

REPUBLICA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Sangguniang Panglungsod

ORDINANCE NO.02-066

AN ORDINANCE CREATING THE PUBLIC EMPLOYMENT SERVICEOFFICE (PESO), APPROPRIATING FUNDS THEREFORE, AND FOR OTHER PURPOSES.

Sponsored by:

- Hon. Rufino B. Joaquin*
- Hon. Mamerto T. Sevilla, Jr.*
- Hon. Francis Ian T. Bagatsing*
- Hon. Lucio B. Constantino*
- Hon. Atty. Patricio L. Boncayao, Jr.*
- Hon. Melchor R. Teves*
- Hon. Aldrin L. San Pedro*
- Hon. Nicanor L. Echavez, M.D.*
- Hon. Atty. Raul R. Corro*
- Hon. Atty. Icasiano M. Dela Rea*
- Hon. Elmer S. Espeleta*
- Hon. Artemio A. Simundac*

WHEREAS, unemployment and underemployment continue to be perennial problems of the City of Muntinlupa, and these problems are attributable to many factors such as: (1) inability of our economy to generate jobs (2) labor markets imperfections and (3) lack of information about market supply and demand.

WHEREAS, the City Government had been endeavoring and committed to strengthen the employment promotion, programs toward the upliftment of human resources.

WHEREAS, Republic Act No. 8750, was enacted to institutionalize and expand employment facilitation services through the establishment operation and maintenance of Public Employment Service Office in every province, key cities and other strategic areas throughout the country.

WHEREFORE, BE IT ORDAINED, as it is hereby ordained by the Sangguniang Panlungsod of Muntinlupa City the following:

Section 1. Creation. There is hereby created the **Muntinlupa City Public Employment Service Office (PESO)** which shall be placed under the control and supervision of the City Mayor and linked to the Department of Labor and Employment (DOLE) for coordination and technical supervision, to constitute the national employment service network.



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Section 2. Objectives. In general, the PESO shall ensure the prompt, timely and efficient delivery of employment service and provision of information on the other DOLE programs.

Specifically, the Public Employment Service Office shall:

- a. Provide a venue where people can explore simultaneously various employment options and actually seek assistance they prefer;
- b. Serve as referral and information center for the various services and programs of DOLE and other government agencies.
- c. Provide clients with adequate information on employment and labor market situation in the city.
- d. Network with other PESO's within the region on employment for job exchange purposes.

Section 3. Function. The Public Employment Service Office shall have the following functions:

- a. Encourage employers to submit to PESO on a regular basis lists of job vacancies in their respective establishments in order to facilitate the exchange of labor market information between employers and job seekers by providing them employment information services, both local and overseas employment, and recruitment assistance to employers subject to the Kautusang Panlungsod Bilang 96-80, otherwise known as "*Kautusang Panlungsod na nag-aatas sa lahat ng kumpanya, bahay kalakal at nagnenegosyo sa Lungsod ng Muntinlupa na sa pagtanggap ng karaniwang kawani (rank and file), ang hindi bababa sa pitumpung porsiyento (70%) na manggagawa ay dapat residente ng Lungsod*".
- b. Coordinate with DOLE subjected for technical supervision on the operation and maintenance of PESO.
- c. Provide persons with entrepreneurship qualities access to the various livelihood and self-employment programs offered by the government and non-governmental organizations at the city.
- d. Undertake employability enhancement training /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.



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- g. Provide reintegration assistance services to Filipino migrant workers.
- h. Perform such other task related to its functions and to undertake pertinent assignments and duties as maybe assigned and or requested by the City Mayor or by the Secretary of Labor and Employment.

Section 4. Other Services. In addition to the functions enumerated in the preceding section, PESO shall undertake the following programs and activities:

- a. **JOBS FAIR** - these shall be conducted periodically in the City to bring together in one venue the job seekers and employers for immediate matching.
- b. **SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES).** This program shall endeavor to provide employment to deserving students and out-of school youths coming from poor families during summer and or Christmas vacation as provided for under Republic Act No. 7323 and its Implementing Rules and Regulations, in order to enable to pursue their education.
- 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. **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.
- e. **VOCATIONAL AND CAREER GUIDANCE PROGRAM** – coordinate with schools and guidance counselors to conduct vocational guidance sessions to High School graduating students.
- f. **GOVERNMENT INTERNSHIP PROGRAM-** this is a program of the DILG where the youth is given the opportunity to be trained and exposed to government administration.
- g. **TULAY 2000-** this program is intended for the persons with disability for possible employment.

Section 5. Organizational Composition. In order to effectively perform the above-mentioned powers and functions, the PESO shall be divided into four (4) main divisions, enumerated hereunder:

- a. Internal Management and Services Division (*Administrative Division*)
- b. Employment Promotion Division
- c. Information Systems Division
- d. Career Guidance and Counseling Division



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Section 6. *Staffing Pattern.* In order to implement the function and duties of the Public Employment Service Office, it is hereby created the following positions:

Position	Salary Grade	Salary
(1) City Government Department Head III	27-1	281,064.00
(1) City Government Asst. Dept. Head III	25-1	259,860.00

Internal Management and Services Division
(Administrative Division)

Administrative Officer IV	22-1	231,012.00
Administrative Officer I	11-1	126,420.00
Clerk III	6-1	91,272.00
Driver/Mechanic I	3-1	72,468.00
Utility I (B)	1-1	60,984.00

Employment Promotion Division

Labor & Employment Officer III	16-1	169,176.00
Labor & Employment Officer II	13-1	142,044.00
Labor & Employment Officer I	11-1	126,420.00
Clerk III	6-1	91,272.00

Information Systems Division

Information Technology Officer I	19-1	201,504.00
Computer Programmer II	15-1	159,600.00
Computer Operator III	12-1	134,004.00

Career Guidance and Counseling Division

Labor & Employment Officer III	16-1	169,176.00
Labor & Employment Officer II	13-1	142,044.00
Psychologist I	11-1	126,420.00

TOTAL = P2,584,740.00

Section 7. *Coordinative Linkages.* The Public Employment Service Office shall, in the execution of its assigned tasks, coordinate closely with the committee of Labor and Employment of the Sangguniang Panglungsod, Muntinlupa Polytechnic College, Technological Education and Skills Development Authority (TESDA) and Employment agencies, local, national and international.



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Section 8. Appropriation. The initial amount of **Two Million, Five Hundred Eighty Four Thousand, Seven Hundred Forty (P 2,584,740.00) Pesos** is hereby appropriated for the personal services expenses of the Public Employment Service Office that shall be taken from the General Fund of the City Government.

Section 9. Repealing Clause. All other issuances, Executive Orders pertinent to the creation of the Community Relation Office and/or inconsistent with the provision of this Ordinance are hereby repealed and/or amended accordingly.

Section 10. Effectivity. This Ordinance shall take effect upon its approval.

ENACTED, by the *Sangguniang Panlungsod of Muntinlupa* this 17th day of **October 2002**, on its 51st Regular Session.

CONCURRED:

ALDRIN L. SAN PEDRO

Councilor


DR. NICANOR L. ECHAVEZ

Councilor


ATTY. PATRICIO L. BONCAYAO, JR.

Councilor


ATTY. RAUL R. CORRO

Councilor


MELCHOR R. TEVES

Councilor

ELMER S. ESPELETA

Councilor


FRANCIS IAN T. BAGATSING

Councilor


LUCIO B. CONSTANTINO

Councilor


MAMERTO T. SEVILLA, JR.

Councilor


RUFINO B. JOAQUIN

Councilor


ATTY. ICASIANO M. DELA REA

Councilor



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ARTEMIO A. SIMUNDAC
Sectoral Representative
President
Association of Barangay Captains

ABSENT:

BAL NIEFES
Councilor

RENE CARL S. CAYETANO
Councilor

ALLAN REY A. CAMILON
Councilor

MARIO E. BULAY, JR.
Councilor

CHRISTIAN GLENN D. DORICA
Sectoral Representative
President
Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

ATTY. ISIDORO L. SORIANO, JR.
Secretary
SANGGUNIANG PANLUNGSOD

ATTESTED:

ATTY. JO JASON T. ALCARAZ
City Vice Mayor/Presiding Officer

APPROVED:

ATTY. JAIME R. FRESNEDI
City Mayor
Date: _____

/Nory/Jeif