

**[ DOLE DEPARTMENT ORDER NO. 07, S. 2000,  
August 30, 2000 ]**

**IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT  
NO. 8759, OTHERWISE KNOWN AS THE PUBLIC EMPLOYMENT  
SERVICE ACT OF 1999**

These Implementing Rules and Regulations are hereby issued pursuant to the authority of the Secretary of Labor and Employment under Section 8 of Republic Act No. 8759. These rules are issued upon prior coordination with the Secretary of the Department of Interior and Local Government and consultation with the Presidents of the leagues of provinces, cities, municipalities and barangays.

**RULE I  
Preliminary Provisions**

*SECTION 1. Title .* — These Rules shall be known and cited as the Implementing Rules and Regulations of the Public Employment Service Office Act of 1999. It shall be referred to herein as the Rules.

*SECTION 2. Coverage .* — These Rules shall cover all existing and accredited Public Employment Service Offices.

*SECTION 3. Definition of Terms .* — The terms used in these Rules shall mean the following:

- a. **National Facilitation Service Network (NFSN) or National Employment Service Network (NESN)** refers to the Department of Labor and Employment (DOLE), its Regional Offices, attached agencies and Public Employment Service Offices ( PESOs) established at the local levels to provide integrated, collaborative and systematic delivery of employment services to clients.
- b. Department or **DOLE** refers to the Department of Labor and Employment.
- c. **Public Employment Service Office or PESO** refers to a non-fee charging multi-employment service facility or entity established, recognized or accredited pursuant to these Rules.
- d. **Key cities** refer to all cities which are industrialized, centers of trade, commerce and economic activities, and where employment opportunities exist or are accessible.
- e. **Strategic areas** refer to industrial centers, economic zones, agriculture and fisheries development zones, eco-tourism, growth areas and other areas where government intervention is needed to develop

human resources in order for them to compete in open employment and self employment.

f. **Client** refers to jobseekers, employers, researchers, planners, policy makers and other persons who seek the services of the PESO.

g. **Labor Market Information (LMI)** refers to any information concerning the size, composition, functions, problems or opportunities of the labor market or any part thereof, including but not limited to employment-related intentions or aspirations of labor market clients.

h. **Regional Coordinating Council or RCC** refers to DOLE Regional Office and the offices of the DOLE attached agencies in the Regions.

## **RULE II**

### **Policies and Objectives**

*SECTION 1. Declaration of Policy .* — The State shall promote full employment and equality of employment opportunities for all. It shall institutionalize the NFSN or NESN, as well as strengthen and expand the existing employment facilitation service machinery of the government through the PESOs.

The State shall likewise professionalize the employment service. Toward this end, all PESO personnel who are appointed, designated or accredited pursuant to Republic Act No. 8759 and these Rules shall, subject to the needs of the service, have security of tenure and be assured of stability of employment.

*SECTION 2. Objectives of the Public Employment Service Office.* — The PESO shall ensure prompt, timely and efficient delivery of employment services. Toward this end, it shall:

- a. Provide a venue where clients could avail simultaneously various employment services such as LMI, referrals, training, self-employment, entrepreneurial, reintegration and other services;
- b. Serve as referral and information center for the DOLE and other government agencies by making available data and information on their respective programs;
- c. Provide clients with adequate information on employment and the labor market situation; and
- d. Establish linkages with other PESOs for job exchange and other employment related services.

The PESO shall also provide information on other DOLE programs.

## **RULE III**

### **Functions and Services**

*SECTION 1. Main Functions of the PESO.* — The PESO shall operate within its area of jurisdiction in coordination with other concerned agencies, but in every case subject to the requirements of the NFSN or NESN.

- a. The PESO shall provide LMI services. For this purpose, it shall:

- i) Market and promote each services, through all forms of media, to all its labor market clients;
  - ii) Regularly obtain a list of job vacancies from employers;
  - iii) Generate and maintain an updated registry of skills;
  - iv) Gather, collate and process data or information on employment trends, particularly labor supply and demand, and disseminate such data or information to labor market clients; and
  - v) Provide information on licensed or authorized recruitment agencies or recruiters for local and overseas employment.
- b. The PESO shall provide referral and placement services for local and overseas as well as private and civil service employment. In accordance with existing policies, rules and regulations, it shall:
  - i) Undertake active sourcing of vacancies;
  - ii) Evaluate the qualifications of jobseekers in relation to wage employment options;
  - iii) Refer jobseekers for appropriate employment assistance and monitor the result of such referrals;
  - iv) Institute measures to ensure that recruitment and placement services, both for local and overseas, are in accordance with existing laws, rules and regulations.
- c. The PESO shall provide training and vocational guidance and employment counselling services. It shall:
  - i) Conduct pre-employment counselling, including values development and enhancement of work ethics, to prospective local and most especially to overseas jobseekers;
  - ii) Administer and evaluate psychological tests or examinations;
  - iii) Undertake employability enhancement trainings or seminars for jobseekers as well as those intending to change careers or enhance their employability; and
  - iv) Conduct orientation and training to prospective local and overseas jobseekers regarding rules and regulations on anti-illegal recruitment.
- d. The PESO shall provide self-employment services. It shall:
  - i) Maintain and provide updated directory of government and non-government institutions with existing livelihood programs, including the directory of lending institutions;
  - ii) Determine client's potentials for entrepreneurial undertakings
  - iii) Refer clients for appropriate self-employment or livelihood assistance and monitor the results of such referrals; and

- iv) In coordination with DOLE Regional Coordinating Council (DOLE-RCC), undertake livelihood and self-employment programs.
- e. In coordination with the DOLE-RCC, the PESO shall provide reintegration assistance services to returning overseas Filipino workers ( OFWs). It shall:
  - i) Provide a mechanism for the reintegration of OFWs;
  - ii) Determine or obtain information on returning OFWs and provide periodic information of job opportunities;
  - iii) Undertake other appropriate programs to promote the welfare of OFWs and assist in gathering or tapping the skills and potentials of the returning OFWs; and
  - iv) Undertake re-integration programs and projects that maybe developed by DOLE's Replacement and Monitoring Center (RPMC).
- f. The PESO shall likewise perform other functions analogous to the above including programs or activities developed by the DOLE to enhance provision of employment assistance to clients, particularly for special groups of disadvantaged workers such as persons with disabilities ( PWDs) and displaced workers.

*SECTION 2. Other Services of the PESO .* — Where appropriate, the PESO shall likewise provide the following employment services:

- a. Initiate and organize jobs fairs, provided that jobs fairs conducted by private entities or educational institutions shall be supervised and monitored by the PESO pursuant to DOLE guidelines;
- b. Initiate and organize livelihood and self-employment bazaars, in coordination with government and non-government institutions undertaking livelihood and self-employment programs;
- c. Facilitate credit access to qualified overseas workers, subject to existing rules and regulations;
- d. Endeavour to reach out to qualified poor but deserving students and out-of-school-youth to pursue their education by facilitating their employment pursuant to Republic Act No. 7323, otherwise known as Special Program for Employment of Students (SPES) and its implementing rules and regulations. The PESO shall likewise encourage qualified employers to participate in the program;
- e. Coordinate and promote the adoption of Work Appreciation Program (WAP) and other enrolled youth work programs pursuant to Executive Order No. 139 through Kabataan 2000 under the Office of the President as implemented by the DOLE and other agencies; and
- f. Monitor the implementation of government-funded infrastructure projects to provide recruitment assistance to contractors for their skilled and unskilled human resource requirement pursuant to Republic Act No. 6685, otherwise known as Workers Hiring in Infrastructure Projects (WHIP).