



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
City Government of Pasig

Ordinance No. 29
Series of 2021

AN ORDINANCE IMPLEMENTING THE FIRST TIME JOBSEEKERS ASSISTANCE POLICY OF THE NATIONAL GOVERNMENT, AND PRESCRIBING THE GUIDELINES, DUTIES, AND RESPONSIBILITIES OF THE BARANGAY AND OTHER INVOLVED PERSONNEL THEREOF.

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WHEREAS, Republic Act No. 7160, also known as the Local Government Code of 1991, states that every local government unit shall exercise the powers to ensure, support, and enhance, among others, economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants. *Further*, R.A. No. 7160 grants authority to the Sangguniang Panlungsod to enact ordinances and approve resolutions, to ensure, among others, efficient and effective delivery of basic services and facilities;

WHEREAS, Republic Act No. 11261, also known as the "First Time Jobseekers Assistance Act" was signed into law in order to expand accessibility to government services and provide incentives to improve a first time jobseeker's access to employment, which includes the waiver of fees and charges normally collected from job applicants, if the latter is classified as a first time jobseeker, with qualification; *Further*, Joint Memorandum Circular No. 001, Series of 2019 or the Implementing Rules and Regulations of R.A. No 11261 was promulgated in order to further implement the provisions of the same;

WHEREAS, the Department of the Interior and Local Government issued Memorandum Circular No. 2020-128 on 30 September 2020, with the subject being the duties and responsibilities of the Liga ng Barangay Chapter Presidents, Punong Barangays, Barangay Secretaries and other Barangay Officials concerned, DILG Officials, and Employees concerned in the Issuance of Barangay Certification to the Qualified First Time Jobseekers Pursuant to R.A. No. 11261;

WHEREAS, it is the policy of the State to promote full employment and equality of gainful work and opportunities for its citizens. *Further*, the Pasig City Government likewise adheres to the State's adoption of the International Labor Organization's (ILO) Principle of Employment Policy that fully recognizes the implementation of economic and social policies in promoting full and productive employment.

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NOW, THEREFORE, be it **ORDAINED** as it is **ORDAINED** by the *Sangguniang Panlungsod ng Pasig*, in session duly assembled, the following:

SECTION 1. PURPOSE. – The purpose of this Ordinance is to implement at the local level the provisions of the First Time Jobseekers Assistance Act and its Implementing Rules and Regulations, to lessen the financial burden on first time jobseekers in obtaining their pre-employment documentary requirements and gain decent employment within a shorter period of time.

SECTION 2. LEGAL BASES AND DEFINITION OF TERMS. – The following constitute the legal bases for the implementation of this Ordinance:

2.1. Section 3 of RA No. 11261, or Act Waiving Government Fees And Charges In the Issuance of Documents Required in the Application for Employment of First Time Jobseekers or the "First Time Jobseekers Assistance Act" mandates that all government agencies and instrumentalities, including Government-Owned and Controlled Corporations (GOCCs), Local Government Units (LGUs), and government hospitals shall not collect fees or charges from a first time jobseeker. *Further*, It is provided that such fee or charge is paid in connection with the application for the granting of licenses, proofs of identification, clearances, certificates or other documents usually required in the course of employment or abroad, provided such benefit shall only be availed of once.

2.2. Section 2 of the Joint Memorandum Circular (JMC) No. 001, Series of 2019, the Implementing Rules and Regulations, to implement RA No. 11261, provides the following definition terms:

Barangay Certification — a document issued and signed by the Punong Barangay or his/her authorized officer that the person, to whom said certification is issued, is a resident of the Barangay for at least six (6) months and is a First Time Jobseeker as defined in this Ordinance.

(a) **Employment** — exists when a person performs work or services under certain conditions in return for remuneration or pay, whether in formal or informal setting, except those entrepreneurs/business owners, independent contractors, and beneficiaries or government programs such as Government Internship Program, Special Program for Employment of Students, and other similar programs.



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(b) **First Time Jobseeker**— a Filipino citizen, who is actively seeking employment, locally or abroad, *for the first time*, as certified by the barangay of which he/she is a resident for the said purpose, particularly:

- 2.1.1.1. Graduates from all schools, colleges, universities, and learning institutions offering technical-vocational courses. For this purpose, a graduate means a Filipino who finished an associate degree or bachelor's degree from any college or university, or completed a technical-vocational course from any learning institution in the Philippines, as well as high school graduates who completed the K-12 program.
- 2.1.1.2. An early school leaver or Out of School Youth (OSY).
- 2.1.1.3. A person not employed or engaged in education or training, who was not previously enrolled in any educational institution or who has not finished secondary education.
- 2.1.1.4. A student taking a leave of absence from an institution offering college or tertiary education or from a technical- vocational course. or
- 2.1.1.5. Any person intending to work while enrolled in any school, college, university, or learning institution offering technical and vocational courses.

(c) **One-Stop-Shop** – existing and would be established mechanism/s that provide pre-employment services from the different government agencies;



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(d) **Oath of Undertaking** - duly executed by the First Time Jobseeker before the Punong Barangay or his or her duly authorized officer, assuming to abide and be bound by the obligations set forth therein as conditions for the availment of the benefits of the First Time Jobseekers Act.

2.3. Section 7 of the JMC mandates that the DILG shall: (a) Issue a directive to all LGUs regarding compliance to RA 11261 and its IRR; (b) Orient all barangay units and PESO, through the Liga ng mga Barangay and PESOMAP Inc., respectively, on the provisions of the RA 11261 and the JMC, as well as the duties and responsibilities of the Punong Barangay and the designated barangay official and the PESO Officer or his/her authorized representative under the law; and (c) Ensure and monitor compliance on the provisions of the JMC and the monthly submission of reports of the barangays, through the City or Municipal PESO.

SECTION 3. WAIVER OF FEES AND CHARGES. - Subject to exceptions provided herein, all government agencies and instrumentalities particularly the local government unit shall not collect fees or charges from a first time jobseeker. *Provided*, that such fee or charge is paid in connection with the application for and granting of licenses, proofs of identification, clearances, certificates or other documents usually required in the course of employment locally or abroad. *Provided, further*, that every qualified first time jobseeker may avail of the benefits provided herein only once, and for one copy of every document or transaction only.

SECTION 4. COVERED BENEFICIARIES, ELIGIBILITY, AND REQUIREMENTS.
- To be a valid beneficiary, one must:

- a) Be a Filipino citizen;
- b) Be a first time jobseeker, as defined;
- c) Actively be looking for employment; and
- d) Be a resident of the barangay that issued the barangay certification for at least six (6) months.

Any person availing of the benefits under this Ordinance shall secure and present a Barangay Certification stating that he/she is a first time jobseeker and a resident of the Barangay issuing said certification for at least six (6) months. The Barangay shall issue an original copy free of charge and retain its own original copy.



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The validity of availment of the benefits under this Ordinance shall be one (1) year from the issuance of the Barangay Certificate.

SECTION 5. COVERED GOVERNMENTAL TRANSACTIONS. – Subject to the requirement in Section 4 of this Ordinance, no fees and other charges shall be collected from first time jobseekers when obtaining the following:

- a) Barangay certification and clearance for first time jobseekers
- b) Police clearance issued by the local or national PNP office
- c) NBI clearance
- d) Medical certificate from public hospitals, except for laboratory tests and other medical procedures that are required in the grant of a medical certificate.
- e) Birth and marriage certificate issued by the PSA.
- f) Transcript of academic records, and/or certificate of graduation/completion, and/or diploma, issued by state colleges and universities and local universities and colleges.
- g) Taxpayer's Identification Number (TIN) issued by the BIR
- h) Other documentary requirements, such as Mayor's Clearance issued by the Business Permit and Licensing Office, etc.

SECTION 6. DUTIES AND RESPONSIBILITIES. – The following are to perform their respective duties and responsibilities, such as:

6.1. The Barangay, through the Punong Barangay, shall:

- 6.1.1. Designate or authorize barangay official/s, through the issuance of an Executive Order, who shall perform the duties and responsibilities mandated under this Ordinance on his/her behalf.
- 6.1.2. As much as practicable, designate or authorize more than one barangay officials to ensure that applications of Barangay Certification under R.A. No. 11261 are acted upon, as much as possible, within the day.
- 6.1.3. Through the Barangay Secretary, prepare a **Personal Information Sheet (PIS) Form**, for the Application of Barangay Certification, containing basic information of applicants, which should not be limited to the following:



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6.1.3.1. Name

6.1.3.2. Birthdate

6.1.3.3. Age

6.1.3.4. Complete Address

6.1.3.5. Years/Months of residency in the given address

6.1.3.6. Contact Number and/or e-mail address

6.1.3.7. Sex/Gender

6.1.3.8. Civil Status

6.1.3.9. Educational Attainment

6.1.3.10. Course (if applicable)

6.1.3.11. Question, which is answerable by YES or NO: Are you a beneficiary of a JobStart Program under RA No. 10869, otherwise known as ***"An Act Institutionalizing the Nationwide Implementation of the JobStart Philippines Program and Providing Funds Therefor"***? If the answer to the above question is YES, the application for the issuance of Barangay Certification that is free of charge should be denied. The concerned applicant should be informed as beneficiary of the JobStart Program under RA No. 10869, he/she is no longer qualified to avail of the benefits provided for under the "First Time Jobseekers Assistance Act." In this case, said Certification may be issued with corresponding charge or fee as imposed by the barangay.

6.1.3.12. Signature Over Printed Name of Applicant.

6.1.4. Through the Barangay Secretary:

6.1.4.1. Provide the applicant with PIS Form.

6.1.4.2. Accept and assess the accomplished PIS Form.

6.1.4.3. If the applicant meets the qualifications as stated in Item 1.4 and the applicant's answer in Item No. 2.1.2.11 is "NO", endorse the applicant to the Punong Barangay or the Designated/Authorized barangay official, in the absence of the Punong Barangay, for interview.

6.1.5. Administer the Oath of Undertaking of the qualified first time jobseeker.



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6.1.6. Sign two (2) original copies of Barangay Certification, which shall bear the official sea/ and letterhead of the barangay, to every qualified first time job seeker, which shall be distributed as follows:

6.1.6.1. One (1) original copy of the Barangay Certification shall be issued to the qualified first time jobseeker, and

6.1.6.2. The other original copy of said Certification shall be filed in the barangay, which shall be under the custody of the Barangay Secretary.

6.1.7. Through the Barangay Secretary, accomplish, maintain and update the Barangay Roster of Beneficiaries/ Availées Form and the Monthly Summary of Availées/ Beneficiaries, and submit the same to the concerned Pasig City PESO and DILG Pasig City Offices concerned within SEVEN (7) WORKING DAYS OF THE ENSUING MONTH to cover beneficiaries of the preceding month.

6.1.7.1. In cases where nobody applied or no qualified beneficiary, indicate the phrase "no beneficiary or qualified jobseeker for the month" in the Summary of Beneficiaries/Availées Form and submit the same to the Pasig City PESO and DILG City Office.

6.1.8. Through the *Liga ng mga Barangay*, orient all the barangay officials concerned on the provisions of the JMC and their duties and responsibilities in the issuance of Barangay Certification to the qualified jobseekers, as well as remind compliance with this Circular by all Punong Barangays within the City or Municipality.

6.2. The Pasig PESO shall:

6.2.1. Refer the first time jobseekers towards securing the required pre-employment requirements from relevant government agencies.

6.2.2. Inform and guide the first time jobseekers on their relevant rights, duties, and responsibilities.

6.2.3. Aggregate the reports and disaggregate the data using the prescribed monitoring and reporting form using the attached template in the JMC, or as updated, for submission to the Department of Information and Communications Technology, copy furnishing the DILG.



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SECTION 7. RESPONSIBILITIES OF THE JOBSEEKER. – To ensure the successful implementation of this Ordinance, the following must be observed and adhered to by the first time jobseeker:

- (a) Secure the barangay certification from his/her place of residence.
- (b) Execute an Oath of Undertaking to be provided by the barangay relative to his/her request for a barangay certification;
- (c) Present the original barangay certification to the officer of the concerned agency to avail of the benefits of this Ordinance;
- (d) Abide by the rules of the relevant agencies in securing a certificate or other pre-employment documentary requirements; and
- (e) Report back to the barangay, whether in person or through other modes of communication, after successfully obtaining employment.

SECTION 8. EXCEPTIONS. – The waiver of fees and charges shall not include the following: Those collected with an application to take a professional licensure examination conducted by the PRC, application for a Philippine passport authentication and Apolstille from the DFA, application for a Career Service Examination with the CSC, and application for a driver's license from the Land Transportation Office (LTO).

SECTION 9. PENALTY. – Any violation of the provisions of this Ordinance, or any other statute in connection with the First Time Job Seekers Act, shall be subject to the reporting of the perpetrator to the Inter-Agency Monitoring Committee as the oversight body for compliance of the government agencies shall recommend to the proper authorities the filing of an administrative complaint against a person who refuses to comply with the provisions therein, without prejudice to any criminal, civil, or administrative case that may be filed by the Pasig City Government, as the case may be.

SECTION 10. SEPARABILITY CLAUSE. Should any article, section or regulation of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinance as a whole, or any portion thereof other than the article, section or regulation so declared to be unconstitutional or invalid.

SECTION 11. REPEALING CLAUSE. All ordinances or portions of ordinances in conflict with this Ordinance, or inconsistent with the regulations of this Ordinance, are hereby repealed to the extent necessary to give this Ordinance full force and effect.



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SECTION 12. EFFECTIVITY CLAUSE. This Ordinance shall take effect immediately upon its approval, after the conduct of a public hearing as mandated by law.

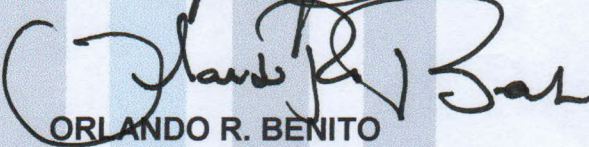
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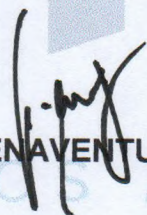
APPROVED this 19th day of August 2021 in Pasig City.

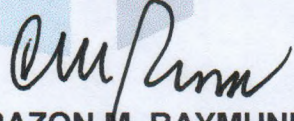

FERDINAND A. AVIS
Councilor

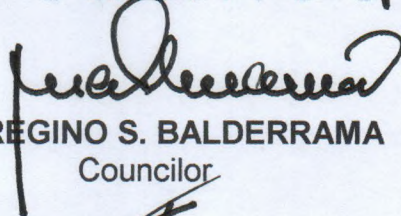

MARIO C. CONCEPCION, JR.
Councilor

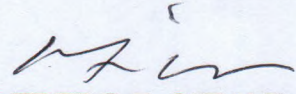

GREGORIO P. RUPISAN JR.
Councilor

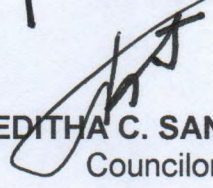

ORLANDO R. BENITO
Councilor


REYNALDO R. SAN BUENAVENTURA III
Councilor


CORAZON M. RAYMUNDO
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REGINO S. BALDERRAMA
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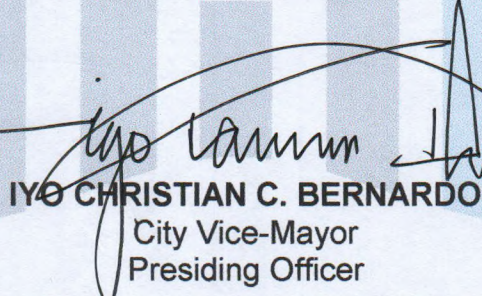
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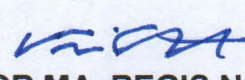

RHICHIE GERARD T. BROWN
Councilor
Minority Floor Leader


ROSALIO B. MARTIRES
Councilor
Majority Floor Leader

Attested by:


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City Vice-Mayor
Presiding Officer

APPROVED:


VICTOR MA. REGIS N. SOTTO
City Mayor

Attested by:


LOIDA U. VILLANUEVA
Acting City Council Secretary