



Republic of the Philippines  
 Province of Cavite  
**MUNICIPALITY OF BACOOR**  
*Office of the Sangguniang Bayan*

**MUNICIPAL ORDINANCE NO. 8**  
 Series of 2012

**AN ORDINANCE CREATING THE MUNICIPAL PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) OF BACOOR, CAVITE.**

**Sponsored by: Hon. Avelino B. Solis, Hon. Reynaldo M. Fabian, Hon. Venus D. De Castro, Hon. Janairo C. San Miguel, Hon. Reynaldo D. Palabrica, Hon. Jaime Sapanghila, and Ma. Eliza H. Bautista**

**WHEREAS**, it is a declared policy of the state to promote full and equal employment opportunities for all, and for this purpose, strengthen and expand the existing employment facilitation service machinery of local government units;

**WHEREAS**, Republic Act No. 8759 otherwise known as the "Public Employment Service Office Act of 1999" mandates the creation of a Municipal Public Employment Service Office (PESO) in all local government units in the country;

**WHEREAS**, the PESO of the Municipality under the Office of the Mayor has been in existence for many years providing employment opportunities to job seekers through various Job Fairs and other local recruitment activities in coordination with the Technical Education School Development Authority (TESDA), Department of Labor and Employment (DOLE), Philippine Overseas Employment Agency (POEA) and various private business concerns. However, its powers, functions and staffing pattern are not well defined thus necessitating the enactment of an ordinance creating thereby.

**WHEREAS**, the PESO shall ensure the prompt, timely and efficient delivery of employment services and information dissemination on the programs of the DOLE;

**NOW THEREFORE, BE IT ORDAINED** by the Sangguniang Bayan that:  
**Tapat sa Serbisyo, Nagkakaisa sa Pagbabago...**

**Section 1. Title.** A unit to be known as the "Municipal Public Employment Service Office (PESO)" of Bacoor, Cavite under the Office of the Municipal Mayor is hereby created.

**Section 2. Statement of Policy.** The Municipality of Bacoor hereby declares its strong commitment to provide full and equal employment opportunities for all Bacoreños through its Municipal PESO.

*[Signatures and Names of Council Members]*  
**EDRIN G. GAWARAN**  
 Councilor  
**AVELINO B. SOLIS**  
 Councilor  
**Absent:**  
**REYNALDO M. FABIAN**  
 Councilor  
**ATTY. VENUS D. DE CASTRO**  
 Councilor  
**JANAIRO C. SAN MIGUEL**  
 Councilor  
**REYNALDO D. PALABRICA**  
 Councilor  
**JAIME A. SAPANGHILA**  
 Councilor  
**Absent:**  
**BAYANI M. DE LEON**  
 Councilor  
**Absent:**  
**CATHERINE S. EVARISTO**  
 Councilor, IBC President  
**MA. ELIZA H. BAUTISTA**  
 Councilor - JK President  
**Attested by:**  
**ATTY. KHALID A. ATEGA, JR.**  
 Secretary to the Sanggunian  
**Certified by:**  
**ROSETTE MIRANDA FERNANDO**  
 Municipal Mayor  
**Approved by:**  
**STRIKE B. REVILLA**  
 Municipal Mayor



Republic of the Philippines  
 Province of Cavite  
**MUNICIPALITY OF BACOR**  
*Office of the Sangguniang Bayan*

  
 EDWILLE GAWARAN  
 Acting Vice Mayor/Acting Presiding Officer

  
 AVELINO B. SOLIS  
 Councilor

Absent  
 REYNALDO M. FABIAN  
 Councilor

  
 ATTY. VENUS D. DE CASTRO  
 Councilor

  
 JANAIRO C. SAN MIGUEL  
 Councilor

  
 REYNALDO D. PALABRICA  
 Councilor

  
 JAIME W. SAPANGHILA  
 Councilor

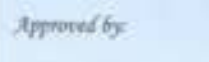
Absent  
 BAYANI M. DE LEON  
 Councilor

Absent  
 CATHERINE S. EVARISTO  
 Councilor, ABC President

  
 MA. JLEZA H. BAUTISTA  
 Councilor, SX President

Attested by:  
  
 ATTY. KHALID A. ATEGA, JR.  
 Secretary to the Sanggunian

Certified by:  
  
 ROSETTE MIRANDA FERNANDO  
 Acting Municipal Mayor/Acting Officer

Approved by:  
  
 STRIKE B. REVILLA  
 Municipal Mayor

Section 3. *Definition of Terms.* The following terms as used in this ordinance are defined as follows:

- (a) DOLE- Department of Labor and Employment
- (b) DPWH – Department of Public Works and Highways
- (c) EAP – Employment Assistance Program
- (d) LSAP – Labor Sector Assistance Program
- (e) Municipal PESO – The Municipal Public and Employment Service Office is a unit under the Office of the Municipal Mayor that provides employment opportunities to Bacooreños.
- (f) POEA – Philippine Overseas Employment Agency
- (g) PRESEED – Promotion of Employment through Self Development and Entrepreneurship Development Program.
- (h) SME – Small and Medium Enterprise
- (i) TESDA – Technical Education School Development Authority
- (j) WHIP –Workers Hiring for Infrastructure Projects.

Section 4. *Employees of the Municipal Public Employment Service Office.*

- (a) The Municipal Mayor of Bacoor shall designate a PESO Manager with an official position title of "Supervising Labor and Employment Officer" with Salary Grade 22 (SG22);
- (b) All other employees deemed necessary for the efficient and effective service of the PESO shall be designated through job order or memorandum by the Municipal Mayor.
- (c) Maintenance and other operating expenses that may arise for efficient and effective implementation of PESO program shall be maintained under the Office of the Mayor.

**BAGONG BACOR!**

Section 5. *Duties and functions.* The duties and functions of the Municipal PESO are: *Tugang ang Serbisyo, Nagkakaisa sa Pagbabago...*

- (a) Provide employment opportunities for all Bacooreños;
- (b) Strengthen the existing municipal employment facilitation service machinery of Bacoor, Cavite particularly in the barangay level;
- (c) Provide a venue where jobseekers can explore various employment options and seek the type of assistance they prefer;



Republic of the Philippines  
 Province of Cavite  
**MUNICIPALITY OF BACOOR**  
*Office of the Sangguniang Bayan*

*[Signature]*  
 EDWARD G. GAWARAN  
 Acting Vice-Mayor/Acting Presiding Officer

*[Signature]*  
 AVELINO B. SOLIS  
 Councilor

Absent-  
 REYNALDO M. FABIAN  
 Councilor

*[Signature]*  
 ATTY. VENUS D. DE CASTRO  
 Councilor

*[Signature]*  
 JUAN MIRO C. SAN MIGUEL  
 Councilor

*[Signature]*  
 REYNALDO D. PALABRICA  
 Councilor

*[Signature]*  
 JAIME V. SAPANGHILA  
 Councilor

Absent  
 HAYANI M. DE LEON  
 Councilor

Absent  
 CATHERINE S. EVARISTO  
 Councilor / JBC President

*[Signature]*  
 MA. HELEN W. BAUTISTA  
 Councilor / SK President

Attested by:  
*[Signature]*  
 ATTY. KHALID A. ATEGA, JR.  
 Secretary to the Sanggunian

Certified by:  
*[Signature]*  
 ROSETTE MIRANDA FERNANDO  
 Municipal Secretary/Acting Municipal Mayor

Approved by:  
 STRIKE B. REVILLA  
 Municipal Mayor

- (d) Serve as a referral and information center for various services and programs of the DOLE and other government agencies;
- (e) Provide clients with adequate information on employment labor market situation in the municipality and in the national and global arena;
- (f) Network with PESO managers of other local government units for the implementation of a consolidated delivery of employment services;
- (g) Serve as a venue for the mediation and conciliation of labor disputes;
- (h) Provide social protection programs for drivers, domestic helpers, construction workers, vendors etc.;
- (i) Encourage employers, locators, SMEs, line agencies like DOLE, POEA, DPWH and foreign embassies to provide the PESO with job orders and a list of vacancies in all foreign-owned establishments in order to assist job seekers in finding local and overseas employment;
- (j) Develop and administer pre-qualification and screening processes for effective job matching through skills mapping counselling and training;
- (k) Provide Bacoorños with access to entrepreneurship training, livelihood financing and self-employment programs offered by both government and non-government organizations for job generation;
- (l) Coordinate with TESDA and with local colleges and universities, regarding employability enhancement training/seminars for job seekers as well as those who would like to change careers or enhance their employability;
- (m) Provide employment or occupation counselling, career guidance, mass motivation and values development activities;
- (n) Conduct pre-employment counselling and orientation to prospective local or overseas job seekers;
- (o) Provide business development assistance to migrant workers;
- (p) Provide business development assistance to OFW's;
- (q) Conduct skills and job matching activities in barangay/schools/parish levels in Bacoor, Cavite;
- (r) Implement social protection programs for the informal sector;
- (s) Implement integrated programs for labor sector mediation and conciliation, industrial peace programs, occupational health and livelihood programs for displaced workers; and
- (t) Other functions and duties that may be assigned to the PESO by the Mayor or by way of law or ordinance.

**BAGONG BACOOR!**  
 Tanat sa Serbisyo, Nagkakaisa sa Pagbabago



Republic of the Philippines  
 Province of Cavite  
**MUNICIPALITY OF BACOOR**  
*Office of the Sangguniang Bayan*

Section 6. *Mandatory Services of the Municipal PESO.-*

- (a) The mandatory services of the PESO are as follows:
- a.1 Prequalification and screening of job applications at the barangay/municipal level submitted by job seekers;
  - a.2 Data banking for job seekers and employers both local and overseas;
  - a.3 Job matching services for local and overseas employment;
  - a.4 Conduct periodic Job Fairs within the municipality;
- (b) Labor Sector Assistance Programs (LSAP) – The PESO shall implement the following LSAP, to wit:
- b.1 Adjustment measures for displaced workers;
  - b.2 Continuous Employment Assistance Program for contractual workers.
  - b.3 Mediation and conciliation for labor related disputes.
  - b.4 Occupational Health and Safety Program
- (c) Informal Sector Assistance Program (ISAP)- The PESO shall implement the following ISAP related activities, to wit:
- c.1 Strengthening of drivers (jeepney, tricycle, pedicab and bus), domestic workers and vendors association;
  - c.2 Provide livelihood assistance to the informal sector; and
  - c.3 Provide access to social protection programs (SSS, Philhealth, etc.) to informal sector employees.
- (d) Promotion of employment through Self-Employment and Entrepreneurship Development Program (PRESEED) – the PESO shall implement a Livelihood and Self Employment Assistance Program.
- (e) Implement Workers Hiring for Infrastructure Projects (WHIP) pursuant to Republic Act No. 6685 which is a law requiring private contractors to whom national, provincial, city and municipal public works projects have been awarded under contract to hire at least fifty percent (50%) of the unskilled and at least thirty percent (30%) of the skilled labor requirements for the said project from the available bona fide residents of the province, city or municipality in which the projects are to be undertaken and penalizing those who fail to do so.
- (f) Implement a Special Program for employment of students pursuant to Republic Act No. 7323 which is a law intended to help poor but deserving students pursue their education by encouraging their employment during summer and/or Christmas vacation through incentives granted to employers,

EDWIN G. GAWARAN  
 Acting Vice Mayor/Acting Presiding Officer

AVELINO B. SOLIS  
 Councilor

Absent  
 REYNALDO M. FABIAN  
 Councilor

ATTY. VENUS D. DE CASTRO  
 Councilor

JANAIRO C. SAN MIGUEL  
 Councilor

REYNALDO D. PALABRICA  
 Councilor

JAIME N. SAPANGHILA  
 Councilor

Absent  
 BAYANI M. DE LEON  
 Councilor

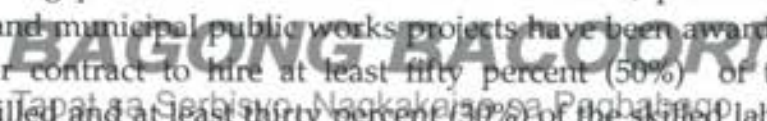
Absent  
 CATHERINE S. EVARISTO  
 Councilor ABC President

MA. ELZA H. BAUTISTA  
 Councilor - IK President

Attested by:  
  
 ATTY. KHALID A. ATEGA, JR.  
 Secretary to the Sanggunian

Certified by:  
  
 ROSETTE MIRANDA FERNANDO  
 Acting Municipal Mayor

Approved by:  
 STRIKE B. REVILLA  
 Municipal Mayor





Republic of the Philippines  
 Province of Cavite  
**MUNICIPALITY OF BACOOR**  
*Office of the Sangguniang Bayan*

allowing the latter to pay only sixty percent (60%) of the students' salary through education vouchers to be paid by the Department of Labor and Employment (DOLE).

- (g) Implement a Skills Mapping/Manpower Registry Program through a skills registry system that will organize all information the skilled workforce of Bacoor.
- (h) Implement the Phil.job.net Program which is a computerized job matching program capable of processing and generating labor market information based on varying characteristics of employers and jobseekers including locations and addresses.
- (i) Other programs/activities developed by the DOLE to enhance employment assistance to PESO clients particularly for special groups of disadvantaged workers such as persons with disabilities and displaced workers.

Section 7. *Effectivity.* This Ordinance shall take effect immediately upon approval hereof by the Sangguniang Panlalawigan of Cavite and upon its posting in at least two (2) conspicuous places within the Municipality.

ENACTED this 19<sup>th</sup> day of March 2012 by the Sangguniang Bayan at Bacoor, Cavite in regular session duly assembled.

*I hereby certify the truth and correctness of the foregoing Ordinance.*

Certified by:

**HON. EDWIN G. GAWARAN**  
*Acting Vice-Mayor / Acting Presiding Officer*

Attested by:

**ATTY. KHALID A. ATEGA, JR.**  
*Sangguniang Bayan Secretary*

**BAGONG BACOOR!**  
 Tagat sa Serbisyo, Nagkakaisa sa Pagbabago...

Approved by:

**HON. ROSETTE M. FERNANDO**  
*Acting Municipal Mayor*

EDWIN G. GAWARAN  
*Acting Vice-Mayor / Acting Presiding Officer*

AVELINO B. SOLIS  
*Councilor*

Absent  
 REYNALDO M. FABIAN  
*Councilor*

ATTY. VENUS D. DE CASTRO  
*Councilor*

JANAIRO C. SAN MIGUEL  
*Councilor*

REYNALDO D. PALABRICA  
*Councilor*

JAIMIE A. SAPANGHILA  
*Councilor*

Absent  
 BAYANI M. DE LEON  
*Councilor*

Absent  
 CATHERINE S. EVARISTO  
*Councilor / ABC President*

MA. ELIZA H. BAUTISTA  
*Councilor / ISK President*

Attested by:

ATTY. KHALID A. ATEGA, JR.  
*Secretary to the Sanggunian*

Certified by:

ROSETTE MIRANDA FERNANDO  
*Acting Municipal Mayor*

Approved by:

STRIKE B. REVILLA  
*Municipal Mayor*