



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

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TANGGAPAN NG SANGGUNIANG PANLUNGSOD

May 18, 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

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 (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;

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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.

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

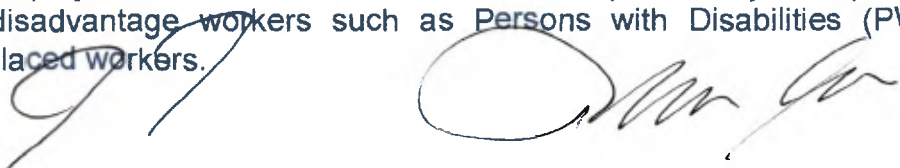
SECTION 4. Function — The PESO shall have the following functions:

- 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.

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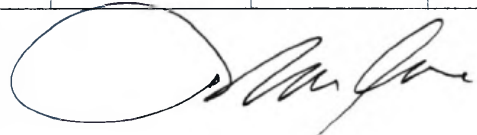
- f. Assists DOLE in promoting employment facilitation programs within Bislig City or areas of jurisdiction and operation.
- g. Submit regular and periodic monitoring reports and performance accomplishments to DOLE Regional and Provincial Offices.

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 (PESO Manager)	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 experience in program management relative to employment facilitation	None Required	Career Service (Professional)/ Second Level Eligibility

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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 relevant to the job	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 relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Professional)/ Second Level Eligibility

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SP Ordinance No. 2025-15 "An Ordinance creating the Public Employment Service Office (PESO) in the City of Bislig, Province of Surigao del Sur, and appropriating funds thereof"

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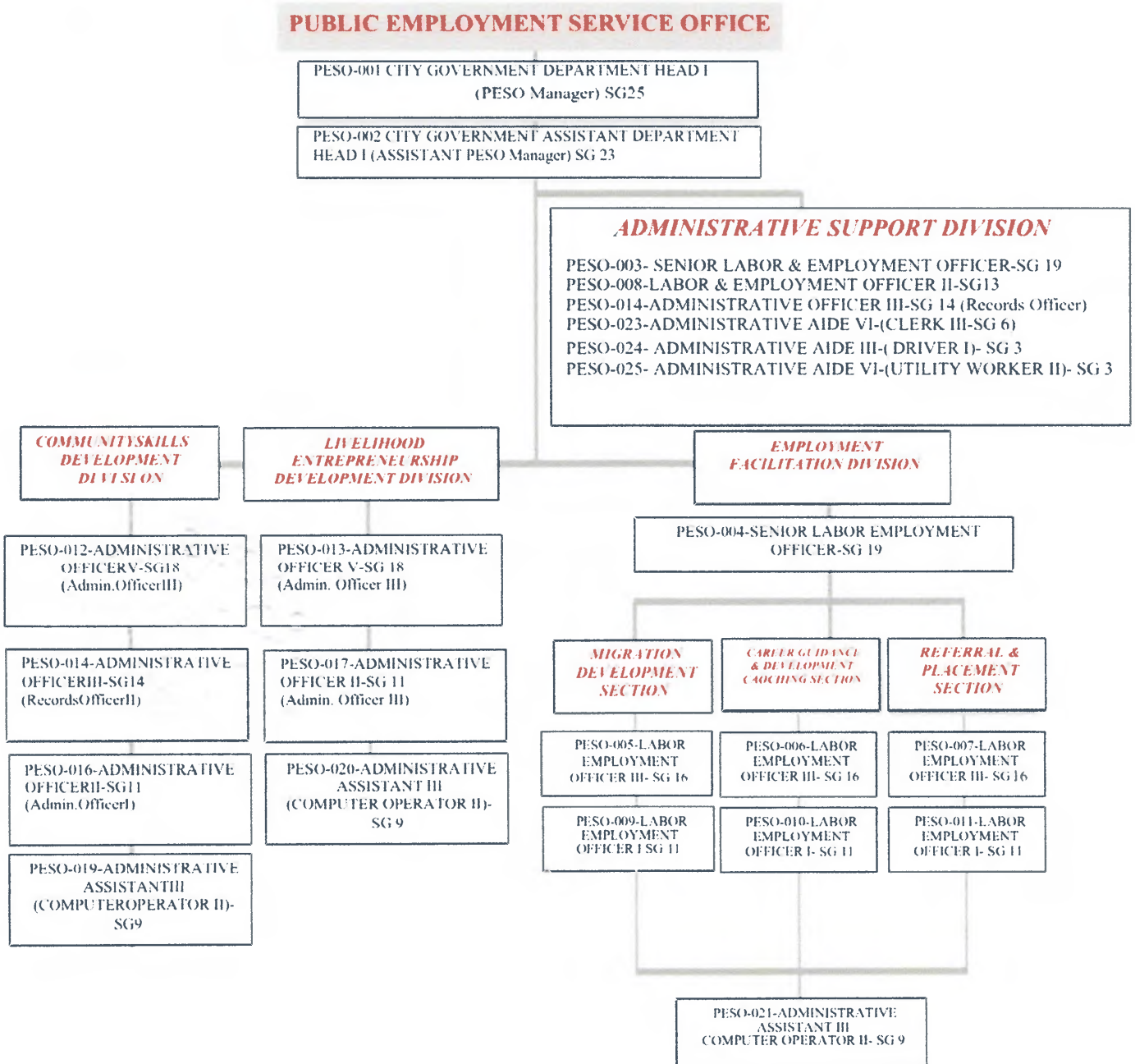
ITEM NO.	POSITION	SALARY GRADE (SG)	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
PESO 015 PESO 016	Administrative Officer II (Administrative Officer I)	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility
PESO 017 PESO 018 PESO 019	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 of relevant 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)

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

DEPARTMENT PROPOSED STAFFING PATTERN



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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 Admin & PS/DRCA/EJH/RRC/TSP Res No. 468-25/TSP Res. No. 991-26/Rectified
TN:2025-09-1083

