



PAMAHALAANG BAYAN NG TAYTAY

TANGGAPAN NG SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 15th REGULAR SESSION OF THE 8th SANGGUNIANG BAYAN, TAYTAY, RIZAL, HELD ON NOVEMBER 3, 2010 AT THE SESSION HALL OF THE MUNICIPAL BUILDING, TAYTAY, RIZAL

PRESENT:

Hon. Janet DL. Mercado	- Vice Mayor/Presiding Officer
Hon. Jan Victor B. Cabitac	- Councilor
Hon. Carlito G. Gonzaga	- "
Hon. Archie L. Calderon	- "
Hon. Michell B. Bermundo	- "
Hon. Allan Martine S. de Leon	- "
Hon. Chito J. Esguerra	- "
Hon. Anastacio V. Alcantara	- "

ABSENT

Hon. Glenviano G. Valera	- Councilor
Hon. Aniel C. Cruz	- ABC President (Sick Leave)
Hon. Jean Antonette M. Bermillo	- SK President

Sponsored by: Coun. Michell B. Bermundo
Co-Sponsored by: Coun. Archie L. Calderon
Coun. Allan Martine S. de Leon
Coun. Anastacio V. Alcantara

ORDINANCE NO. 43

INSTITUTIONALIZING THE PUBLIC SERVICE EMPLOYMENT OFFICE (PESO) AND DESIGNATING ITS OFFICER AND STAFF IN THE MUNICIPAL GOVERNMENT OF TAYTAY, PROVINCE OF RIZAL AND APPROPRIATING FUNDS THEREOF

WHEREAS, Republic Act 8759 otherwise known as the Public Employment Service Office Act of 1999 is an act Institutionalizing a National Facilitation Service Network through the establishment of a Public Employment Service Office in every province, key cities and other strategic areas throughout the country;

WHEREAS, the Public Employment Service Office (PESO) in general, shall ensure the prompt, timely and efficient delivery of employment services and provision of information and other Department of Labor (DOLE) programs;

WHEREAS, through the years the existing PESO have established a workable mechanisms in the provision and implementation of employment-related programs and services in the municipality;

NOW THEREFORE, BE IT ENACTED BY THE SANGGUNIANG BAYAN OF TAYTAY BY VIRTUE OF POWER VESTED IN IT BY LAW, THAT:

ARTICLE 1: PREAMBLE

1.1. TITLE

This Ordinance shall be known and may be cited as "An Ordinance Institutionalizing the Public Service Employment Office (PESO) and designating its officer and staff in the Municipal Government of Taytay, Province of Rizal", hereinafter referred to as "this Ordinance";

1.2. PURPOSE

It shall be for the purpose of this ordinance to provide a better, enhanced, and effective provision of labor market information and more importantly, a well-organized and efficient delivery of employment services and other related programs to the constituents in the Municipality of Taytay.

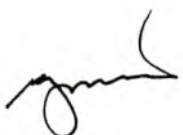
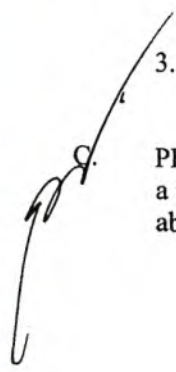
ARTICLE 2: THE PUBLIC EMPLOYMENT SERVICE OFFICE

2.1 THE OFFICE

The Public Employment Service Office, hereinafter referred to as "the Office" is hereby institutionalized under this Ordinance which have the following functions;

- A. PESO shall be in charge of the **Provision of Labor Market Information** that constitutes any information affecting the movement of labor supply and demand such as the following;
 - 1. Encourage employers to submit to PESO on a regular basis a list of vacancies in their respective establishments.
 - 2. Provide employment information services to job seekers, both for local and overseas employment, and recruitment assistance to employers.
 - 3. Generate information about the labor and supply demand in various disaggregation level.
- B. PESO shall be in control of "**Referral**" which is a process of directing pre-screened jobseekers to employers with vacancies matching their qualification, and "**placement**" which is the result of a successful referral which have the following related activities;
 - 1. Provide referral to jobseekers who match the qualification requirements of vacancies posted by the employees.
 - 2. Refer jobseekers to skills training to different training centers if the former is willing to undergo the said training.
 - 3. Make follow-up to employers regarding the status of the referred jobseekers.

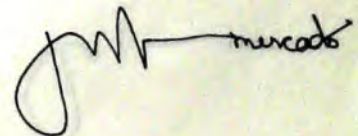
PESO shall be responsible for **Employment Guidance and Counseling** which is a process of assisting people intellectually and psychologically to make decisions about their career and act to realize it such as the following:



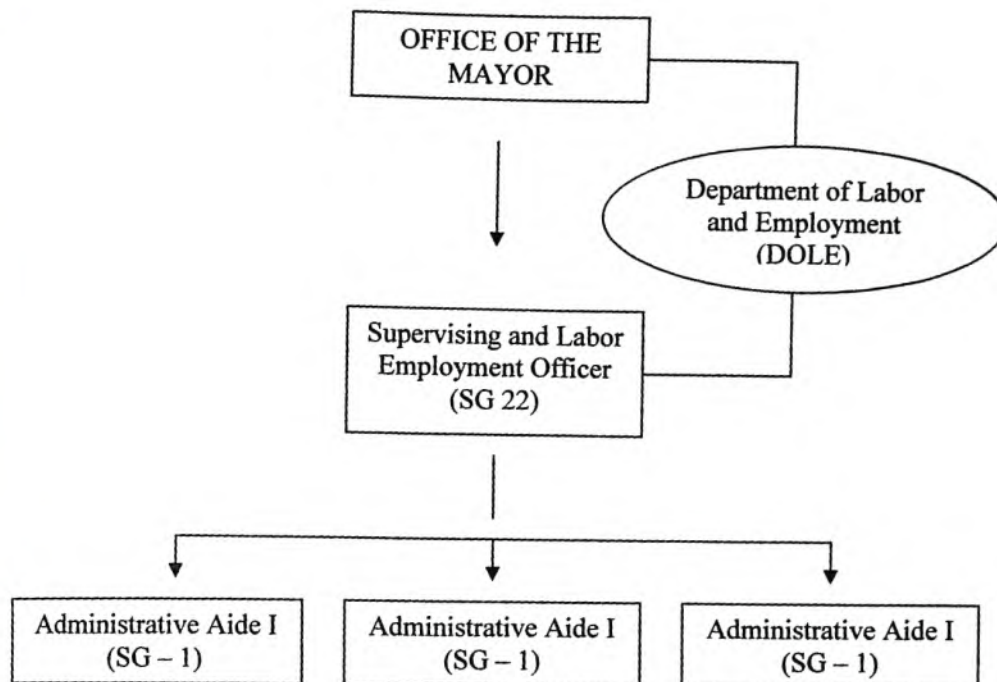
1. Conduct pre-employment counseling and orientation to prospective local and overseas workers.
2. Identify occupationally set or not set jobseekers and provide appropriate referrals to them.
3. Conduct career guidance and employment counseling to graduating students of secondary and tertiary levels.
4. Provide employment or occupational counseling, mass motivation, and values development activities.

D. PESO shall be also be in charge of the following **Other Programs and Services** such as;

1. **Job Fair** – conducted periodically to bring together in one venue jobseekers and employers for immediate matching.
2. **Livelihood and Self-employment bazaars** – these will give clients (jobseekers, organizations, displaced workers), information on the array of livelihood programs they choose to avail.
3. **Special Credit Assistance for Placed Overseas Workers** – assistance that will enable poor but qualified applicants to avail of opportunities for overseas employment.
4. **Special Program for Employment Students and Out-of-School Youth (SPES)** – this program shall endeavor to provide employment to deserving students coming from poor families during summer vacations as provide under Republic Act# 7323.
5. **Workers Hiring for Infrastructure Projects (WHIP)** – a program in pursuance of Republic Act # 6685 which requires construction companies, including Department of Public Works and Highways (DPWH) to hire 30% of skilled and 50% of unskilled labor requirements from the areas where projects is constructed or located.
6. **Other programs/activities developed by DOLE** – enhance provision of employment assistance to PESO clients, particularly for special groups of disadvantaged workers as persons with disabilities (PWD's) and displaced workers.



2.2. THE FUNCTIONAL STRUCTURE



2.3 THE BUDGET

The Office shall be given an annual budget allocation within the municipality's yearly appropriations as to maintain its function and duties and as recommended through the Office of the Chief Executive.

ARTICLE 3: THE OFFICER

3.1 THE SUPERVISING AND LABOR EMPLOYMENT OFFICER (SG 22)

A. Duties and Responsibilities

1. Staff Management like detailing staff responsibilities and guide and coach staff when needed. Identify training and arrange staff training as necessary. Be responsible for informal stages of staff discipline, including coaching and counseling.
2. For the working environment, the officer shall ensure that safe working practices are adopted by staff within the department at all times.
3. Communicates with the higher authority, maintains effective communications with the Local Government Unit Head, management and staff through relevant briefing sessions or method appropriate to circumstances and attend the supervisory meetings when called.
4. Planning, develop action plans, proposal and other documents needed in the implementation of programs and services.

5. Maintain a systematic process flow to ensure the effective and efficient running of the office and to avoid complains from the clients.
6. Monitor PESO activities, ensure by regular checking that the quality of the service is consistent to the desired standard.
7. Ensure implementation of improvement initiatives, maintain appropriate records and work with staff on continual improvement of process and reduction of waste.

B. Qualification

1. Must be a Bachelor's Degree holder
2. Must be a Career Service (Professional) Second Level Eligibility
3. Has three (3) years of relevant experience
4. Has sixteen (16) hours of relevant training

C. Salary

The Supervising and Labor Employment Officer shall be compensated with Salary Grade 22 (SG 22).

D. Tenure

The supervising and Labor Employment Officer enjoy the security of tenure as provided for under the Civil Service Code.

ARTICLE 4: THE STAFF

4.1 THE ADMINISTRATIVE AIDE (SG 1)

A. Duties and Responsibilities

1. Duties and responsibilities as required by his/her head.

B. Qualification

1. Must be able to read and write

C. Salary

The Administrative Aide 1 shall be compensated with Salary Grade 1 (SG 1).

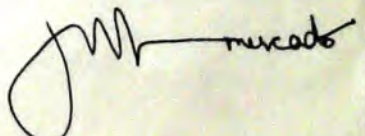
ARTICLE 5

At any point time, if the need arises, the creation of other positions will be considered by another Sangguniang Bayan ordinance.

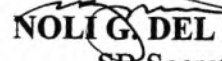
ARTICLE 6

This ordinance shall take effect immediately upon approval, without prejudice to existing laws and doctrines, revisions and amendment to this ordinance.

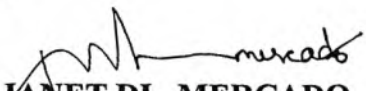
ENACTED, this 3rd day of November 2010, at the Session Hall of the Municipal Building of Taytay, Rizal.



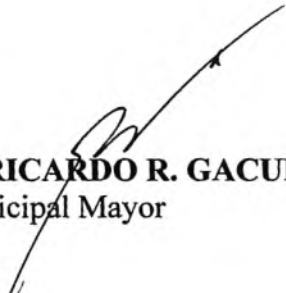
I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay during Regular Session held on the 3rd day of November 2010.


NOLI G. DEL ROSARIO
SB Secretary

ATTESTED AND CERTIFY TO BE DULY
ENACTED BY HER HONOR


HON. JANET DL. MERCADO
Vice Mayor/Presiding Officer

APPROVED BY HIS HONOR
THE MUNICIPAL MAYOR


HON. GEORGE RICARDO R. GACULA II
Municipal Mayor