j) *Perform other functions analogous to the above, including programs and services developed by DOLE to enhance provision of employment assistance to clients, particularly for special groups such as PWDs and disadvantaged/displaced workers.*

**SECTION 6. OTHER SERVICES.**

- a) *Initiate and organize Job Fairs and supervise and monitor those conducted by private entities or educational institutions pursuant to DOLE guidelines;*
- b) *Facilitate the conduct of local recruitment/special recruitment activities in coordination with POEA in accordance with existing laws, rules, and regulations;*
- c) *Initiate and organize livelihood and self-employment bazaars, in coordination with government and non-government institutions undertaking livelihood and self-employment programs and services; and*
- d) *Monitor compliance of private sectors to pertinent laws rules and regulations on hiring requirement for skilled and unskilled workers.*
- e) *Coordinate and monitor the implementation of government-funded infrastructure Projects to provide recruitment assistance to contractors for their skilled and unskilled human resource requirement to hire 30% of skilled and 50% of unskilled labor requirements from the area where the project is located pursuant to RA 6685 or the Workers Hiring in Infrastructure Projects (WHIP).*

**SECTION 7. ORGANIZATION AND COMPOSITION.** - *Under Republic Act 10961, the PESO shall be initially organized and composed of a PESO Manager and may be assisted by a Labor and Employment Officer (LEO) as may be determined by the LGU.*

*To fully implement the services of the PESO under RULE III of DOLE Department Order NO. 157-16 Series of 2016, additional positions may be created by the LGU based on the following personnel structure.*

<i>POSITION</i>	<i>SALARY GRADE</i>
<i>1. Chief Labor and Employment Officer</i>	<i>24</i>
<i>2. Supervising Labor and Employment Officer</i>	<i>22</i>
<i>3. Senior Labor and Employment Officer</i>	<i>19</i>
<i>4. Labor and Employment Officer III</i>	<i>16</i>
<i>5. Labor and Employment Officer II</i>	<i>13</i>
<i>6. Labor and Employment Officer I</i>	<i>11</i>
<i>7. Labor and Employment Assistant</i>	<i>9</i>

**SECTION 8. APPROPRIATION.** – To carry out its functions, necessary budget requirements shall be provided to Bago PESO through annual or supplemental appropriations from the City.

**SECTION 9. REPEALING CLAUSE.** - All ordinances or portions thereof which are in conflict or inconsistent with this Ordinance are hereby accordingly repealed or amended.

**SECTION 10. SEPARABILITY CLAUSE.** – Should portion of this Ordinance is declared unconstitutional or invalid, the remainder or any other portions which are not affected by such declaration shall remain in full force and effect.

**SECTION 11. EFFECTIVITY.** - This Ordinance shall take effect upon its approval.

Enacted: September 6, 2022.

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I hereby certify to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Panlungsod during its Regular Session held on September 6, 2022.

**ATTY. ALLAN C. GALUNAN**  
Secretary to the Sangguniang Panlungsod

ATTESTED:

**MARINA JAVELLANA-YAO**  
SP Member-Acting Presiding Officer

Approved \_\_\_\_\_ 2022.

**NICHOLAS M. YULO**  
City Mayor