

ORDINANCE NO. 8166

AN ORDINANCE CREATING A MANILA PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) TO IMPLEMENT THE EMPLOYMENT PROGRAMS OF THE CITY GOVERNMENT AS ENACTED BY LAW UNDER REPUBLIC ACT 8759 PROVIDING FOR ITS FUNCTIONS AND TO APPROPRIATE THE SUM OF TEN MILLION PESOS (PHP 10,000,000.00) FOR ITS INITIAL OPERATION.

Be it ordained by the City Council of Manila, in session, assembled, THAT:

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

SEC. 2. OBJECTIVES OF PUBLIC EMPLOYMENT SERVICE OFFICE (PESO). - In general, the PESO shall ensure the prompt, timely and efficient delivery employment service and provision of information on the other DOLE programs. Specifically, the PESO shall:

- a) Provide a venue where people could explore simultaneously various employment options and actually seek what they prefer.
- b) Serve a referral and information center for the various services and programs of DOLE and other government agencies.
- c) Provide clients with adequate information of employment and labor market situation in the City.
- d) Network with other PESOs within the region on employment and job exchange purposes.

SEC. 3. FUNCTIONS OF PUBLIC EMPLOYMENT SERVICE OFFICE (PESO). - The PESO shall have the following functions:

- a) Encourage employers to submit to the PESO on a regular basis a list of job vacancies in their respective establishment in order to facilitate the exchange of labor market information between job seekers and employers by providing employment information services to job seekers, both local and overseas on employment, and, provide recruitment assistance to employers.
- b) Coordinate with DOLE the subject for technical supervision on the operation of PESO.
- c) Provide persons with entrepreneurship qualities and access to the various livelihood and self employment programs offered by both government and non-government organizations in the city.

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- d) Undertake employability enhancement trainings/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 orientation to prospective local and overseas workers.
- g) Provide reintegration assistance service to returning Filipino immigrant workers.
- h) Mediate in labor management disputes as requested by contending parties for the preservation of industrial peace.
- i) Monitor strict compliance of Ordinance No. 8081 "Requiring all business establishments to have minimum rank and file manpower, at least seventy percent (70%) of which should be residents of the City of Manila."
- j) Perform such other task related to its functions and to undertake pertinent assignment and duties as may be assigned and/or requested by the City Mayor.

SEC. 4. OTHER SERVICES OF THE PESO. - In addition to the functions enumerated in the preceding section, the PESO shall undertake the following programs and activities:

- a) **Job Fair**- This 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 the 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 to enable them to pursue their education.
- c) **Livelihood and Self-Employment** - These will give clients information on the wide array of livelihood programs to avail of the City of Manila residents.
- d) **Vocational and Career Guidance Program** - Coordinate with schools and guidance counselors regarding conduct of vocational guidance sessions to High School graduating students.



SEC. 5. ORGANIZATIONAL COMPOSITION. - The City of Manila PESO shall be headed by a PESO Manager and shall be supported by an Administrative Officer who shall be the Head of the Administrative Support Unit and a Senior Labor and Employment Officer who shall head the:

- Labor Market Information (LMI) Unit
- Vocational, Guidance, Testing and Counseling Unit
- Wage Employment and Facilitation Unit

SEC. 6. STAFFING. - The PESO shall implement the herein attached approved staffing pattern in accordance with the rules and regulations promulgated by the Civil Service Commission and DOLE.

6.1. PUBLIC EMPLOYMENT SERVICE OFFICE

- Control and supervise the PESO Operation;
- Ensure prompt, timely & efficient delivery of employment service and provision of information on other DOLE programs;
- Coordinate with the DOLE subjected for technical supervision on the operation of the PESO;
- Perform such other task related to its functions and to undertake pertinent assignments and duties as may be assigned and/or requested by the City Mayor.

**6.1.a. CHIEF LABOR AND EMPLOYMENT OFFICER
(PESO MANAGER)**

Salary Grade	:	24
Salary Rate	:	Php 22,905.00
Education	:	Masteral Degree
Experience	:	4 yrs. In position involving Management and Supervision
Eligibility	:	Career Service (Professional) Second Level Eligibility
Training	:	24 hrs. of training in Management Supervision

Duties and Responsibilities:

1. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relating to the promotion of gainful employment opportunities, the optimization of the development and utilization of the city's manpower resources;
2. Provides consultative and advisory services to the Chief Local Executive in reaching out substantive decisions on matters relating to the promotion of gainful employment opportunities, and the optimization of the city's manpower resources;



3. Oversees the implementation of the projects/ activities of the PESO and evaluates recommendations based on these studies;
4. Assists the Chief Local Executive in implementing laws and policies pertaining to employment administration;
5. Supervises the implementation of programs and projects assigned to the PESO to include, among others, employment, promotion, labor market information, apprenticeship/ learner-ship employment standards and regulations, employment testing and vocational guidance services;
6. Supervises the development, preparation/review of papers/reports/project proposals/ information materials on the organization's areas of concern as well as the gathering and processing of labor market statistics within the area of coverage;
7. Establishes linkages and/or confers with government and non-government agencies, employers' and workers' organizations regarding policies, programs, for the promotion of gainful employment opportunities, the optimization of the development and utilization of the country's manpower resources;
8. Mediates in labor-management disputes as requested by contending parties for the preservation of industrial peace;
9. Renders technical assistance to other departments/offices of the City Government and agencies, both public and private, on the areas of concern;
10. Supervises public employment centers within the areas of jurisdiction in collaboration with local, civic, public leaders and groups;
11. Exercises general supervision and evaluates all activities and outputs of subordinate employees;
12. Performs such other functions as may be assigned and/or requested by the Chief Local Executive.



6.1.b. SENIOR LABOR AND EMPLOYMENT OFFICER

Salary Grade	:	19
Salary Rate	:	Php. 18,471.00
Educaion	:	Bachelor's Degree
Experience	:	2 years relevant experience
Eligibility	:	Career Service (Prof.) Second Level Eligibility
Training	:	8 Hrs. of relevant training

Duties and Responsibilities:

1. Formulates and implements policies, programs, standards, guidelines and systems to achieve the objectives and functions of the PESO;
2. Assists in overseeing or participates in the conduct of major research studies of the Division which includes formulation of conceptual schemes, design of research instrument, supervision of data collection, data processing, statistical analysis of data, write-ups and reports and the fomulation of necessary recommendations towards promotion of gainful employment opportunities, the optimization of the development and utilization of the country's manpower resources;
3. Examines and evaluates existing laws pertaining to the Divisions' particular field of concern and makes necessary recommendations;
4. Analyzes, evaluates, monitors and coordinates the implementation of the organization's program and projects to include, among others, employment promotion, labor market information, apprenticeship / learner-ship employment standards and regulations, employment testing and vocational guidance services;
5. Takes charge of the initial review and evaluation of papers/reports/project proposals/information materials and other literatures relative to the organization's area of concern and drafts recommendations on the basis of these studies/reports;
6. Assists the PESO Manager in planning and implementing the policies, programs, research priorities/activities of the organization;
7. Under supervision, renders technical assistance to other units of the Division and other agencies, both public and private, pertaining to the Division's particular area of concern;

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8. Reviews actions of lower level officers/analysts in the pursuit of the Divisions' programs and projects and prepares necessary technical and other reports;
9. Supervises the activities and integrated outputs of the personnel under him;
10. Performs such other functions as may be assigned.

6.2 ADMINISTRATIVE SUPPORT UNIT

- Implement rules and regulations on personnel administration, custodial and security work;
- In charge of PESO publication and information concern;
- In charge of the collection and disbursement of funds, submit to accounting, budgeting and auditing process;
- In charge of procurement and distribution of equipment, supplies and other materials;
- In charge of the preparation of reports;
- Other related administrative functions.

6.2.a. ADMINISTRATIVE OFFICER IV

Salary Grade	:	15
Salary Rate	:	Php. 14,630.00
Education	:	Bachelor's degree relevant to the job
Experience	:	1 year of relevant experience
Eligibility	:	Career Service (Prof.) Second Level Eligibility
Training	:	4 hours of relevant training

Duties and Responsibilities:

1. Under directions, assists PESO Manager in all administrative service functions of the PESO;
2. Directs and supervises the general services on personnel administration, legal assistance, record, property, custodial and security work;
3. Supervises the systematic filing and maintenance of records and documents;
4. Supervises the publication and information services;
5. Supervises the collection and disbursement of public funds;
6. Supervises the procurement and distribution of books, supplies, materials and equipment;



7. Prepares memorandum, office orders, communications, etc. pertaining to the administrative policies;
8. Prepares periodic, annual and other required reports;
9. Conducts variety of research investigation and technical duties necessary to assist PESO in reaching or implementing substantive decisions on general services;
10. Does related work.

6.2.b. ADMINISTRATIVE AIDE VI

Salary Grade	:	6
Salary Rate	:	Php. 8,367.00
Education	:	completion of 2 yr. studies in College or High School graduate with relevant vocational trade course
Experience	:	1 yr. of relevant experience
Eligibility	:	Career Service (Sub-Prof.)
Training	:	First Level Eligibility 4 hrs. of relevant training

Duties and Responsibilities:

1. Performs highly skilled and responsible clerical work;
2. Types, files, indexes or records pertinent papers of the unit;
3. Does related work.

6.2.c. DRIVER II

Salary Grade	:	4
Salary Rate	:	Php. 7,174.00
Education	:	Elem. School Graduate
Experience	:	None-required
Eligibility	:	Driver's License (MC 11,S. 96-Cat II)
Training	:	None-required

Duties and Responsibilities:

1. Drives office vehicles;
2. Keeps said vehicles in good operating conditions at all times;
3. Makes minor repairs;



4. Prepares trip ticket every time vehicles are used;
5. Does related work.

6.2.d. MESSENGER

Salary Grade	:	2
Salary Rate	:	Php. 6,094.00
Education	:	Elem. School Graduate
Experience	:	None-required
Eligibility	:	None-required (MC 11. s. 96 – Cat. III)
Training	:	None-required

Duties and Responsibilities:

1. Collects and delivers intra and inter office correspondence, documents, packages, office supplies and other materials;
2. Delivers communications to the Central Records;
3. Performs simple clerical work;
4. Does other work which may be assigned from time to time.

6.3 LABOR MARKET INFORMATION (LMI) UNIT

- Market and promote each service to all its labor market clients;
- Regularly obtain a list of job vacancies from employers;
- Generate and maintain an updated registry of skills;
- Provide information on licensed and authorized recruitment agencies or recruiters for local and overseas employment;
- Gather, collate and process data or information on employment trends particularly labor supply and demand, and disseminate such data or information to labor market clients;
- Maintain and provide directory of government and non-government institutions with livelihood programs including the directory of institutions;
- Perform such other tasks related to its functions and to undertake pertinent assignments and duties as may be assigned by the Section Head or the PESO Manager.

6.3.a. LABOR EMPLOYMENT OFFICER III

Salary Grade	:	16
Salary Rate	:	Php. 15,508.00
Education	:	Bachelor's degree
Experience	:	1yr of relevant experience
Eligibility	:	Career Service (Prof.)
Training	:	Second Level Eligibility 4 hrs of relevant training



Duties and Responsibilities:

1. Assists the implementation of laws, rules, policies, guidelines, programs and projects along the Section areas of concern to include, among others, employment promotions, labor market information and special reports of accomplishment as well as necessary recommendation;
2. Undertakes activities, relating to the marketing and promotion of the PESO's services to all its labor market clients;
3. Develops and adopts systematic records maintenance of the City's Registry of Skills;
4. Exercises supervision in the generation and maintenance of an updated registry of skills;
5. Plans, develops, implements and maintains computerized systems for the office;
6. In-charge with the maintenance of information technology equipment in the office;
7. Designs and implements an office website for additional promotion and information dissemination;
8. Gathers, collates and processes data or information on employment trends, particularly, labor supply and demand and disseminates such data or information to labor maker clients;
9. Assists computer operators/users of the office by providing technical assistance in the installation and utilization of computer programs;
10. Monitors the utilization of the database installed in the office;
11. Plans and assists in the conduct of programs in training other PESO personnel in the use of computer systems/programs;
12. Performs such other functions as may be assigned.

6.3.b. STATISTICIAN I

Salary Grade	:	11
Salary Rate	:	Php. 11,589.00
Education	:	Bachelor's degree relevant to the job



Experience	:	None required
Eligibility	:	Career Service (Prof.)
	:	Second Level Eligibility
Training	:	None-required

Duties and Responsibilities:

1. Utilizes geometric and logarithmic formulas in the construction of cost of living indices;
2. Selects forms, materials, abstracts and classified intricates needed for development research and surveys of industries, agriculture, forestry, mining, labor, trade and various economic matters such as supplies and demands of general commodities;
3. Estimates import requirements;
4. Assists in planning method in conducting research in the collection, classification and evaluation of data needed and data gathered;
5. Formulates working plan and statistical procedures;
6. Assigns and reviews work for consistency, accuracy and compliance with construction;
7. Gives advice as to sources available to remedy deficiencies;
8. Conducts studies in the development and planning of statistics pertaining to the activities of the section/division;
9. Classifies and condenses statistical information;
10. Makes analysis of periodic and yearly statistical reports;
11. Writes tentative drafts of textual materials including information as to the source of data and the methods employed in the computation;
12. Does related work.

6.3.c. ADMINISTRATIVE AIDE VI

Salary Grade	:	6
Salary Rate	:	Php. 8,367.00
Education	:	completion 2 yr. studies in College or HS grad. with relevant vocational trade course
Experience	:	1 yr. of relevant Experience



Eligibility	:	Career Service (Sub-Prof.) First Level Eligibility
Training	:	4 hrs. of relevant training

Duties and Responsibilities:

1. Performs highly skilled and responsible clerical work;
2. Types, files, indexes or records pertinent papers of the unit;
3. Does related work.

6.4 VOCATIONAL GUIDANCE, TESTING AND COUNSELING UNIT

- Undertake employability enhancement trainings/seminars for jobseekers as well as those who would like to change career or enhance their employability;
- Provide employment or occupational counseling, career guidance, mass motivation and values development activities;
- Conduct pre-employment counseling and orientation to prospective local and most especially overseas workers;
- May mediate in labor-management disputes as requested by contending parties for preservation of industrial peace;
- Perform such other tasks related to its functions and to undertake pertinent assignments and duties as may be assigned by the Section Head or the PESO Manager.

6.4.a. LABOR EMPLOYMENT OFFICER III

Salary Grade	:	16
Salary Rate	:	Php. 15,508.00
Education	:	Bachelor's degree
Experience	:	1yr of relevant experience
Eligibility	:	Career Service (Prof.) Second Level Eligibility
Training	:	4 hrs. of relevant training

Duties and Responsibilities:

1. Assists in planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relating to promotion of gainful employment opportunities, the optimization of the development the utilization of the city's manpower resources;
2. Exercises over-all supervision and implementation of projects/activities under Vocational Guidance, Testing and Counseling Unit and submits recommendations on the same;
3. Ensures the prompt and efficient delivery of the services of the section to its client;



4. Plans and coordinates the implementation of the following programs and activities: JOB Fairs, SPES, Livelihood & Self Employment Programs/Projects;
5. Reviews and approves employer's requirements/credentials seeking manpower assistance;
6. Assists in implementing laws, policies, rules and regulations affecting the organization's programs and projects;
7. Directs all activities and outputs of personnel under supervision;
8. Performs such other tasks as may be assigned by the PESO Manager.

6.4.b. PSYCHOLOGIST I

Salary Grade	:	11
Salary Rate	:	Php. 11,589.00
Qualification	:	Bachelor's degree In Psychology
Experience	:	None required
Eligibility	:	Career Service (Prof) Second Level Eligibility
Training	:	None-required

Duties and Responsibilities:

1. Conducts/ administers various tests to jobseekers as requested / required by employers;
2. Evaluates and interprets test results;
3. Provides counseling services to applicants who are not yet occupationally set and conducts interviews to determine clients' level of interest;
4. Determines clients potential then refers applicants to proper employability training;
5. Assists the Wage Facilitation Unit in conducting entrepreneurial test to determine whether client is "set" or "not set" for self-employment;
6. Performs such other tasks related to its function and undertakes pertinent assignments and duties as may be assigned by the Section Head or the PESO Manager.



6.5 WAGE EMPLOYMENT FACILITATION SECTION

- Provide referral & placement services to jobseekers;
- In charge of disseminating information on Special Program Employment for the Students (SPES), screening and evaluating SPES applicants;
- Undertake the following program & activities: Jobs Fair, SPES, and Livelihood & Self-Employment Bazaars;
- Monitor results of referrals;
- Perform such other functions as needed.

6.5.a. LABOR EMPLOYMENT OFFICER III

Salary Grade	:	16
Salary Rate	:	Php. 15,508.00
Education	:	Bachelor's degree
Experience	:	None-required
Eligibility	:	Career Service (Prof.) Second Level Eligibility
Training	:	4 hrs. of relevant training

Duties and Responsibilities:

1. Assists the PESO Manager in planning, organizing directing, coordinating and controlling programs, policies, standards, guidelines and systems relating to promotion and gainful employment opportunities, the optimization of the development and utilization of the city's manpower resources;
2. Supervises the development and implementation of projects/activities of the Wage Employment Facilitation Section and submits recommendations on the same;
3. Coordinates with other PESO Units regarding the organization's programs/projects/activities;
4. Plans and coordinates the implementation of the following programs & activities: Job Fairs, SPES, Livelihood & Self Employment Programs/Projects;
5. Reviews and approves employer's requirements/credentials seeking manpower assistance;
6. Assists in implementing laws, policies, rules and regulations affecting the organization's programs and projects;
7. Directs all activities and outputs of the personnel under supervision;



8. Performs such other tasks as may be assigned by the PESO Manager.

6.5.b. LABOR EMPLOYMENT OFFICER II

Salary Grade	:	13
Salary Rate	:	Php. 13,021.00
Education	:	Bachelor's Degree
Experience	:	None-required
Eligibility	:	Career Service (Prof.) Second Level Eligibility
Training	:	None-required

Duties and Responsibilities:

1. Conducts interviews with job seekers;
2. Refers qualified jobseekers to job vacancies matching their qualification;
3. Refers jobseekers not qualified with wage employment to various livelihood and self-employment programs;
4. Monitors results of referrals;
5. Coordinates with private establishments, employment agencies and government offices for active sourcing and updating of job vacancies;
6. Assists in the implementation of all PESO programs and projects;
7. Performs such other tasks as may be assigned by the Section Head or the PESO Manager.

SEC. 7. POWER. – The PESO Manager shall be vested with the power to recommend to the City Mayor for appointment, the members of the staff, as exigencies of the office so require. *PROVIDED, HOWEVER*, the recommendees to the position(s) meet at least the minimum requirements of the position(s).

SEC. 8. COORDINATE LINKAGES. – The PESO shall the execution of its assigned task, will coordinate closely with the Committee on Labor and Employment of the Manila City Council. Technological Education and Skills Development and Authority (TESDA) and agencies, local, national and international.

SEC. 9. APPROPRIATION. – The amount of TEN MILLION PESOS (Php 10,000,000.00) or so much thereof as deemed necessary shall be appropriated for the initial operational expenses of the PESO which shall be taken from the City Treasury. Subsequent appropriation shall be provided for in the annual budget of the City.



SEC. 10. All Ordinances, Resolutions, Issuance, Orders pertaining to the creation of Manila Employment Service Office (MESO) particularly Executive Order No. 04, Series of 2005 is hereby repealed and/or amended accordingly.

SEC. 11. Effectivity Clause. – This Ordinance shall take effect upon its approval.

Enacted by the City Council of Manila at its regular session held today, July 8, 2008.

Approved by His Honor, the Mayor on

APPROVED:

ALFREDO S. LIM
Mayor
City of Manila

FRANCISCO "Isko Moreno" DOMAGOSO
Vice-Mayor and Presiding Officer
City Council, Manila

TESTED:

RAFAELITO M. GARAYBLAS
Secretary to the Mayor

LUCH R. GEMPIS, JR.
Secretary to the City Council

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DLG:mqm/jhb/joc/vmf

*I hereby Veto this Ordinance because we have the MESO created under E.O. No. 4, Series of 2005 which performs the same function. Finally I signed an MOO with the DOLE last Feb. 6, 2008 involving the same function.
AUG. 26, 2008*