ORDINANCE NO. 98-071

AN ORDINANCE INSTITUTIONALIZING THE METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE (Metro PESO): -

Author: Hon. Gabriel Bordado, Jr.

Be it ordained by the Sangguniang Panlungsod of the City of Naga, that:

SECTION 1. - BACKGROUND. - On 5 July 1988, the City Government of Naga and the Naga City Chamber of Commerce and Industry signed a Memorandum of Agreement which would become, so to speak, the seed for the eventual establishment of one of the first Community Employment Centers (CECs) in the country.

SECTION 2. - CHARACTERISTICS. - Since then, it has been growing by leaps and bounds; it is therefore interesting to note the essence of what makes it work. Its distinctive characteristics are:

1. PARTICIPATORY PROCESS - perhaps its most unique and important feature is the emphasis on a truly participatory process at every stage of its operation. Its working relationship and its clientele is based on a "Partner-beneficiary" perspective. That is, people not the issues are the primary focus.

2. PROMOTES PARTNERSHIPS - the promotion of partnerships is institutionalized within its organizational and operational processes. It has established "*collaborative partnership"* with government organizations, non-government/people's organizations, the private sector, and the communities. And in the process, implemented several "*collaborative projects"* whereby it acts as the primary facilitator benefiting its clientele as well as the community.

3. BUILDING COMMUNITY ORGANIZATIONAL SKILLS AND NETWORKS - most often, after conducting skills training's it encourages participants to undertake a project on a "*group management"* scheme. And in the process, participants learn commitment, how to establish individual responsibilities, and how to remain activity oriented. These are precursor to deal with other community issues and with other government or private entities in fostering mutual understanding and appreciation amongst them, thus, reducing duplication and contradictory efforts.

4. INTERNAL ORGANIZATION AND MANAGEMENT - it bolsters confidence through transparency. Its records are open and information freely disseminated to its clientele, the government, and the public at large. Its management and staff are conscientious about maintaining integrity, capability, and sound management practices in order to uphold the trust and confidence of community members and government.

SECTION 3. - PHILOSOPHIES. - On the other hand, its working philosophies are:

1. COMMUNITY ORGANIZATION AS THE MAJOR MECHANISM - communities are central to the development strategy and community organizational development is the primary vehicle to achieve long-term development. Activities under this are geared toward allowing: a) pooling of resources to reach goals that cannot be achieved by individual initiatives; b) collective undertakings to improve the welfare of the group as a whole and enable them to better endure and overcome hardships that may befall them; and c) collective stand to enable them to have their views and concerns heard in the multi-dimensional socio-political and economic arena.

2. CREDIT AS A CATALYST - access to credit plays an important role in poverty alleviation. It helps to level the playing field, so to speak. However, providing loans at reasonable interest rates should not be an end in itself, rather, it should be a) means of developing the potentials of the rural folks; b) powerful mechanism to strengthen their capacities in dealing with their own development process; and c) means to build their capacity for self-improvement, self-reliance, and self-management in their personal lives, businesses, and communities.

3. COMMUNITY DEVELOPMENT SHOULD REINFORCE SELF-RELIANCE - community development should ultimately lead to self-reliance. The development process should gradually support and facilitate the graduation of the rural folks out of poverty. Simply put, assisted self-reliance is the very heart of all its understanding.

SECTION 4. - PROCEDURES AND PROCESSES. - The three (3) basic procedures and processes regularly followed are:

1. PROGRAM/PROJECT DEVELOPMENT - primarily based on results of a research or survey combined with appropriate planning (tailored to actual needs)

2. CLIENT IDENTIFICATION/SELECTION - it depends on the program being accessed or implemented. (Specific projects have different procedures/processes).

3. PRIORITIZATION - the following variables are considered: a) urgency to address the issue, b) level of community preparedness, and c) number of beneficiaries.

4. PERIOD/REGULAR MONITORING - constantly evaluates all programs as to its effectivity and to make the necessary adjustments, if any, to insure its success.

SECTION 5. - CATEGORIES. - Its major activities shall fall into four (4) categories:

1. EMPLOYMENT FACILITATION - focuses on the different programs of DOLE, DILG, and DPWH; it includes the following: a) Special Program for the Employment of Students (SPES), b) Work Appreciation Program (WAP), c) Working Youth Program (WYP), d) TULAY 2000, e) Apprenticeship and Learnership Program (ALP), f) Government Internship Program (GIP), g) Youth in Infrastructure Development Program (YIDP) and h) Local and Overseas Employment Assistance. In addition, it shall provide all services of the PESO program. It resulted in the facilitation of at least 1,500 new jobs a year.

2. LIVELIHOOD ENHANCEMENT - focuses on the different programs of DTI, DSWD, DBP, LBP, and TLRC, it includes the following: a) Micro-enterprise Development Program (MEDP), b) Investment Promotion Program (IPP), c) Self-employment Assistance Program (SEAP), and d) Special Credit Assistance Program (SCAP), and e) Program for Countryside Economic Empowerment & Development (PROCEED).

In addition, it shall provide all services of the KABUHAYAN Center program. It resulted in the creation of at least 2,000 new micro-entrepreneurs a year.

3. COOPERATIVE DEVELOPMENT - focuses on the different programs of CDA, it includes the following: a) Cooperative Development Program (CDP), b) KAAKIAN (Youth Cooperative Formation) c) KABABAIHAN (Women Cooperative Strengthening), and d) KINAPOBREHAN (Urban Poor Cooperative Development). In addition, it shall provide all services of the COOPERATIVE DEVELOPMENT Center program. It resulted to the establishment of at least 50 new cooperatives and sectoral organizations a year.

4. MANPOWER UPGRADING - focuses on the different programs of TESDA (formerly NMYC), and DECS, it includes the following: a) Manpower Skills Training Program (MSTP), and b) Non-formal Education Program (NEP). In addition, it shall provide all services of the MANPOWER SKILLS Training Center program. It resulted to the capability-enhancement of at least 1,000 new workers a year.

SECTION 6. - INSTITUTIONALIZATION UNITS. - To effectively and efficiently manage all these activities and to insure continuity, there is a need to institutionalize the Metro PESO to serve as a multi-service facility which shall have four (4) units to manage its programs:

1. COMMUNITY EMPLOYMENT CENTER (CEC) - which shall take care of the employment facilitation under the technical supervision of the DOLE.

2. TECHNOLOGY AND LIVELIHOOD DEVELOPMENT CENTER (TLDC) - which shall promote livelihood enhancement under the technical supervision of TLRC.

3. COOPERATIVE DEVELOPMENT CENTER (CDC) - which shall initiate cooperative development under the technical supervision of CDA.

4. MANPOWER SKILLS TRAINING CENTER (MSTC) - which shall promote manpower upgrading under the technical supervision of TESDA.

SECTION 7. - CREATION OF A NEW DEPARTMENT. - A new department in the City Government of Naga to be known as the Metro Naga Public Employment Service Office (Metro PESO) is hereby created with the following plantilla positions with its corresponding duties and responsibilities:

1. City Government Department Head I (SG-25) - shall be responsible for the over-all management and accomplishment of organizational objectives:

   a. Sets directions and priorities of all programs;
   b. Supervises/conducts strategy sessions with the staff on major aspects and decisions affecting program implementation and operations;
   c. Conducts regular field visits to spot check and get feedback on the development and needs of programs and beneficiaries;
   d. Receives, finalizes, and reports monthly and quarterly status of performance of all programs;
   e. Authorizes disbursement of projects funds and acts as signatory to related transactions; and
   f. Establishes a multi-sectoral linkages/networking.

2. Project Development Officer III (SG-18) - shall be responsible for program and project identification, implementation, monitoring, and evaluation:

a. Provides technical assistance on problem-analysis and problem-solving to prospective beneficiaries;

b. Screens and recommends qualified beneficiaries/projects for assistance;

c. Approves/disapproves/revises recommendation/s of the PEO II;

d. Orients beneficiaries on the assistance systems and procedures before processing;

e. Adopts and maintains appropriate accounting systems and procedures; and

f. Coordinates all activities of the Naga City Technology and Livelihood Development Center (SP Resolution No. 96-163).

3. Project Evaluation Officer II (SG-15) - shall be responsible in determining the worthiness of beneficiaries and projects:

a. Receives applications of prospective beneficiaries projects and ensure all requirements are met;

b. Conducts ocular inspections and submit recommendations to the PDO III;

c. Conducts periodic evaluation of beneficiaries/projects and ensure compliance with the set agreements;

d. Institutes remedial measures to noted deviations problems and ensure compliance thereof; and

e. Coordinates all activities of the Naga City Cooperative Development Center (SP Resolution No. 95-049).

4. Human Resource Management Officer II (SG-15) - shall be responsible for program and project identification, implementation, monitoring, and evaluation:

a. Facilitate employment facilitation;

b. Maintains registry of skills;

c. Initiates jobs fairs;

d. Administers special employment programs; and

e. Coordinates all activities of the Productivity Improvement Program

f. And the Inter-agency Council for the Welfare of Disabled Persons (SP Resolution No. 95-308).

5. Labor and Employment Officer II (SG-13) - shall be responsible for employment promotion:

a. Solicits job vacancies;

      b.   Processes job applications;

      c.   Initiates job matching;

      d.   Monitors job placement; and
      e.   Coordinates all activities of the Naga City Working Youth Steering

      f.   Committee (established on September 3, 1995).

6. Clerk IV (SG-8);
7. Clerk III (SG-6);
8. Clerk II (SG-4);
9. Driver I (SG-3); and
10. Utility Worker I (SG-1).

Numbers 6) to 10) shall provide the administrative support.

SECTION 8. - The present budget of DOLECOM is hereby realigned to this department and the additional budget necessary to carry out the provisions of this Ordinance is hereby appropriated chargeable against the unappropriated balances in the budget of the city.

SECTION 9. - EFFECTIVITY. - This Ordinance shall take effect immediately upon its approval.

ENACTED: May 20, 1998.

WE HEREBY CERTIFY to the correctness of the foregoing ordinance.

                                      J. ANTONIO A. AMPARADO
                                          City Secretary
FIEL L. ROSALES
City Vice Mayor & Presiding Officer

                         APPROVED:

                                        JESSE M. ROBREDO
                                          City Mayor