



z Republic of the Philippines
MUNICIPALITY OF QUEZON
Province of Quezon
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OFFICE OF THE MAYOR

ADMINISTRATIVE ORDER NO. 2021-04

TO : JOCELYN M. VALENCIA
AdA 1-Mayor's Office

FROM : Local Chief Executive

SUBJECT: Designation of Public Employment Service Office (PESO) Manager

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You are hereby designated as Public Employment Service Office (PESO) Manager of this municipality.

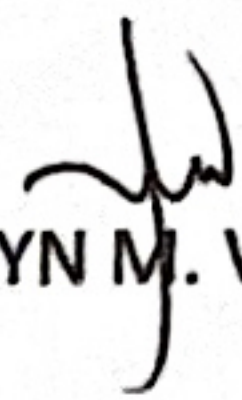
As Public Employment Service Office (PESO) Manager-Designate your duties and functions shall include:

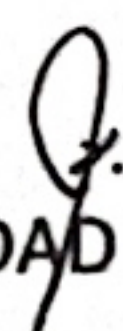
1. Encourage employers to submit to the Office of PESO on a regular basis a list of job vacancies in their respective establishments in order to facilitate the exchange of labor market information services to job seekers and employers providing employment services to job seeker, both for local and overseas employment, and recruitment assistance to employers;
2. Provide persons with entrepreneurship qualities access to the various livelihood and self-employment programs offered by both government and non-governmental organizations at the municipal and barangay levels by undertakings referrals for such programs;
3. Undertake employability enhancement trainings/seminar for jobseekers as well as those would like to change career and enhance their employability. This function is presently supervised by TESDA and conducted by other training;
4. Provide reintegration assistance services to returning Filipino migrant workers; and
5. Perform such functions as wilfully carry out the objectives of the PESO Act of 1999.

You are entitled to receive an Honorarium monthly in the amount of Two thousand Five Hundred Pesos (PhP2,500.00), from the Program Fund of the Office of the Municipal Mayor.

ISSUED this 4th day of January 2021 at Quezon, Quezon.

CONFORME:


JOCELYN M. VALENCIA


MA. CARIDAD P. CLACIO
Municipal Mayor