



Republic of the Philippines  
Province of Albay  
**MUNICIPALITY OF MALILIPOT**  
Office of the Municipal Mayor

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**EXECUTIVE ORDER NO. 05 S. 2022**

**AN EXECUTIVE ORDER DESIGNATING RAINELDA B. BITARA AS THE PUBLIC  
EMPLOYMENT SERVICE OFFICE (PESO) MANAGER OF MALILIPOT, ALBAY**

**WHEREAS**, Republic Act No. 10691 otherwise known as the Public Employment Service Act of 1999 requires the Establishment of the Public Employment Service in all provinces, cities and municipalities which shall be operated and maintained by local government units


**WHEREAS**, PESO shall be link to the regional offices of the Department of Labor and Employment (DOLE) for coordination and technical supervision, and to the DOLE Central Office, to constitute the national public employment service network

**NOW, THEREFORE, I, CENON B. VOLANTE**, Municipal Mayor, Malilipot, Albay, by virtue of the powers vested in me by law, do hereby designate, **Rainelda B. Bitara**, as the Public Employment Service Office (PESO) Manager of the Municipality of Malilipot, Albay, with the following responsibilities, 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 between job seekers and employers by providing employment information 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, and counselling;
3. Provide persons with entrepreneurship qualities, access to the various livelihood and self-employment programs offered by both government and nongovernment organizations at the provincial, city, municipal and barangay levels by undertaking referrals for such program;
4. Undertake employability enhancement trainings or seminars for job seekers, as well as those who would like to change career or enhance their employability;
5. Provide employment or occupational counselling, career guidance, mass motivation and values development activities;
6. Conduct pre-employment counselling and orientation to prospective local and, most especially, overseas, workers;
7. Provide reintegration assistance services to returning Filipino migrant worker;
8. Prepare and submit to the local sanggunian an annual employment plan and budget including other regular funding sources and budgetary support of the PESO; and
9. Perform such functions as to fully carry out the objectives of the RA 10691.

This Executive Order shall take effect immediately.

Done this 1<sup>st</sup> day of July at Malilipot, Albay, Philippines.

  
**CENON B. VOLANTE**  
Municipal Mayor