



**ADMINISTRATIVE ORDER NO** 32-13-N  
Series of 2013

**DESIGNATING MR. NESTOR S. CAMADO JR. AS PUBLIC EMPLOYMENT OFFICER (PESO) OF THE MUNICIPALITY OF ITOGON.**

**WHEREAS,** pursuant to RA 8759 or the PESO Act of 1999, a Public Employment Service Office was established in all local government units to carry out full employment and equality of employment opportunities for all;

**WHEREAS,** RA 8759 aims to strengthen and expand the existing employment facilitation service machinery of the government particularly at the local levels with the general objective of ensuring prompt, timely, and efficient delivery of employment service and provision of information on the other DOLE programs;

**WHEREAS,** to carry out the purpose of the law and for the attainment of its objectives in the local level, it is imperative for this administration to designate a Public Employment Service Officer who shall perform the prescribed duties and function as herein enumerated;

**NOW THEREFORE,** by virtue of the powers vested in me as Municipal Mayor, I, VICTORIO T. PALANGDAN hereby designate MR. NESTOR S. CAMADO JR. as Public Employment Service Officer of the Municipality of Itogon.

In accordance with the provisions of RA 8759, the PESO-designate shall perform the following duties and functions, to wit;

1. Encourage employers to submit to the 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 by providing employment services to job seekers, both for local and overseas employment, and recruitment assistance to employers;
2. Develop and administer testing and evaluation instruments for effective job selection
3. Assist persons with entrepreneurship qualities access to the various livelihood and self-employment programs offered by both government and non-governmental organizations at the municipal level by undertaking referrals for such programs;
4. In coordination with TESDA, shall undertake employability enhancement trainings and/or seminars for job seekers as well as those who would like to change career or enhance their employability;
5. Provide employment and occupational counseling, career guidance, mass motivation and values development activities;

6. Conduct pre-employment counseling and orientation to prospective local and overseas workers;
7. Provide reintegration assistance services to returning Filipino migrant workers;
8. Shall develop plans and strategies for the provision of special services such as jobs fairs, livelihood and self-employment bazaars, special program for the employment of students and out-of-school youths, work appreciation program, workers hiring for infrastructure projects (WHIP) in pursuance of RA 6685, and other programs developed by DOLE to enhance provision of employment assistance to PESO clients, particularly for the special groups of disadvantaged workers or persons with disabilities and displaced workers, and
9. Perform such other related duties and functions as may be directed by the Local Chief Executive to carry out the objectives of the Act.

This order shall take effect immediately.

Issued this 8<sup>th</sup> day of November, 2013.

  
**ATTY. VICTORIO T. PALANGDAN**  
Municipal Mayor

Copy furnished:

-Nestor Camado Jr. - by: ncp 11/8/2013

-All Department Heads  
This municipality

-DOLE-CAR  
Cabinet Hill, Baguio City

-PESO-Benguet  
Benguet Provincial Capitol

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