

Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
20th City Council

PO20CC-302

49th Regular Session

ORDINANCE NO. SP- 2657, S-2017

AN ORDINANCE RATIONALIZING THE QUEZON CITY PUBLIC EMPLOYMENT SERVICE OFFICE (QC PESO), PROVIDING FOR ITS REVISED/NEW ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN, DUTIES, FUNCTIONS AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

Introduced by Councilor RODERICK M. PAULATE.

Co-Introduced by Councilors Anthony Peter D. Crisologo, Lena Marie P. Juico, Elizabeth A. Delarmente, Victor V. Ferrer, Jr., Oliviere T. Belmonte, Alexis R. Herrera, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Ramon P. Medalla, Ranulfo Z. Ludovica, Estrella C. Valmocina, Gian Carlo G. Sotto, Kate Abigael G. Coseteng, Jose Mario Don S. De Leon, Franz S. Pumaren, Eufemio C. Lagumbay, Marvin C. Rillo, Raquel S. Malañgen, Irene R. Belmonte, Ivy Xenia L. Lagman, Marra C. Suntay, Hero Clarence M. Bautista, Karl Edgar C. Castelo, Godofredo T. Liban II, Allan Butch T. Francisco, Marivic Co-Pilar, Melencio "Bobby" T. Castelo, Jr., Rogelio "Roger" P. Juan, Diorella Maria G. Sotto, Donato C. Matias, Eric Z. Medina and Ricardo B. Corpuz.

WHEREAS, the QC PESO since its establishment in 2003, had been facilitating employment services to city residents, and continuously expanding its programs to vulnerable and marginalized sectors such as Kasambahay Program, Alternative Learning System Accreditation and Equivalency Program, Anti-Child Labor Program, Local Government Internship Program, TUPAD Program, and Competence-Building Program for Call Center Agent Applicants;

WHEREAS, the QC PESO garnered prestigious awards for the past years for its excellent service, and recognized as the Best Partner in Anti-Illegal Recruitment (PAIR) by the Philippine Overseas Employment Administration (POEA) in 2012, Regional Best PESO for seven (7) times and five (5) times as National Best PESO for the highly urbanized category by the Department of Labor and Employment (DOLE). The QC PESO was given a Hall of Famer Award during the National PESO Congress last 2015; ✓

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WHEREAS, the QC PESO is always tapped as the lead agency to implement various pilot programs of the Department of Labor and Employment (DOLE) such as the Skills Registry System (SRS), Job Start Philippines Program, and Discover the World of Work (DWW) Program;

WHEREAS, various laws, ordinances, policies were created such as SP-2154, S-2012 "Institutionalization of Tripartite Industrial Peace Council (TIPC)", SP-2125, S-2012 "Creation of Local Reintegration Section for Overseas Filipino Workers (OFWs)", SP-2400, S-2015 "Institutionalizing Career Advocacy Unit in All Public High Schools in Quezon City", SP-2404, S-2015 "Establish a Barangay Skilled Workers Database", and SP-2500, S-2016 "Creating Quezon City Migrants Resource Center (MRC)", that provides additional mandates and support mechanisms for QC PESO to adapt to the city's emerging needs of globally competitive human resources;

WHEREAS, the city is continuously developing its mechanisms to respond to the ASEAN Integration economic challenges such as in the aspect of employment, migration, human and technology development;

WHEREAS, to strengthen and sustain the existing QC PESO services and programs, anticipate future labor trends and adapt to upcoming human resources developments and directions of the city, there is a need to expand the existing mandate of the QC PESO, the City Ordinance No. SP-1307, Series of 2003, to attune its current functions and organizational structure to respond to the local and national development manpower requirements.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

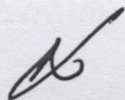
SECTION 1. TITLE - This Ordinance shall be known and cited as the "Rationalization Ordinance of the Quezon City Public Employment Service Office (QC PESO) providing for its revised/new organizational structure and staffing pattern, duties, functions and responsibilities, Appropriating funds therefor and for other purposes".

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SECTION 2. MANDATE OF QC PESO – the QC PESO shall have the following additional functions:

- a) Develop and administer testing and evaluation instruments for effective job selection, training and counseling;*
- b) Undertake holistic strategies, programs and activities to transform the QC PESO into a modern public employment service intermediary that provides multi-dimensional employment facilitation services.*
- c) Facilitate requests of accredited non-government organizations (NGOs) or educational institutions (EIs) thru the DOLE to operate and maintain a Job Placement Office (JPO) within the area of jurisdiction.*
- d) Coordinate with Job Placement Offices (JPOs) in NGOs and EIs regarding their activities such as but not limited to Special Program for the Employment of Students and Government Internship Program for the purpose of harmonizing the provision of employment services in a given territorial jurisdiction.*
- e) Maintain and ensure sustainable employment generation and related services.*
- f) Ensure compliance with the operational standards set by the DOLE and extend assistance and services as may be necessary in the promotion of employment within the area of jurisdiction.*
- g) Render technical and administrative support to the Quezon City Tripartite Industrial Peace Council (QC-TIPC).*
- h) Serve as the Secretariat of the Quezon City Migration and Development Council on Overseas Filipinos (QC-M&DC).*
- i) Develop and support programs and projects for livelihood, entrepreneurship, savings, investment and financial literacy for returning Filipino Migrant Workers and their families, in coordination with relevant stakeholders, service providers and international organizations.*



- j) Implement programs of the Migrants Resource Center.
- k) Develop Barangay Skilled Workers Database and coordinate with the Quezon City Barangay Operations Center (BOC) in monitoring the compliance of all Barangays in the said database.
- l) Coordinate with the Division of City Schools-Quezon City (DCS-QC) and the Career Advocacy Unit (CAU) of each school in implementing career advocacy activities.
- m) Provide labor market information and industry career guides to the DCS-QC and CAU of each school.
- n) Plan and coordinate the implementation and administration of the City's Alternative Learning System Accreditation and Equivalency Program.
- o) Render technical support in the conduct of massive registration of Kasambahay and Domestic Workers in Barangays.
- p) Submit to the DOLE periodic performance and accomplishment reports.

SECTION 3. CREATION OF POSITIONS AND STAFFING PATTERN – The QC PESO is presently composed of Twenty Three (23) plantilla positions. In the revised structure it shall be upgraded to a department level with Five (5) Divisions and an Administrative Staff. An additional Seventy Seven (77) plantilla positions shall be created to be more responsive and cope up with the increasing demands of QC PESO clientele. The new QC PESO shall be headed by City Government Department Head III with Salary Grade 27 and a City Government Assistant Department Head III with Salary Grade 25. The divisions shall be known as follows:

DIVISION NAMES
Public Employment Division
Labor Market Information System (LMIS) Division
Labor Relations and Standards Division
Migration Services Division
Special Projects Division
Administrative Staff

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Item 3.1 Summary of Newly created Plantilla Positions:

No. of Positions	Position Titles	Salary Grade
1	City Government Department Head III	27
1	City Government Assistant Department Head III	25
3	Chief, Labor and Employment Officer	24
1	Information Technology Officer III	24
3	Supervising Labor and Employment Officer	22
1	Information Technology Officer II	22
1	Attorney III	21
6	Senior Labor and Employment Officer	19
1	Information Technology Officer I	19
1	Psychologist III	18
12	Labor and Employment Officer III	16
1	Administrative Officer IV (HRMO II)	15
2	Senior Administrative Assistant II (Computer Operator IV)	14

No. of Positions	Position Titles	Salary Grade
10	Labor and Employment Officer II	13
4	Administrative Assistant VI (Computer Operator III)	12
1	Legal Assistant II	12
1	Administrative Officer II (Budget Officer I)	11
1	Administrative Officer I (Supply Officer I)	10
4	Administrative Assistant III	9
6	Administrative Assistant I (Computer Operator I)	7
1	Administrative Aide VI (Clerk III)	6
2	Administrative Aide IV (Reproduction Machine Operator II)	4
5	Administrative Aide IV (Driver II)	4
3	Administrative Aide III (Utility Worker II)	3
5	Administrative Aide III (Messenger)	3
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Item 3.2 The vacant position of Psychologist with Salary Grade 11 will be upgraded to Psychologist III with Salary Grade 18 and the Administrative Aide II with Salary Grade 2 shall be abolished once vacated to maintain uniformity of entry positions.

SECTION 4. FUNCTIONS AND SERVICES - The Department Head will supervise and manage the over-all technical and administrative activities/operation of the QC PESO. The divisions' mandates are defined as follows:

Item 4.1 - PUBLIC EMPLOYMENT DIVISION

This division shall provide referral and placement services for local and overseas as well as private and public employment in accordance with existing policies, rules and regulations. It shall:

- (a) Handle the accreditation of employers local and overseas and undertake active sourcing of job vacancies.
- (b) Evaluate qualifications of jobseekers (matching) in relation to wage employment options.
- (c) Refer job seekers for appropriate employment assistance and monitor the result of such referrals.
- (d) Conduct Jobs Fair and aggressively match available job openings and job-seekers.
- (e) Institute measures to ensure that recruitment and placement services, both for local and overseas, are in accordance with existing laws, rules, and regulations.
- (f) Conduct pre-employment coaching, including values development and enhancement of work ethics, to prospective local and overseas jobseekers.
- (g) Administer/conduct talent/skills assessment for jobseekers.
- (h) Undertake employability enhancement trainings or seminars for jobseekers as well as those who are intending to change careers or enhance their employability. ✓

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- (i) Conduct orientation and training to prospective local and overseas jobseekers regarding rules and regulations on anti-illegal recruitment and human trafficking.
- (j) Facilitate requests of accredited Non-Government Organizations (NGOs) or Educational Institutions (EIs) thru the DOLE to operate and maintain Job Placement Offices (JPOs) within the area of jurisdiction.
- (k) Coordinate with Job Placement Offices (JPOs) in NGOs and EIs regarding their activities such as but not limited to Special Program for the Employment of Students and Government Internship Program for the purpose of harmonizing the provision of employment services in a given territorial jurisdiction.
- (l) Coordinate with the Division of City Schools-Quezon City (DCS-QC) and the Career Advocacy Unit (CAU) of each school in implementing career advocacy activities.
- (m) Conduct Career Guidance and Employment Coaching to students and out-of-school youths (OSYs) of Quezon City.

Item 4.2 - LABOR MARKET INFORMATION SYSTEM
DIVISION

This Division shall provide the following Labor Market Information services:

- (a) Market and promote its services through all forms of media to all its labor market clients.
- (b) Obtain a list of job vacancies from employers at least on a monthly basis or as the need arises.
- (c) Generate and maintain an updated Barangay skills registry.
- (d) Coordinate with the Department of Labor and Employment (DOLE) for the National Skills Registry System and Phil-JobNet. ✓

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- (e) Gather, collate, and process/analyze data or information on employment and investment trends, emerging markets, particularly labor supply and demand, and disseminate such data or information to labor market clients.
- (f) Provide information on licensed or authorized, blacklisted, suspended or cancelled private employment agencies and recruiters for local and overseas employment, and registered or delisted job contractors and sub-contractors.
- (g) Provide labor market information and industry career guides to the DCS-QC and CAU of each school.
- (h) Recommend policies, plan of actions and possible interventions based on labor market information.
- (i) Serves as Technical and Research units in formulating programs/projects or services that may be implemented by the City Government.
- (j) Generate periodic performance and accomplishment reports.

Item 4.3 - LABOR RELATIONS AND STANDARDS DIVISION

The Division shall provide the following Labor Relations Services:

- (a) Conduct trainings and seminars on organizational development and management that will cater to the needs of the organized labor.
- (b) Ensure compliance with the operational standards set by the DOLE and extend assistance and services as may be necessary in the promotion of employment within the area of jurisdiction.
- (c) Facilitate and assist in the registration and accreditation of labor organizations.
- (d) Develop research programs and projects in cooperation with other attached national agencies of DOLE that can aid in policy reviews and decision-making.

- (e) Conduct trainings and seminars for the workers' welfare and their families such as awareness on occupational hazards and promotion of better working environment.
- (f) Render technical and administrative support to the Quezon City Tripartite Industrial Peace Council (QC-TIPC).
- (g) Ensure labor and management cooperation and relations through QC-TIPC by promoting continuous education, engaging alternative dispute resolution mechanisms, and execution of creative methods towards workers' empowerment.

Item 4.4 - MIGRATION SERVICES DIVISION

This Division shall handle the issues and concerns of the Filipino Overseas Migrants in general and the Overseas Filipino (OFs) and their families in particular:

- (a) Operate directly the City's established Migrant Resource Center;
- (b) Serve as the Secretariat of the Quezon City Migration and Development Council on Overseas Filipinos (QC-M and DC).
- (c) Develop and support programs and projects for livelihood, entrepreneurship, savings, investment and financial literacy for returning Filipino Migrant Workers and their families, in coordination with relevant stakeholders, service providers and international organizations.
- (d) Organize Family Circles of OFs and their families;
- (e) Provide reintegration assistance services to returning OFs;
- (f) Facilitate capability building program/projects such as livelihood and self-employment trainings among OFs and their families;
- (g) Conduct trainings/seminars for the protection of OFs and their families. ✓

- (h) Coordinate with the Philippine Overseas Employment Administration (POEA), Overseas Workers Welfare Administration (OWWA) and National Reintegration Center for OFWs (NRCO) for programs and services provided by this national government agencies;

Item 4.5 - SPECIAL PROJECTS DIVISION

This Division shall handle programs/projects and services of the City Government and National Government like Department of Labor and Employment (DOLE), Department of Education (DepEd), Department of Public Works and Highways (DPWH):

- (a) *Implement welfare programs for the Kasambahay.*
- (b) *Render technical support in the conduct of massive registration of Kasambahay and Domestic Workers in Barangays.*
- (c) *Coordinate and promote the youth work programs implemented by the City Government, DOLE and other government agencies.*
- (d) *Provide employment assistance, livelihood trainings and opportunities for special groups of disadvantaged/ displaced workers and their families.*
- (e) *Plan and coordinate the implementation and administration of the City's Alternative Learning System Accreditation and Equivalency Program.*
- (f) *Implement Competence Building Program for job seekers like Call Center Training, Language Proficiency Training, and others.*
- (g) *Implement programs/services from various ordinances and upcoming legislations related to employment generation.*

Item 4.6 ADMINISTRATIVE STAFF

They will assist in the administration and management of the operation of the office and directly under the Department Head:

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- (a) Serves as the administrative arm and support for the office operations.
- (b) Identify training needs and arrange staff training as needed.
- (c) Serves as the Human Resources unit of the office and coordinates with the City Personnel Office for the personnel capability needs.
- (d) Responsible for staff discipline and recommend to PESO Manager any administrative sanctions based on the existing rules and regulations by the City Government and other government agencies.
- (e) Prepare detailed office budgetary requirements and present to the PESO Manager for approval.
- (f) Provide needed supplies for the conduct of office operations.
- (g) In-charge of all office documents and records, as well as archiving.


SECTION 5. ORGANIZATIONAL STRUCTURE - The redesigned functional organizational structure of the Department is hereby attached and made an integral part of this Ordinance.

SECTION 6. REPEALING CLAUSE - All Ordinances, Executive Orders, rules, regulations and other issuances or parts thereof, which are inconsistent with the provisions of this Ordinance, are hereby revoked or modified accordingly.

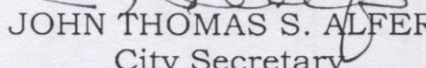
SECTION 7. APPROPRIATIONS - The funds to cover the Personal Services and other benefits relative to the newly created plantilla positions amounting to Forty Million Nine Hundred Thirty-nine Thousand Four Hundred Thirteen Pesos and Fourteen Centavos (Php40,939,413.14) shall be taken from the General Fund of the Annual Budget of the Quezon City Local Government. ✓

SECTION 8. EFFECTIVITY CLAUSE – This Ordinance Shall take effect immediately upon its approval.

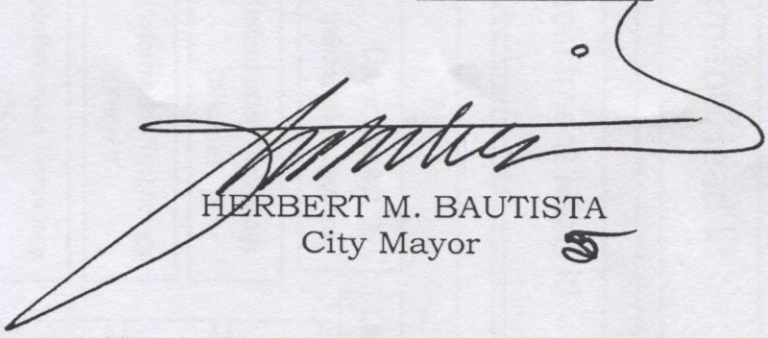
ENACTED: November 27, 2017.


MA. JOSEFINA G. BELMONTE
City Vice Mayor
Presiding Officer

ATTESTED:

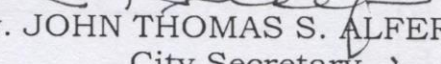

Atty. JOHN THOMAS S. ALFEROS III
City Secretary

APPROVED: 21 FEB 2018


HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on November 27, 2017 and was PASSED on Third/Final Reading on January 22, 2018.


Atty. JOHN THOMAS S. ALFEROS III
City Secretary

PUBLIC EMPLOYMENT SERVICE OFFICE

City Government Department Head III

City Government Assistant Department Head III

(1) Attorney III

(1) Legal Assistant

Employment Services Division

(1) Chief, Labor and Employment Officer

Supervising Labor and Employment Officer

(2) Senior Labor and Employment Officer

Labor and Employment Officer III

Labor and Employment Officer II

Administrative Assistant III

(1) Admin. Aide IV (Driver II)

(1) Admin. Aide III (Messenger)

Labor Relations and Standard Division

(1) Chief, Labor and Employment Officer

(1) Supervising Labor and Employment Officer

(2) Senior Labor and Employment Officer

(4) Labor and Employment Officer III

(4) Labor and Employment Officer II

(2) Administrative Assistant III

(1) Admin. Aide IV (Driver II)

(1) Admin. Aide III (Messenger)

Special Projects Division

(1) Chief, Labor and Employment Officer

(1) Supervising Labor and Employment Officer

(2) Senior Labor and Employment Officer

(4) Labor and Employment Officer III

(4) Labor and Employment Officer II

(2) Administrative Assistant III

(1) Admin. Aide IV (Driver II)

(1) Admin. Aide III (Messenger)

Labor Market Information System

(1) Information Technology Officer III

(1) Information Technology Officer II

(1) Information Technology Officer I

(1) Senior Labor and Employment Officer

(6) Administrative Assistant VI (Computer Operator III)

(6) Administrative Assistant I (Computer Operator I)

(1) Admin. Assistant VI

(1) Admin. Aide III (Messenger)

Migration Services Division

(1) Chief, Labor and Employment Officer

(1) Supervising Labor and Employment Officer

(2) Senior Labor and Employment Officer

(4) Labor and Employment Officer III

(4) Labor and Employment Officer II

(2) Administrative Assistant III

(1) Admin. Aide IV (Driver II)

(1) Admin. Aide III (Messenger)

Administrative Support

(1) Admin. Officer V (Admin. Officer III)

(1) Psychologist III

(1) Admin. Officer IV (HRMO II)

(1) Admin. Officer II (Budget Officer I)

(1) Admin. Officer I (Supply Officer I)

(1) Administrative Assistant II

(2) Admin. Aide IV (Repro. Mach. Opt. II-8)

(1) Admin. Aide IV (Driver II)

(4) Admin. Aide III (Utility Worker II)

(1) Admin. Aide II

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