



Republic of the Philippines
Province of Surigao del Sur
City of Bislig

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Website: www.bislig.gov.ph, Email: spo@bislig.gov.ph

TANGGAPAN NG SANGGUNIANG PANLUNGSOD

January 6, 2026

MR. EDGAR G. PEREZ, II, J.D.
Secretary
Tanggapan ng Sangguniang Panlalawigan
Tandag City, Surigao del Sur



Sir:

Pursuant to pertinent provisions of R.A. 7160, we are respectfully submitting herewith rectified copies of Ordinance No. 2025-15 enacted by the City Council of Bislig City captioned "**AN ORDINANCE CREATING THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) IN THE CITY OF BISLIG, PROVINCE OF SURIGAO DEL SUR, AND APPROPRIATING FUNDS THEREOF**", for its review and approval.

Thank you.

Very truly yours,

ROSENDO R. CAMPOS, M.P.A.
Secretary to the Sanggunian



Republic of the Philippines
Province of Surigao del Sur
CITY OF BISLIG

Refer To: Committee on Good Government, Public Office
and Accountability

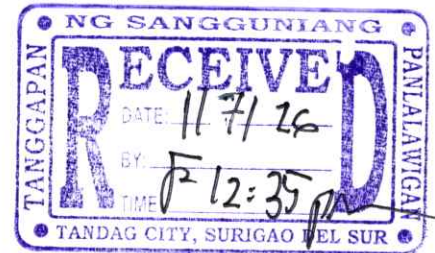
Noted

TANGGAPAN NG SANGGUNIANG PANLUNGSOD

AN ORDINANCE ENACTED DURING THE 13TH REGULAR SESSION OF THE TENTH SANGGUNIANG PANLUNGSOD OF THE CITY OF BISLIG, HELD ON THE 23RD DAY OF SEPTEMBER 2025 AT THE LEGISLATIVE SESSION HALL, BISLIG CITY, SURIGAO DEL SUR.

Present:

HON. CONRAD C. CEJOCO
City Vice Mayor
(Presiding Officer)



Regular Members:

Hon. Pedrito R. Sulapas	- Sangguniang Panlungsod Member
Hon. Alfredo J. Carmelo	- do-
Hon. Bernadeth May R. Almanon-Balondo	- do-
Hon. Jonas A. Cacayan	- do-
Hon. Paul E. Vicencio	- do-
Hon. Victor B. Alvar, Jr.	- do-
Hon. Reynaldo V. Dominguez	- do-
Hon. Romeo F. Cacayan	- do-
Hon. Winston Y. Sia	- do-
Hon. Apolio C. Alvar	- do-

Ex-Officio Members:

Hon. Eladio A. Galano	- President, Liga ng mga Barangay
Hon. Florio S. Josafat, Jr.	- Indigenous Peoples Representative

On Leave:

Hon. Ana Mae M. Agusa	- SK Federation President
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ORDINANCE NO. 2025-15

Sponsored by:

Hon. Romeo F. Cacayan	Hon. Alfredo J. Carmelo
Hon. Jonas A. Cacayan	Hon. Florio S. Josafat, Jr.
Hon. Conrad C. Cejoco	

"AN ORDINANCE CREATING THE PUBLIC EMPLOYMENT SERVICE OFFICE (PEO) IN THE CITY OF BISLIG, PROVINCE OF SURIGAO DEL SUR, AND APPROPRIATING FUNDS THEREOF"

WHEREAS, Republic Act 7160, the Local Government Code of the Philippines, under section 16, of the General Welfare stipulates that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, improving public morals, enhancing economic prosperity and social justice, promoting full employment among their residents, maintaining peace and order, and preserving the comfort and convenience of their inhabitants;

Date: _____
Time: _____
Received by: _____

PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the
Sangguniang Panlalawigan
Tel. No.: 086-2115832
Email: ossp@surigao.gov.ph



WHEREAS, Republic Act 8759, "An Act institutionalizing a National Facilitation Service Network through the Establishment of a Public Employment Service Office in every province, key city, and other strategic areas throughout the country," otherwise known as the Public Employment Service Office Act (PESO Act) of 1999, is one of the vehicles for economic and social transformation, as it mandates that the State shall provide full employment and quality of employment opportunities for all and, for this purpose, strengthen and expand the existing employment facilitation service machinery of the government, particularly at the local levels;

WHEREAS, the Department of Labor and Employment (DOLE), being the leading agency in providing employment service programs to different LGUs through its Public Employment Service Office (PESO), especially those that relate to job exchange, employment, and livelihood, desires for the institutionalization of PESO in the City of Bislig to strengthen and enhance the implementation of RA 8759;

WHEREAS, Bislig City is one of the fastest-growing and most developed cities in the Province of Surigao del Sur. As such, one of the priorities of the local government is the inclusive possibility of investment promotions to boost economic activity, as well as fully developing the tourism industry to generate a variety of job opportunities for all types of job seekers. The city adheres to the policy declared in the said Act and is very aware that there is a need for further enhancement and facilitation in hiring skilled workers and laborers from the city constituents for both local and overseas employment;

WHEREAS, the creation of the Public Employment Service Office (PESO) of this city shall take charge of employment programs and services as provided for in RA 8759 to ensure prompt, timely, and efficient delivery of full-cycle employment facilitation services;

NOW, THEREFORE, BE IT ORDAINED, by the Sangguniang Panlungsod of Bislig City in session duly assembled, that:

SECTION 1. Title — This Ordinance shall be known as the Public Employment Service Office in the City of Bislig Province of Surigao del Sur, shortly to be known as **PESO-Bislig**.

SECTION 2. Objectives — The PESO, in general, shall ensure the prompt, timely and efficient delivery of employment services and provision of information on the other programs of the Department of Labor and Employment (DOLE), specifically, the PESO shall:

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

SECTION 3. Administrative Authority — The PESO shall be under the Administrative Supervision of the Office of the City Mayor.

SECTION 4. Function — 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 establishments to facilitate the exchange of labor market information services to job seekers and employers by providing employment services to job seekers, both for local and overseas employment, and recruitment assistance to employees.
- b. Develop and administer testing and evaluation instruments for effective job selection, training, and counseling.
- c. Provide people with entrepreneurship quality access to the various livelihood and self-employment programs offered by both government and non-governmental organizations at the provincial, city, municipal, and barangay levels by undertaking referral for such programs.
- d. Undertake employability enhancement training and seminars for jobseekers as well as those who would like to change career or enhance their employability facilities accredited by TESDA.
- e. Provide employment and occupational counseling, coaching, career guidance, mass motivation, and values development activities.
- f. Conduct pre-employment counseling and orientation to prospective local and overseas workers.
- g. Provide reintegration assistance services to returning Filipino Migrant Workers, and
- h. Perform such functions as willfully carry out the objectives of this ordinance.

SECTION 5. Other PESO Services — In addition to the functions enumerated in Section 4, the PESO shall also undertake the following programs and activities:

- a. Jobs Fair and/or Service Caravan — these shall be conducted periodically to bring together in one venue employment and job seekers for immediate matching authorized representatives from different government agencies to cater services of its constituents.
- b. Special Program for Employment of Students (SPES) — this program shall provide employment of deserving students coming from poor families during summer and/or Christmas vacations as provided under Republic Act 7323 to enable them 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. Workers Hiring for Infrastructure Project (WHIP) — this program is in pursuance of RA 6685 which requires construction companies, including the DPWH and contractors for government-funded infrastructure projects, to hire thirty percent (30%) of unskilled labor requirements from the areas where the project is constructed, or located; and
- e. Other Programs and Activities developed by DOLE to enhance provisions of employment assistance to PESO clients, particularly for special groups of disadvantage workers such as Persons with Disabilities (PWDs) and displaced workers.

- f. Assists DOLE in promoting employment facilitation programs within Bislig City or areas of jurisdiction and operation.
- g. Submit regular and periodic monitoring reports and performance accomplishments to DOLE Regional and Provincial Offices.

SECTION 6. Human Resource Structure of PESO-Bislig – The PESO-Bislig shall be manned, per section 3, rule VI, RA 10691, issued through DOLE Department Order No. 157-16 s. 2016, and CSC Memorandum Circular No.20 s. 2019, by the following:

ITEM NO.	POSITION	SALARY GRADE (SG)	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
PESO 001	City Government Department Head I (Public Employment Service Officer)	25	Bachelor's Degree preferably in any of the following: -Operations Management (OM) -Human Resource Management (HRM) -Human Resource Development (HRD); and/or allied fields	Five (5) years of Supervisory/ Management experience in program management relative to employment facilitation	None Required	Career Service (Professional)/ Second Level Eligibility
PESO 002	City Government Assistant Department Head I (Assistant PESO Manager)	23	Bachelor's Degree preferably in any of the following: -Operations Management (OM) -Human Resource Management (HRM) -Human Resource Development (HRD); and/or allied fields	Three (3) years of supervisory/ management experience in program management relevant to employment facilitation	None Required	Career Service (Professional)/ Second Level Eligibility

ITEM NO.	POSITION	SALARY GRADE (SG)	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
PESO 003 PESO 004	Senior Labor and Employment Officer	19	Bachelor's degree preferably in any of the following: -Operations Management (OM); -Human Resource Management (HRM); -Human Resource Development (HRD); and/or allied fields	Two (2) years of experience in program management relative to employment facilitation	Eight (8) – hours of relevant training on employment facilitation	Career Service (Professional)/ Second Level Eligibility
PESO 005 PESO 006 PESO 007	Labor and Employment Officer III	16	Bachelor's degree preferably in any of the following: -Operations Management (OM); -Human Resource Management (HRM); -Human Resource Development (HRD); and/or allied fields	One (1) year of experience in program management relative to employment facilitation	Four (4) hours of relevant training on employment facilitation	Career Service (Professional)/ Second Level Eligibility

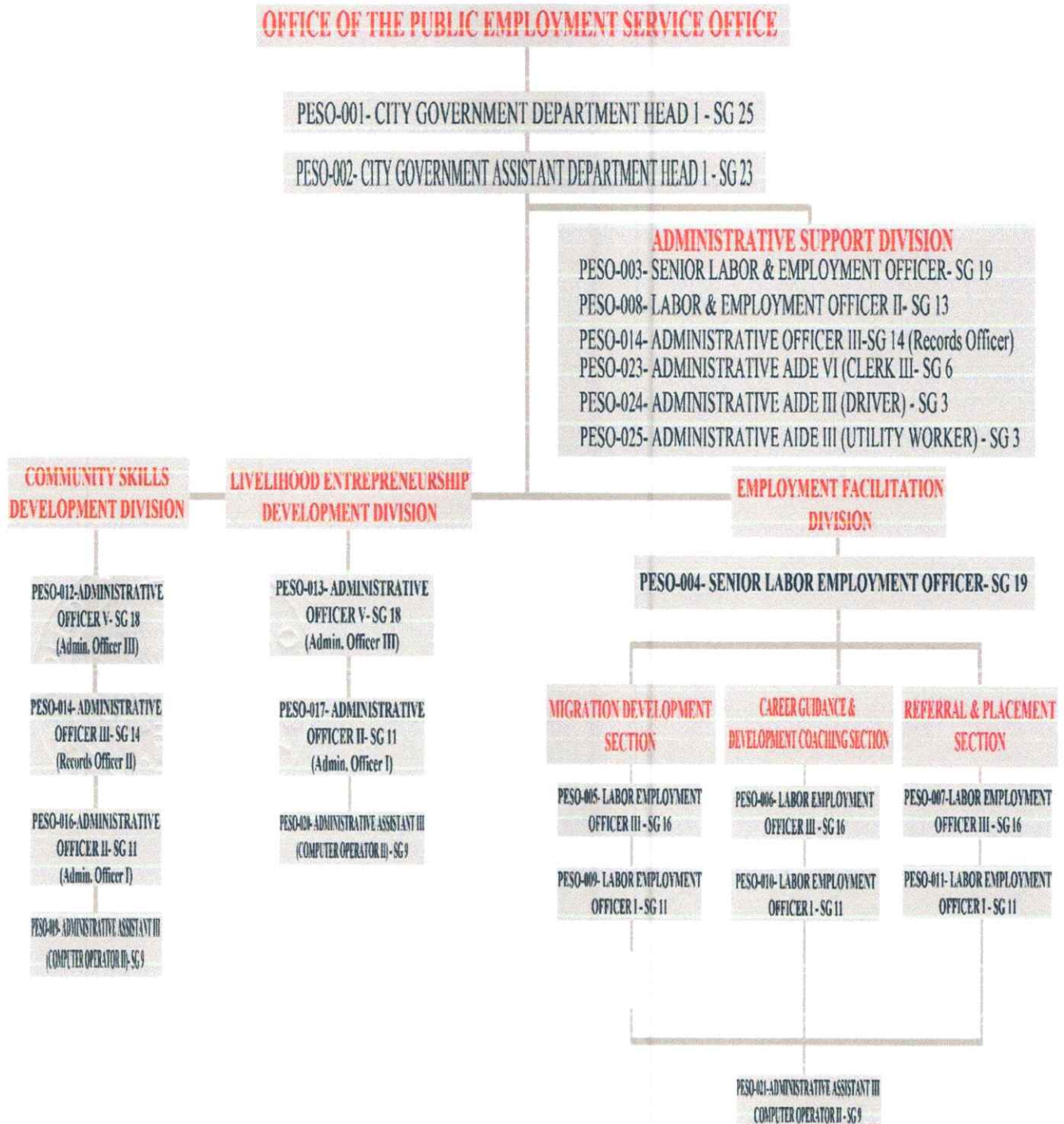
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PESO 008	Labor and Employment Officer II	13	Bachelor's degree preferably in any of the following: -Operations Management (OM); -Human Resource Management (HRM); -Human Resource Development (HRD); and/or allied fields	One (1) year of experience in program management relative to employment facilitation	Two (2) hours of relevant training on employment facilitation	Career Service (Professional)/ Second Level Eligibility
PESO 009 PESO 010 PESO 011	Labor Employment Officer I	11	Bachelor's degree preferably in any of the following: -Operations Management (OM); -Human Resource Management (HRM); -Human Resource Development (HRD); and/or allied fields	None Required	None Required	Career Service (Professional)/ Second Level Eligibility
PESO 012 PESO 013	Administrative Officer V (Administrative Officer III)	11	Bachelor's Degree	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service (Professional)/ Second Level Eligibility
PESO 014	Administrative Officer III (Records Officer II)	11	Bachelor's Degree	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional)/ Second Level Eligibility

ITEM NO.	POSITION	SALARY GRADE (SG)	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
PESO 015	Administrative Officer II	11	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility
PESO 016	(Administrative Officer I)					
PESO 017	Administrative Assistant III	9	Completion of two (2) years studies in College or High School Graduate with relevant vocational trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Data Encoder (MC 11 s.1996-cat. III) CS Sub- Professional, First Level Eligibility
PESO 018	(Computer Operator II)					
PESO 019						
PESO 020	Administrative Aide VI	6	Completion of Two (2) years studies in College	None Required	None Required	CS Sub- Professional, First Level Eligibility
	(Clerk III)					
PESO 021	Administrative Aide III	3	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC11 s. 1996 cat. IV)
	(Driver I)					
PESO 022	Administrative Aide III	3	Must be able to read and write	None Required	None Required	None required (CSC MC. 11 s.1996, as amended by CSC MC 10 s. 2013, cat. III)
	(Utility Worker II)					

SECTION 7. PESO Organizational Structure — The PESO-Bislig shall have the following Organizational Structure as follows:

DEPARTMENT PROPOSED STAFFING PATTERN



SECTION 8. Appropriation — This ordinance shall have an annual appropriation amounting to **Twelve Million Two Hundred Thirty-Five Thousand Eight Hundred Thirty-Four Pesos & 56/100 Centavos (Php12,235,834.56)** based on the estimated computation of Personal Services of proposed position title as of September 12, 2025.

SECTION 9. Mode of Fund Appropriation — The manner of fund appropriation will be in "progressive mode" where the top-position shall be a priority 1, followed by the succeeding Plantilla positions, until all the created positions are hereby funded.

SECTION 10. Separability Clause — If for any reason any section of the ordinance is declared unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby, shall remain in full force.

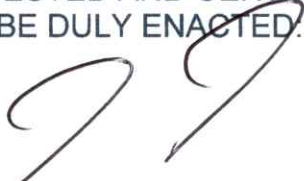
SECTION 11. Repealing Clause — All ordinances, resolutions, orders, issuances or other pertinent laws inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

ENACTED this 23rd day of September, 2025.

I HEREBY CERTIFY to the correctness of the above-quoted ordinance.

ROSENDO R. CAMPOS, MPA
Secretary to the Sanggunian

ATTESTED AND CERTIFIED
TO BE DULY ENACTED.


ATTY. CONRAD C. CEJOCO
City Vice Mayor
(Presiding Officer)

APPROVED:


FLORENCIO C. GARAY
City Mayor

rc: Cmte. on Administrative and Personnel Services/DRC/ALJH/RRC/TSP Res No. 468-25/Rectified
TN:2025-09-1083



Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
TANDAG CITY

Tanggapan ng Sangguniang Panlalawigan
(Office of the Provincial Council)

TN 2025-10-7728
12-5-25

EXCERPT FROM THE MINUTES OF THE 20TH REGULAR SESSION OF THE 21ST SANGGUNIANG PANLALAWIGAN OF SURIGAO DEL SUR HELD AT THE SANGGUNIANG PANLALAWIGAN SESSION HALL, LEGISLATIVE BUILDING, CAPITOL HILLS, TELAJE, TANDAG CITY, PROVINCE OF SURIGAO DEL SUR ON NOVEMBER 18, 2025

PRESENT:

Hon. Manuel O. Alameda, Sr. - Vice Governor
(Presiding Officer)

Regular Sangguniang Panlalawigan Members:

District I

Hon. Ruel D. Momo
Hon. Henrich M. Pimentel
Hon. Jose Dumagan, Jr.
Hon. Antonio C. Azarcon
Hon. Valerio T. Montesclaros, Jr.

District II

Hon. Joey S. Pama
Hon. Gines Ricky J. Sayawan, Sr.
Hon. Margarita G. Garay
Hon. Anthony Joseph P. Cañedo
Hon. Raul K. Salazar

Ex – Officio Members:

Hon. John Paul C. Pimentel - President, Philippine Councilors' League, Surigao del Sur Chapter

Hon. Melanie Joy M. Guno - President, Provincial Chapter of the Liga ng mga Barangay sa Pilipinas

ABSENT:

On Sick Leave:

Hon. Jimmy L. Guinsod - Indigenous Peoples Mandatory Representative, Surigao del Sur

Hon. Yuri Art Eufy R. Sanchez - President, Panlalawigang Pederasyon ng mga Sangguniang Kabataan

RESOLUTION NO. 468 – 25
(Series of 2025)

RETURNING ORDINANCE NO. 2025-15 DATED SEPTEMBER 23, 2025 OF THE CITY OF BISLIG, THIS PROVINCE ENTITLED "AN ORDINANCE CREATING THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) IN THE CITY OF BISLIG, PROVINCE OF SURIGAO DEL SUR, AND APPROPRIATING FUNDS THEREOF", FOR RECTIFICATION



SPONSORS:

HON. HENRICH M. PIMENTEL, HON. GINES RICKY J. SAYAWAN, SR., HON. ANTONIO C. AZARCON, HON. MARGARITA G. GARAY, HON. JOHN PAUL C. PIMENTEL, HON. RUEL D. MOMO, HON. JOSE DUMAGAN, JR., HON. VALERIO T. MONTESCLAROS, JR., HON. JOEY S. PAMA, HON. ANTHONY JOSEPH P. CAÑEDO, HON. RAUL K. SALAZAR, HON. JIMMY I. GUINSOD AND HON. MELANIE JOY M. GUNO

WHEREAS, Section 468, Par. (a) No. 1 (i), Article III, Chapter 3 of the Local Government Code of 1991 provides that, "the sangguniang panlalawigan shall review all ordinances approved by the sanggunians of component cities and municipalities and executive orders issued by the mayors of said component units to determine whether these are within the scope of the prescribed powers of the sanggunian and of the mayor";

WHEREAS, Ordinance No. 2025-15 dated September 23, 2025 of the City of Bislig, this Province entitled "An Ordinance Creating the Public Employment Service Office (PESO) in the City of Bislig, Province of Surigao del Sur, and Appropriating Funds Thereof", was submitted to this Body and same was referred to the Committee on Good Government, Public Ethics and Accountability, for appropriate action and same was forwarded to the Provincial Finance Committee (PFC) and to the Provincial Human Resource Management Office (PHRMO), for preliminary review;

WHEREAS, the Provincial Finance Committee (PFC) in its letter dated October 17, 2025, informed the Body that the above-mentioned Ordinance is in accordance with Sections 454 and 458 of R.A. 7160 and Memorandum Circular No. 12, S. 2022 dated November 8, 2022 and R.A. No. 8759 amended by R.A. 10691 and it adheres to the Local Budget Circular 137 dated July 13, 2021 "Index of Occupational Services, Position Titles and Salary Grade in the Local Government Unit (IOS-LGU), CY 2021 Edition of the Department of Budget and Management". However, this should be incorporated in the formulation of Annual and/or Supplemental Budget of that LGU to conform Section 317 of R.A. 7160, subject to PS limitation as provided under Section 325(a) of R.A. 7160. Further, the said LGU has allowable Personal Services Cost of P75,044,204.08;

WHEREAS, on the other hand, Mr. Ace R. Orcullo, MPA, CHRA, Provincial Human Resource Management Officer in his letter dated November 5, 2025, upon perusal of the subject Ordinance, informed the August Body of the following observations and corresponding recommendations, to wit:

1. The creation of the Public Employment Service Office (PESO) in the City Government of Bislig is within the purview of Section 76 of the Local Government Code and in consonance with R.A. 8759 as amended by R.A. 10691.

2. On the creation of the various positions therein, the following findings were noted and given corresponding recommendations, as follows:

OFFICE	POSITION	FINDINGS	RECOMMENDATION
PESO Bislig City	For the positions of Senior Labor and Employment Officer, Labor and Employment Officer III, Labor and Employment Officer II, Labor and Employment Officer I	The Qualification Standards (QS) set under Section 6 of the Ordinance did not adhere to CSC MC 20, s2019 which prescribed for the QS for PESO positions, particularly in Education, Experience and Training.	The LGU shall adhere to the QS set forth for the positions as found in CSC MC 20, s2019, with emphasis on related courses, "relevant" experience and years of relevant trainings in employment facilitation.
	For the position of Administrative Officer V (Administrative Officer III)	Experience requirement non-adherent to CSC QS Manual.	The requirement for experience is 2 years of "relevant" experience.
	For the position of Administrative Officer III (Records Officer II)	Experience requirement non-adherent to CSC QS Manual	The requirement for experience is 1 year of "relevant" experience.
	For Administrative Assistant III (Computer Operator II)	Experience requirement non-adherent to CSC QS Manual	The requirement for experience is 1 year of "relevant" experience.

WHEREAS, after a careful deliberation on the matter, the Committee on Good Government, Public Ethics and Accountability, to which the matter was referred to, during its Committee Meeting on November 11, 2025 recommended to return Ordinance No. 2025 - 15 dated September 23, 2025 of the City of Bislig, this Province for rectification, refinement and the incorporation of the necessary requirements as stated and with a suggestion that the same shall adhere to the corresponding observations/findings by the Provincial Human Resource Management Officer, this Province;

WHEREAS, in view of the foregoing and on motion of Hon. Henrich M. Pimentel and jointly seconded by Hon. Joey S. Pama and Hon. Jose Dumagan, Jr.;

NOW THEREFORE

BE IT RESOLVED by the Sangguniang Panlalawigan of Surigao del Sur to return Ordinance No. 2025-15 dated September 23, 2025 of the City of Bislig, this Province entitled "An Ordinance Creating the Public Employment Service Office (PESO) in the City of Bislig, Province of Surigao del Sur, and Appropriating Funds Thereof", for rectification.

RESOLVED FINALLY: To furnish copies of this Resolution to Hon. Florencio C. Garay, City Mayor and to the Sangguniang Panlungsod thru Hon. Atty. Conrad C. Cejoco, City Vice Mayor/Presiding Officer, all of the City of Bislig, this Province, for their information and appropriate action.

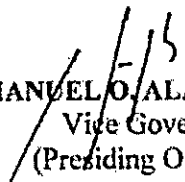
ADOPTED this 18th day of November, 2025 at the City of Tandag, Province of Surigao del Sur by unanimous votes of all Sangguniang Panlalawigan Members present.

X-----X

I HEREBY CERTIFY to the correctness of the foregoing Resolution.


EDGAR G. PEREZ II, J.D.
Secretary to the Sangguniang Panlalawigan

**ATTESTED AND CERTIFIED
TO BE DULY ADOPTED:**


MANUEL O. ALAMEDA, SR.
Vice Governor
(Presiding Officer)



Republic of the Philippines
Province of Surigao del Sur
CITY OF BISLIG

TANGGAPAN NG SANGGUNIAN NG PANLUNGSOD

AN ORDINANCE ENACTED DURING THE 13TH REGULAR SESSION OF THE TENTH SANGGUNIAN NG PANLUNGSOD OF THE CITY OF BISLIG, HELD ON THE 23RD DAY OF SEPTEMBER 2025 AT THE LEGISLATIVE SESSION HALL, BISLIG CITY, SURIGAO DEL SUR.

Present:

HON. CONRAD C. CEJOCO

*City Vice Mayor
(Presiding Officer)*

Regular Members:

Hon. Pedrito R. Sulapas	- Sangguniang Panlungsod Member
Hon. Alfredo J. Carmelo	-do-
Hon. Bernadeth May R. Almanon-Balondo	-do-
Hon. Jonas A. Cacayan	-do-
Hon. Paul E. Vicencio	-do-
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Hon. Winston Y. Sia	-do-
Hon. Apolio C. Alvar	-do-

Ex-Officio Members:

Hon. Eladio A. Galano	- President, Liga ng mga Barangay
Hon. Florio S. Josafat, Jr.	- Indigenous Peoples Representative

On Leave:

Hon. Ana Mae M. Agusa	- SK Federation President
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ORDINANCE NO. 2025-15

Sponsored by:

Hon. Romeo F. Cacayan	Hon. Alfredo J. Carmelo
Hon. Jonas A. Cacayan	Hon. Florio S. Josafat, Jr.
Hon. Conrad C. Cejoco	

"AN ORDINANCE CREATING THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO) IN THE CITY OF BISLIG, PROVINCE OF SURIGAO DEL SUR, AND APPROPRIATING FUNDS THEREOF"

WHEREAS, Republic Act 7160, the Local Government Code of the Philippines, under section 16, of the General Welfare stipulates that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, improving public morals, enhancing economic prosperity and social justice, promoting full employment among their residents, maintaining peace and order, and preserving the comfort and convenience of their inhabitants;

WHEREAS, Republic Act 8759, "An Act institutionalizing a National Facilitation Service Network through the Establishment of a Public Employment Service Office in every province, key city, and other strategic areas throughout the country," otherwise known as the Public Employment Service Office Act (PESO Act) of 1999, is one of the vehicles for economic and social transformation, as it mandates that the State shall provide full employment and quality of employment opportunities for all and, for this purpose, strengthen and expand the existing employment facilitation service machinery of the government, particularly at the local levels;

WHEREAS, the Department of Labor and Employment (DOLE), being the leading agency in providing employment service programs to different LGUs through its Public Employment Service Office (PESO), especially those that relate to job exchange, employment, and livelihood, desires for the institutionalization of PESO in the City of Bislig to strengthen and enhance the implementation of RA 8759;

WHEREAS, Bislig City is one of the fastest-growing and most developed cities in the Province of Surigao del Sur. As such, one of the priorities of the local government is the inclusive possibility of investment promotions to boost economic activity, as well as fully developing the tourism industry to generate a variety of job opportunities for all types of job seekers. The city adheres to the policy declared in the said Act and is very aware that there is a need for further enhancement and facilitation in hiring skilled workers and laborers from the city constituents for both local and overseas employment;

WHEREAS, the creation of the Public Employment Service Office (PESO) of this city shall take charge of employment programs and services as provided for in RA 8759 to ensure prompt, timely, and efficient delivery of full-cycle employment facilitation services;

NOW, THEREFORE, BE IT ORDAINED, by the Sangguniang Panlungsod of Bislig City in session duly assembled, that:

SECTION 1. Title — This Ordinance shall be known as the Public Employment Service Office in the City of Bislig Province of Surigao del Sur, shortly to be known as **PESO-Bislig**.

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- d. Workers Hiring for Infrastructure Project (WHIP) — this program is in pursuance of RA 6685 which requires construction companies, including the DPWH and contractors for government-funded infrastructure projects, to hire thirty percent (30%) of unskilled labor requirements from the areas where the project is constructed, or located, and
- e. Other Programs and Activities developed by DOLE to enhance provisions of employment assistance to PESO clients, particularly for special groups of disadvantage workers such as Persons with Disabilities (PWDs) and displaced workers.

- f. Assists DOLE in promoting employment facilitation programs within Bislig City or areas of jurisdiction and operation.
- g. Submit regular and periodic monitoring reports and performance accomplishments to DOLE Regional and Provincial Offices.

SECTION 6. Human Resource Structure of PESO-Bislig — The PESO-Bislig shall be manned, per section 3, rule VI, RA 10691, issued through DOLE Department Order No. 157-16 s. 2016, and CSC Memorandum Circular No.20 s. 2019, by the following:

ITEM NO.	POSITION	SALARY GRADE (SG)	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
PESO 001	City Government Department Head I (Public Employment Service Officer)	25	Bachelor's Degree preferably in any of the following: -Operation Management (OM) -Human Resource Management (HRM) -Human Resource Development (HRD), and another allied field	Five (5) - years of Supervisory Management experience in program management relevant to employment facilitation	None Required	Career Service Professional, Second Level Eligibility
PESO 002	City Government Assistant Department Head I (Assistant PESO Manager)	23	Bachelor's Degree preferably in any of the following: -Operation Management (OM) -Human Resource Management (HRM) -Human Resource Development (HRD), and another allied field	Three (3) - years Supervisory Management experience in program management relevant to employment facilitation	None Required	Career Service Professional, Second Level Eligibility

ITEM NO.	POSITION	SALARY GRADE (SG)	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
PESO 003 PESO 004	Senior Labor Employment Officer	19	Bachelor's Degree	Two (2) - years' experience	Eight (8) – hours of relevant training	Career Service Professional, Second Level Eligibility
PESO 005 PESO 006 PESO 007	Labor Employment, Officer III	16	Bachelor's Degree relevant to the Job	One (1)- year experience	Four (4) Hours of relevant training	Career Service Professional, Second Level Eligibility
PESO 008	Labor Employment Officer II	13	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional, Second Level Eligibility
PESO 009 PESO 010 PESO 011	Labor Employment Officer I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional, Second Level Eligibility
PESO 012 PESO 013	Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree	Two (2) – year experience	Eight (8) – hours of relevant training	Career Service Professional, Second Level Eligibility
PESO 014	Administrative Officer III (Record Officer II)	14	Bachelor's Degree	One (1) – year experience	Four (4) – hours of relevant training	Career Service Professional, Second Level Eligibility
PESO 015 PESO 016	Administrative Officer II (Administrative Officer I)	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional, Second Level Eligibility

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ITEM NO.	POSITION	SALARY GRADE (SG)	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
PESO 017 PESO 018 PESO 019	Administrative Assistant III (Computer Operator II)	9	Completion of two (2) – years studies in College or High School Graduate with relevant vocational trade course	One (1) – year experience	Four (4) – hours of relevant training	Data Encoder (MC 11 s.1996-cat. III) CS Sub- Professional, First Level Eligibility
PESO 020	Administrative Aide VI (Clerk III)	6	Completion of Two (2) – years studies in College	None Required	None Required	CS Sub- Professional, First Level Eligibility
PESO 021	Administrative Aide III (Driver I)	3	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC11 s. 1996 cat. IV)
PESO 022	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None Required	None Required	None required (CSC MC. 11 s.1996, as amended by CSC MC 10 s. 2013, cat. III)

SECTION 7. PESO Organizational Structure — The PESO-Bislig shall have the following Organizational Structure as follows:

DEPARTMENT PROPOSED STAFFING PATTERN

OFFICE OF THE PUBLIC EMPLOYMENT SERVICE OFFICE

PESO-001- CITY GOVERNMENT DEPARTMENT HEAD I - SG 25

PESO-002- CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I - SG 23

ADMINISTRATIVE SUPPORT DIVISION

PESO-003- SENIOR LABOR & EMPLOYMENT OFFICER- SG 19

PESO-008- LABOR & EMPLOYMENT OFFICER II- SG 13

PESO-014- ADMINISTRATIVE OFFICER III-SG 14 (Records Officer)

PESO-023- ADMINISTRATIVE AIDE VI (CLERK III- SG 6

PESO-024- ADMINISTRATIVE AIDE III (DRIVER) - SG 3

PESO-025- ADMINISTRATIVE AIDE III (UTILITY WORKER)- SG 3

COMMUNITY SKILLS DEVELOPMENT DIVISION

PESO-012-ADMINISTRATIVE
OFFICER V- SG 18
(Admin. Officer III)

PESO-014- ADMINISTRATIVE
OFFICER III- SG 14
(Records Officer II)

PESO-016-ADMINISTRATIVE
OFFICER II- SG 11
(Admin. Officer I)

PESO-017-ADMINISTRATIVE ASSISTANT III
(COMPUTER OPERATOR II- SG 7

LIVELIHOOD ENTREPRENEURSHIP DEVELOPMENT DIVISION

PESO-013- ADMINISTRATIVE
OFFICER V- SG 18
(Admin. Officer III)

PESO-017- ADMINISTRATIVE
OFFICER II- SG 11
(Admin. Officer I)

PESO-018- ADMINISTRATIVE ASSISTANT III
(COMPUTER OPERATOR II- SG 7

EMPLOYMENT FACILITATION DIVISION

PESO-004- SENIOR LABOR EMPLOYMENT OFFICER- SG 19

MIGRATION DEVELOPMENT SECTION

PESO-005- LABOR EMPLOYMENT
OFFICER III- SG 16

PESO-008- LABOR EMPLOYMENT
OFFICER I- SG 11

CAREER GUIDANCE & DEVELOPMENT COACHING SECTION

PESO-006- LABOR EMPLOYMENT
OFFICER III- SG 16

PESO-009- LABOR EMPLOYMENT
OFFICER I- SG 11

REFERRAL & PLACEMENT SECTION

PESO-007- LABOR EMPLOYMENT
OFFICER III- SG 16

PESO-011- LABOR EMPLOYMENT
OFFICER I- SG 11

PESO-021-ADMINISTRATIVE ASSISTANT III
COMPUTER OPERATOR II- SG 7

SECTION 8. Appropriation — This ordinance shall have an annual appropriation amounting to **Twelve Million Two Hundred Thirty-Five Thousand Eight Hundred Thirty-Four Pesos & 56/100 Centavos (Php12,235,834.56)** based on the estimated computation of Personal Services of proposed position title as of September 12, 2025.

SECTION 9. Mode of Fund Appropriation — The manner of fund appropriation will be in "progressive mode" where the top-position shall be a priority 1, followed by the succeeding Plantilla positions, until all the created positions are hereby funded.

SECTION 10. Separability Clause — If for any reason any section of the ordinance is declared unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby, shall remain in full force.

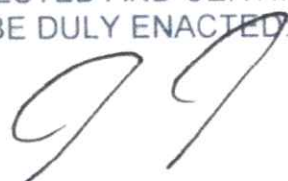
SECTION 11. Repealing Clause — All ordinances, resolutions, orders, issuances or other pertinent laws inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

ENACTED this 23rd day of September, 2025.

I HEREBY CERTIFY to the correctness of the above-quoted ordinance.

ROSENDO R. CAMPOS, MPA
Secretary to the Sanggunian

ATTESTED AND CERTIFIED
TO BE DULY ENACTED:


ATTY. CONRAD C. CEJOCO
City Vice Mayor
(Presiding Officer)

APPROVED:


FLORENCIO C. GARAY
City Mayor

rc: Cmte. on Administrative and Personnel Services DRCA RRC
IN:2025-09-1083

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