



ORDINANCE NO. 01, SERIES OF 2016

AN ORDINANCE CREATING THE POSITION OF SUPERVISING LABOR AND EMPLOYMENT OFFICER (SG-22) UNDER THE OFFICE OF THE MUNICIPAL MAYOR.

Sponsored by: SBM Benjamin Francisco S. De Vera

WHEREAS, Section 76 and Section 447 (a) (i) (viii) of the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern and that the Sangguniang Bayan has the power to determine position(s) and the salaries, including the allowances and other emoluments and benefits of officials and employees;

WHEREAS, it is the policy of the state to promote full and equal 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, Republic Act No. 8759 of 1999 as amended by Republic Act No. 10691, was enacted to expand employment opportunities and services in every province, key cities, municipalities, and other strategic areas throughout the country;

WHEREAS, the Municipality of Bayambang is a fast growing municipality and the influx of big investors has opened brighter prospects for its growth and development, which justifies the need for additional manpower;

WHEREAS, for the efficient and effective delivery of public services in the Local Government Unit in the Municipality of Bayambang, Pangasinan, there is a need to create the position of Supervising Labor and Employment Officer (SG-22) under the Office of the Municipal Mayor;

WHEREFORE, on motion of SB Member Benjamin Francisco S. De Vera, duly seconded;

Be it enacted by the Sangguniang Bayan in session duly assembled that:

SECTION 1. The position of Supervising Labor and Employment Officer (SG-22) under the Office of the Municipal Mayor of the Municipality of Bayambang, Pangasinan is hereby created.

SECTION 2. QUALIFICATIONS:

1. Education – Bachelor's Degree
2. Experience – 3 years relevant experience
3. Training – 16 hours of relevant training
4. Eligibility – CS Professional or 2nd Level Eligibility
5. Filipino citizen;
6. Resident of the Municipality of Bayambang
7. of good moral character
8. Must have the managerial experience and technical proficiency in program management relative to employment facilitation.
9. Must have the ability of creating high quality...





SECTION 3. DUTIES, POWER AND FUNCTIONS.

1. The primary function of the Supervising Labor and Employment Officer is to manage all technical and administrative activities of the PESO.
 - a. Develop action plans, proposals, and other documents needed in the implementation of programs and services;
 - b. Identify training needs and arrange staff training as needed (i.e. in-house or block release) training staff, or delegating to appropriate unit/staff;
 - c. Responsible for informal stages of staff discipline, including coaching and counseling;
 - d. Maintain a systematic process flow to ensure the effective and efficient management of the office and avoid complaints from clients;
 - e. Conduct reviews of daily procedures being implemented in order to update and trim down unnecessary processes and carry out remedial action;
 - f. Maintain effective communication with the Local Executives to appraise and provide recommendations for policy directions;
 - g. Provide Labor Market Information services referral and placement services for local and overseas as well as private and civil service employment in accordance with existing policies, rules and regulations;
 - h. Provide self-employment services; and
2. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

SECTION 4. EFFECTIVITY. This Ordinance shall take effect upon approval by the Sangguniang Panlalawigan of Pangasinan.

ENACTED this 3rd day of October 2016.





Republic of the Philippines
 PROVINCE OF PANGASINAN
 MUNICIPALITY OF BAYAMBANG
OFFICE OF THE SANGGUNIANG BAYAN

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Certified to be duly adopted and approved:

JOEL V. CAMACHO
 Secretary to the Sanggunian

ATTESTED:

HON. RAUL R. SABANGAN
 Municipal Vice-Mayor &
 SB Presiding Officer

WE CONCUR:

SANGGUNIANG BAYAN MEMBERS

HON. MYLVIN T. JUNIO

HON. JOSEPH VINCENT E. RAMOS

HON. PHILIP R. DUMALANTA

HON. BENJAMIN FRANCISCO S. DE VERA

HON. JUNIE J. ANGELES

HON. MARTIN E. TERRADO II

HON. MA. CATALINA E. DE VERA

HON. AMORY M. JUNIO

HON. ROGELIO P. DUMALANTA
 Pangulo, Liga ng mga Barangay

APPROVED:

HON. CEZAR T. QUIAMBAO
 Municipal Mayor

