



## OFFICE OF THE SANGGUNIANG BAYAN

*Municipal Building, Poblacion, Bulalacao, 5214, Oriental Mindoro*

EXCERPTS FROM THE MINUTES OF THE SPECIAL SESSION OF THE SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL MINDORO HELD ON DECEMBER 19, 2013 AT THE SANGGUNIANG BAYAN SESSION HALL

**PRESENT:**

Hon. Teresita S. Bantugan	-	Presiding Officer
Hon. German S. Acosta	-	Sang. Bayan Member
Hon. Gideon B. Abuel	-	-do-
Hon. Emelita A. Osorio	-	-do-
Hon. Edwin C. Aceron	-	-do-
Hon. Senen C. Familara	-	-do-
Hon. Dexter R. Gonzales	-	-do-
Hon. Dennes M. Faner	-	-do-
Hon. Ramon G. Magbanua	-	-do-
Hon. Diony M. dela Torre	-	Pangulo, Liga ng mga Brgy.

**ABSENT:**

NONE

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### ORDINANCE NO. 13-12-136

AN ORDINANCE INSTITUTIONALIZING THE PUBLIC EMPLOYMENT SERVICE UNIT UNDER THE OFFICE OF THE MUNICIPAL MAYOR OF THE MUNICIPALITY OF BULALACAO AND APPROPRIATING FUNDS THEREOF

**"WHEREAS**, unemployment and underemployment continue to be perennial problems of the Municipality attributed to many factors such as; (1) inability of our economy to generate jobs, (2) labor market imperfections, and (3) lack of information about market supply and demand, among others:

**"WHEREAS**, the Local Government of Bulalacao has endeavored to strengthen its employment promotion programs toward the upliftment of the human resources in the Municipality of Bulalacao and has shown its commitment to realize the same;

**"WHEREAS**, Republic Act. No.8759 was enacted to institutionalize and expand employment opportunities and services through the establishment, operation and maintenance of a Public Employment Service Office (PESO) in every province, key cities, and other strategic areas throughout the country;

**ON MOTION** of Honorable Emelita A. Osorio jointly seconded by Honorable Ramon G. Magbanua and Honorable Dexter R. Gonzales;

*(Handwritten signatures and initials)*

BE IT ORDAINED by the Sangguniang Bayan in session assembled that:

**ARTICLE I  
TITLE & SCOPE**

**SECTION 1. Title-** This Ordinance shall be known as "INSTITUTIONALIZING THE PUBLIC EMPLOYMENT SERVICE UNIT IN THE MUNICIPALITY OF BULALACAO, ORIENTAL MINDORO AND APPROPRIATING FUNDS THEREOF"

**SEC. Scope-** This Ordinance shall be applicable only within the territorial jurisdiction of the Municipality of Bulalacao, Province of Oriental Mindoro.

**SEC. 3. Declaration of Policy** – The Local Government Unit of Bulalacao support and uphold Section 2 of Republic Act No. 8759 which states that "The State to provide 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 particularly at the local levels.

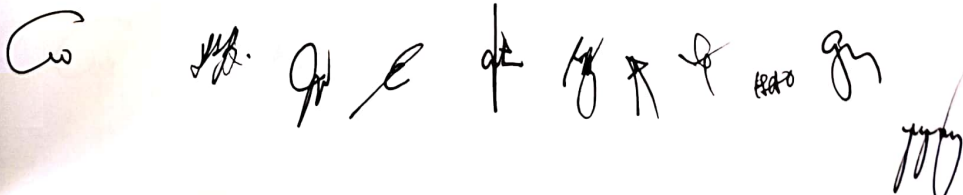
**ARTICLE II  
THE PUBLIC EMPLOYMENT SERVICE UNIT**

**SEC. 4. Institutionalization of the Public Employment Service Unit-** There is hereby institutionalized the Public Employment Service Unit which shall be under the control and supervision of the Office of the Municipal Mayor and shall be linked with the Department of Labor and Employment (DOLE) for coordination and technical supervision to constitute the national employment service network.


**SEC. 5. Duties and Functions of the PESU and its personnel.**

The PESU and its personnel shall perform the following duties and responsibilities, to wit:

- a. Motivate owners of local establishments and employers to submit to the PESU on a regular basis a list of job vacancies in their establishments to facilitate the exchange of labor market information between jobseekers and employers and to facilitate referral systems;
- b. Coordinate with the DOLE regarding the operation of PESU and coordinate with other local, national and international government and non-governmental agencies, organizations and entities as regards the availability and delivery of various employment opportunities for the Bulalacaonons;
- c. Provide persons with entrepreneurial capabilities access to various livelihood and self-employment programs offered in the municipality by both government and non-government organizations;



- d. Undertake employability enhancement trainings and seminars for job seekers and for those who would like to change careers 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 service to returning Filipino migrants workers;
- h. Provide employment assistance to sectors of women, senior citizens and other marginalized sectors like the Out-of-School Youth and Persons With Disabilities (PWDs);
- i. Accord immediate and essential assistance to clients seeking remedies and resolutions on minor labor disputes and refer such cases to authorities should it be necessary;
- j. Monitor and coordinate for the implementation of Special Ordinance No. 12-03-08 " An Ordinance Adopting Republic Act No. 6685";
- k. In-charge of marketing and promoting services, through all forms of media to all labor market clients; regularly obtaining a list of a job vacancies from employers; and generating and maintaining an updated registry of skills;
- l. In-charge of receiving job seekers; performing employment facilitation process such as registration, preliminary interview, matching referral and follow-up with employers regarding employment referrals; providing/submitting monthly/semestral accomplishment report for easier monitoring of movements of on file applicants; and establishing good rapport of linkages with companies to be able to have an easy access to them in terms of job vacancy assistance and referral/placements;
- m. In-charge of providing assistance to worker, domestic, OFW'S, their families and dependents for their welfare and development; establishing linkages with competent authorities for possible extension of immediate and relevant support to workers;
- n. In-charge of conducting skill training on livelihood and manpower development and coordination with vocational training institutions to check the availability of skill training modules and availability of skilled manpower for possible referral for training and placement, participation in consultative meeting/trainings conducted by employers association, councils and other institutions with related programs on employment and livelihood;



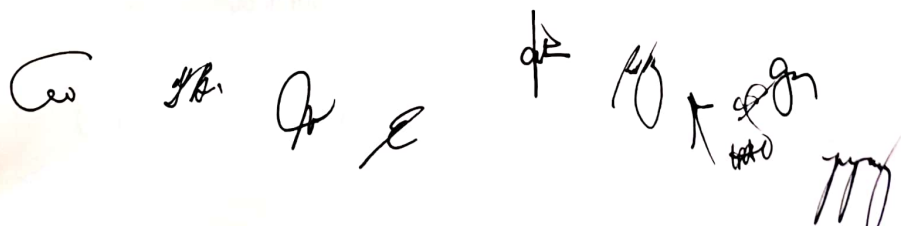
- o. Coordinate closely with the DOLE, TESDA, DTI, CHED, Dep-Ed and establish linkages with other labor and employment agencies in the attainment of PESU goals and objectives.
- p. Perform such other functions related to labor and employment as may be required by the Local Chief Executive and as may be deemed necessary.

In addition to the foregoing, the PESU shall undertake the following programs and activities:

- a. Job Fairs- This shall be conducted at least once a year in the Municipality to bring together in one venue the job seekers and employers for immediate matching.
- b. Special Program for Employment of Students and Out-of-School Youth (SPESos)- This program shall endeavor to provide employment to deserving students and out-of-school youth coming from poor families during summer and/or Christmas vacation as provided for under Republic Act 7323 in its implementing rules to enable them to pursue their education.
- c. Livelihood and Self-employment Program –This will give the clients information of the wide array of livelihood programs they choose to avail of particularly in the rural areas.
- d. Coordinate with schools and guidance counselors the conduct of vocational guidance sessions for high school graduating students.
- e. Serve as referral and information center for various services and programs of DOLE and other government agencies;and
- f. Network with other PESO's or PESU within the province or region on employment job exchange purposes;
- g. Coordinate for the implementation of the scholarship program of the Local Government Unit of Bulalacao and with other agencies pertaining to same program;

**SEC. 6. Organizational Structure of PESU-**The PESU shall be under the Office of the Municipal Mayor. The Local Chief Executive will designate PES Officer or Assistant who shall be in charge of PES programs, projects and activities. The position of Administrative Aide IV with plantilla item No. 49 in Municipal Accounting Office will be transferred to the PESU under Office of the Municipal Mayor.

**SEC. 7. Qualification of the Designated PES Officer or Assistant-** The designated PES Officer or Assistant must be a permanent employee of the Local Government Unit and must have acquired experience in employment and livelihood generation, job counseling, or any related field for at least 2 years and must have acquired at least 20 hours relevant trainings.

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**SEC. 8. Honorarium-**Designated PES Officer or Assistant shall receive a honorarium of One Thousand Two Hundred Pesos (Php1, 200.00) per month as per DBM Circular No.62 subject to submission of monthly accomplishment report of the activities of the PESU to the Municipal Mayor and other concerned offices.

**SEC. 9. Budget Requirement** –The amount of Two Hundred Sixty Three Thousand Four Hundred Pesos (Php263,400.00) is hereby appropriated for programs, projects and maintenance and other operating expenses and it shall be given priority in the next Supplemental Budget or Realignment of Fund for CY-2014. Stipulated hereunder is the breakdown of Budgetary Requirement of PES Unit.:

Travelling Expenses	30,000.00
Training & Seminars	25,000.00
Office Supplies	22,000.00
Communication Expenses	12,000.00
Honorarium of PESO Manager	14,400.00
Employment Facilitation Program	30,000.00
Training Employability	30,000.00
Other MOOE	50,000.00
<b>Capital Outlay:</b>	
a. Office table	10,000.00
b. Filing Cabinet	10,000.00
c. Computer & Printer	<u>30,000.00</u>
Total	<b>Php263,400.00</b>

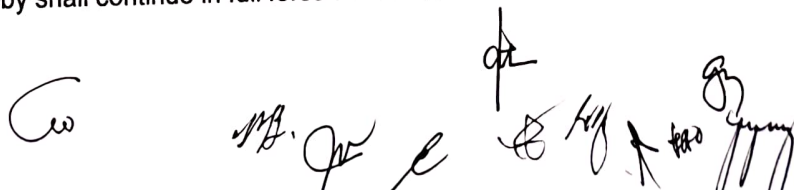
### ARTICLE III OFFICE REQUIREMENT

**SEC. 10. Unit Requirement-** In putting up the PESU, the following requirements must be observed:

1. It shall be located within the municipal building to the area accessible to clients particularly jobseekers;
2. The unit shall have a space for the conduct of interview, a testing and waiting area for applicants;
3. It must be easily identifiable and shall be exclusively for the operations of the PES Unit;
4. It shall have adequate office equipment such as computer units with printer/s, tables and chairs, and filing cabinets. It shall also have a stable internet connection;

### ARTICLE IV FINAL PROVISIONS

**SEC. 11. Separability Clause-** If for any part of this Ordinance will be declared unconstitutional or invalid, other provisions not affected thereby shall continue in full force and effect.



**SEC.12. Repealing Clause-** Any Ordinance inconsistent herewith is thereby repealed and/or modified accordingly.

**SEC.13. Transitory Provision-**The Municipal Budget Officer of the Municipal Government of Bulalacao is hereby directed to include in the preparation of municipal budget CY-2014 the amount embodied in the institutionalization of Public Employment Service Unit.

**SEC.14. Effectivity-**This Ordinance shall take effect after its approval.

**ENACTED** this 19<sup>th</sup> day of December, 2013, Bulalacao, Oriental Mindoro.

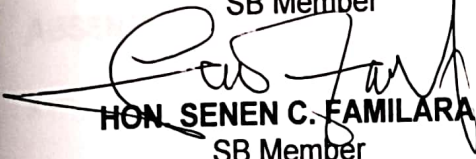
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**HON. GERMAN S. AGOSTA**  
SB Member

  
**HON. GIDEON B. ABUEL**  
SB Member


  
**HON. EMELITA A. OSORIO**  
SB Member

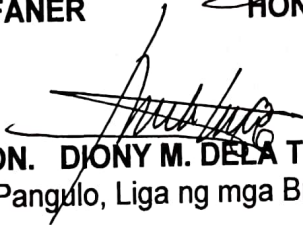
  
**HON. EDWIN C. ACERON**  
SB Member

  
**HON. SENEN C. FAMILARA**  
SB Member

  
**HON. DEXTER R. GONZALES**  
SB Member

**HON. DENNES M. FANER**  
SB Member

  
**HON. RAMON G. MAGBANUA**  
SB Member

  
**HON. DIONY M. DELA TORRE**  
Pangulo, Liga ng mga Brgy.


**CERTIFIED TRUE AND CORRECT:**

  
**PERLITA L. PAZ**  
Temporary Secretary

**ATTESTED:**

  
**HON. TERESITA S. BANTUGAN**  
Municipal Vice Mayor/Presiding Officer

**APPROVED:**

  
**HON. EDNA C. VILLAS**  
Municipal Mayor  
Date Signed: 1-20-14