



Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**  
City Government of Pasig

Ordinance No. 17  
Series of 2021

**AN ORDINANCE CREATING ADDITIONAL PLANTILLA POSITIONS TO THE PASIG PUBLIC EMPLOYMENT SERVICES OFFICE, DEFINING THEIR DUTIES AND RESPONSIBILITIES, AND APPROPRIATING FUNDS THEREFOR.**

**Authored by:** Councilor Rhichie Gerard T. Brown  
**Co-Authored by:** Councilors Rodrigo B. Asilo, Ferdinand A. Avis, Regino S. Balderrama, Orlando R. Benito, Mario C. Concepcion, Jr., Rosalio D. Martires, Corazon M. Raymundo, Gregorio P. Rupisan, Jr., Reynaldo R. San Buenaventura III, Jr., Editha C. Santiago, Wilfredo F. Sityar, LIGA Pres. Rigor J. Enriquez and SK Fed. President Georgia Lynne P. Clemente

**WHEREAS**, Section 76 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991 ("Code") provides that, every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

**WHEREAS**, Section 458 (a) (1) of the same Code provides that the Sangguniang Panlungsod has the power to:

- "(vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the city; and*
- (viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government."*

**WHEREAS**, the Civil Service Commission (CSC) issued Memorandum No. 20, Series of 2019 pursuant to CSC Resolution No. 1900905 promulgated on 06 August 2019, stating the qualification standards for the Public Employment Service Office (PESO) Positions in the local government units;

**WHEREAS**, as a response to the persistent problems of unemployment and underemployment in Pasig City, particularly during the CoronaVirus 2019 pandemic which has resulted in the closing of industries and the loss of jobs, the creation of additional supervisory positions in the PESO shall ensure greater focus on alleviating the aforesated burdens and strengthening overall the policies related to job matching and linkages in terms of labor and employment with the Department of Labor and Employment central office which constitutes the national public employment service network, indispensable for the Pasig City constituents.

**NOW, THEREFORE,**  
**BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF THE CITY OF PASIG IN REGULAR SESSION ASSEMBLED, THAT:**

*Handwritten signatures on the left margin:*  
Rodrigo B. Asilo  
Ferdinand A. Avis  
Regino S. Balderrama  
Orlando R. Benito  
Mario C. Concepcion, Jr.  
Rosalio D. Martires  
Corazon M. Raymundo  
Gregorio P. Rupisan, Jr.  
Reynaldo R. San Buenaventura III, Jr.  
Editha C. Santiago  
Wilfredo F. Sityar  
Rigor J. Enriquez  
Georgia Lynne P. Clemente

*Handwritten signature on the right margin:*  
Rhichie Gerard T. Brown

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**SECTION 1. CREATION.** – The following positions for the Pasig Public Employment Services Office (PESO) are hereby newly created:

No. of Positions	Position	Salary Grade
1	City Government Assistant Department Head II	24
1	Labor and Employment Officer III	16
1	Labor and Employment Officer II	13
1	Labor and Employment Officer I	11

**SECTION 2. QUALIFICATIONS.** – The following shall comprise the qualifications and requirements before consideration for appointment to the positions stated in Section 1 of this Ordinance:

Position	Education	Experience	Training	Eligibility
City Government Assistant Department Head II	Bachelor's degree preferably in any of the following: Operations Management (OM) Human Resource Management (HRM) Human Resource Development (HRD), and/or other allied fields.	Four (4) years of supervisory management experience in program management relative to employment facilitation.	None required.	Career Service (Professional)/ Second Level Eligibility
Labor and Employment Officer III	Bachelor's degree preferably in any of the following: Operations Management (OM) Human Resource Management (HRM) Human Resource Development (HRD), and/or other 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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Labor and Employment Officer II	Bachelor's degree preferably in any of the following: Operations Management (OM) Human Resource Management (HRM) Human Resource Development (HRD), and/or other 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
Labor and Employment Officer I	Bachelor's degree preferably in any of the following: Operations Management (OM) Human Resource Management (HRM) Human Resource Development (HRD), and/or other allied fields.	None required.	None required.	Career Service (Professional)/ Second Level Eligibility

**SECTION 3. DUTIES AND RESPONSIBILITIES.** – The following duties and responsibilities, in addition to those already mentioned in existing national or local statutes or ordinances, shall be discharged by the City Government Assistant Department Head II, which shall be a permanent position, and who shall likewise function as the Pasig City PESO Manager, to be assisted by the staff component currently existing, as well as created through this Ordinance:

- (a) Managing and provision of a venue where constituent clients could avail simultaneously various employment services such as LMI, referrals, training, reintegration, and other services, in coordination with other offices and departments of the Pasig City Government with core competencies in the same;
- (b) Managing and provision of referrals and information from the DOLE in the form of making available data and information on the DOLE programs;
- (c) Managing and provision of data and information on employment, unemployment, underemployment, labor market institutions, and the like;



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- (d) Establishing linkages with other PESOs for job exchanges and other employment related services;
- (e) Developing action plans, proposals, and other documents needed in the implementation of PESO programs and services; and
- (f) Identifying training needs and arranging the same in order to strengthen capacity development for PESO staff members;

**SECTION 4. APPROPRIATIONS.** – The funds to cover the salaries and other benefits of the newly created positions shall be taken from any available funds and shall be appropriated in the annual budget of the PESO for the next fiscal year with the approval of the City Mayor.

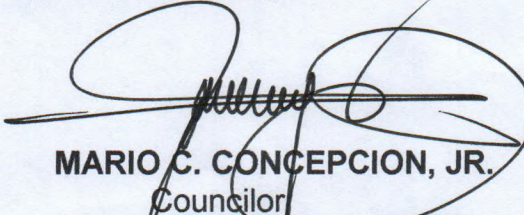
**SECTION 5. REPEALING CLAUSE.** All ordinances, rules and regulations which are inconsistent with or contrary to the provisions of this Ordinance are hereby amended or repealed accordingly.

**SECTION 6. SEPARABILITY CLAUSE.** If, for any reason any part or provision of this Ordinance shall be held to be unconstitutional or invalid, other part or provisions thereof which are not affected thereby shall continue to be in full force and effect.


**SECTION 7. EFFECTIVITY** - This Ordinance shall take effect immediately.

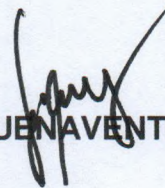
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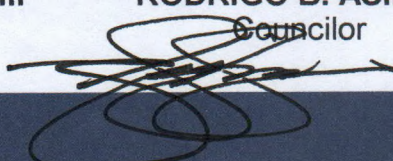
  
**Ferdinand A. Avis**  
Councilor

  
**Mario C. Concepcion, Jr.**  
Councilor

  
**Gregorio P. Rupisan Jr.**  
Councilor

  
**Orlando R. Benito**  
Councilor

  
**Reynaldo R. San Buena Ventura III**  
Councilor

  
**Rodrigo B. Asilo**  
Councilor

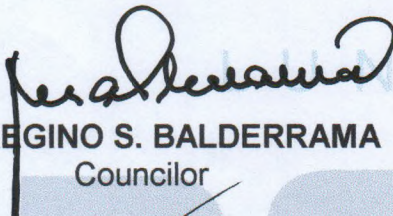


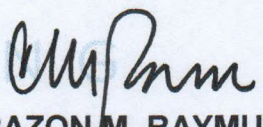
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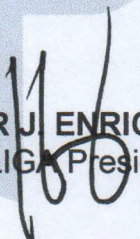
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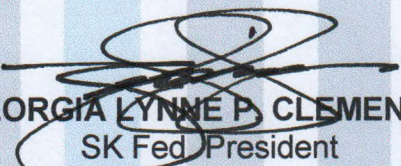
  
**REGINO S. BALDERRAMA**  
Councilor

  
**CORAZON M. RAYMUNDO**  
Councilor

  
**EDITHA C. SANTIAGO**  
Councilor

  
**WILFREDO F. SITYAR**  
Councilor

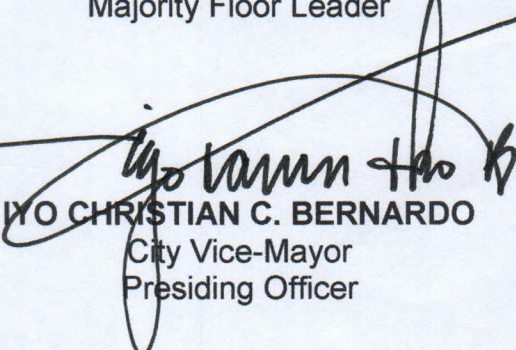
  
**RIGOR J. ENRIQUEZ**  
LIGA President

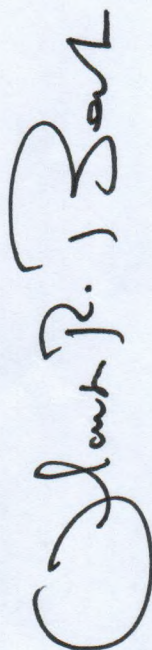
  
**GEORGIA LYNNE P. CLEMENTE**  
SK Fed. President

  
**RHICHIE GERARD T. BROWN**  
Councilor  
Minority Floor Leader

  
**ROSALIO D. MARTIRES**  
Councilor  
Majority Floor Leader

Attested by:

  
**IYO CHRISTIAN C. BERNARDO**  
City Vice-Mayor  
Presiding Officer





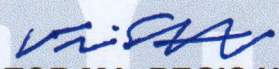
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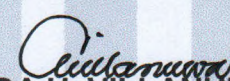
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APPROVED:

  
VICTOR MA. REGIS N. SOTTO  
City Mayor

Attested by:

  
LOIDA U. VILLANUEVA  
Acting City Council Secretary

UMAAGOS ANG PAG-ASA