

OFFICE: OPG – PROVINCIAL PUBLIC EMPLOYMENT SERVICE OFFICE

PERFORMANCE SERVICE/AREA: SOCIAL SERVICES

MISSION: “ Uplift Quality of Life of the Cavitenos”

- Improve quality of life and socio-economic conditions through equitable health and social services, relevant quality education, socialized housing units, maintenance of peace and order and build disaster resilient community

GOAL: To carry out full employment and equality of employment opportunities for all, and for this purpose, to strengthen and expand the existing employment facilitation service machinery of the government particularly at the local levels.

Strategic Objectives	Executive Programs / Projects/Activities	Legislative Measures	Capacity Development (CapDev) Needs	Implementation Schedule
1. To institutionalize, operate and maintain Public Employment Service Office (PESO) in the Provincial Government of Cavite through an Ordinance in accordance with the existing rules.	Create Cavite Provincial Public Employment Service Office Create permanent plantilla positions for PESO personnel	Adoption of RA 10691 and its Implementing Rules and Regulations SP Ordinance for the Adoption	A. Capacity Development PESO Management Course	FY 2017-2018
2. To be included in the ISO 9001:2015 Certification of the Provincial Government of Cavite and maintain certified process/es.	Allocate appropriate fund/budget for the plantilla positions, and operation and maintenance of Cavite Provincial PESO	SP Ordinance for the Creation of Cavite Provincial PESO	Labor Market Management Course Career Guidance and Counselling Course	
3. To establish and maintain computerized human resource job and skills registries.	Institutionalization of Skills Registry System in the provincial level and in all city and municipal PESO, and submission of report to Provincial PESO acting as data hub of the Province Registration job seekers at PESO for employment facilitation assistance	SP Ordinance	Placement and Referral Course Labor Market Analysis Information and Communication Technology Course Database Management Skills Registry System Training	

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<p>4. To provide a venue where clients including registered job seekers could avail simultaneously various employment facilitation services, such as Labor Market Information (LMI), referrals, trainings, and entrepreneurial, reintegration, and other services.</p>	<p>Employment Assistance Programs</p> <p>Job Vacancies Generation/Solicitation</p> <p>Job Vacancies Posting/Provision of Labor Market Information (LMI)</p>		<p>Skills Mapping and Employment Services Training</p> <p>Monitoring, Evaluation and Research on Labor and Employment</p> <p>Labor Laws Trainings/Seminars</p>	<p>FY 2017-2019</p>
<p>5. To encourage employers, locators, embassies, SMEs, line agencies such as DOLE, POEA, DPWH and other government agencies to submit/provide PESO with job orders and lists of job vacancies in their respective establishments in order to facilitate the availability and provision of accurate labor market information to job-seekers both for local and overseas employment as mandated by law.</p>	<p>Job-Matching</p> <p>Pre-Employment Guidance and Counselling</p> <p>Job Referrals and Placement; Referrals for Self-Employment/ Livelihood/ Entrepreneurial; Referrals for Skills Trainings (Hard and Soft Trainings)</p> <p>Job Placement Monitoring and Evaluation of referred job applicants and ensure that recruitment and placement services are in accordance with existing laws, rules and regulations</p>	<p>SP Ordinance</p>	<p>Labor Relations for Managers</p> <p>OFW, Migration and Development</p> <p>Migration Center Management</p> <p>Anti-Illegal Recruitment and Trafficking-in-Persons (including children's protection)</p> <p>Child Labor Trainings/Seminars</p> <p>HIV/AIDS Seminars</p> <p>Trainings/Seminars on Persons With Disabilities</p>	

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<p>6. To strengthen the existing employment facilitation service machinery particularly at the barangay and municipal levels, through the development and administration of pre-qualification and screening processes for effective job-matching, skill mapping, counselling and training.</p>	<p>Generate and maintain an updated registry of skills of walk-in job applicants</p> <p>Technical Assistance for the conduct of Job Fairs</p> <p>Provision of PESO Newsletter and use of other forms of social media to market and promote its services to all labor market clients</p>		<p>Pre-Employment Orientation Seminar (PEOS) Management (for first time overseas Filipinos)</p> <p>PESO Local/National Congress/ Conferences</p> <p>Human Resource Development</p> <p>Hiring the Right Talent Training</p> <p>Work Values and Office Etiquette</p>	
<p>7. To sustain entrepreneurial access to various livelihood, financing and self-employment programs offered by both government and non-government organizations particularly to the families of Overseas Filipino Workers (OFWs).</p>			<p>Training and Organizational Needs Analysis</p> <p>Training the Trainers</p> <p>Evaluating Returns on Training Investments</p> <p>Career Advancement Planning</p>	
<p>8. To strengthen the implementation of social protection programs by providing occupational counselling, career guidance, mass motivation and values development activities.</p>			<p>Communicate with Impact Training</p> <p>Microsoft Training (MS word, excel, etc.)</p> <p>Gender and Development Training/Gender Sensitivity Training</p>	
<p>9. To intensify the implementation of integrated programs for the labor sectors through mediation and conciliation, industrial peace programs and livelihood for the displaced workers.</p>	<p>Labor Sector Assistance Programs</p> <p>Adjustment Measures for Displaced Workers</p> <p>Mediation and Conciliation for Labor-Related Disputes</p> <p>Continuous Assistance to the Operation of the Cavite Tripartite for Industrial Peace Council</p>		<p>Small, Medium Enterprises Development Trainings</p> <p>Tourism Development and Labor and Employment Services</p> <p>Event Management</p>	<p>FY 2017-2019</p>

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<p>10 To establish linkages with other PESOs for job exchange and other employment related services.</p>	<p>Maintenance of Help Desks for Overseas Filipinos (OFs), Anti-Illegal Recruitment (AIR), and Kasambahay</p> <p>Intensify Anti-Illegal Recruitment (AIR) through generation and distribution of IEC materials on AIR</p> <p>Provide information on licensed or authorized private employment agencies for overseas employment through the POEA's info. materials sent to PESO and posted at most conspicuous place</p> <p>Intensify Overseas Filipinos (OFs) Programs Awareness Campaign through generation and distribution of IEC materials on OFs programs</p> <p>Re-integration assistance to returning OFs in coordination with DOLE, OWWA and NRCO</p> <p>Promote Phil-Jobnet registration and its accreditation to partner companies</p> <p>Informal Sector Assistance Programs</p> <p>Referral of informal sector to livelihood assistance providers</p>		<p>Network and Information Security Training</p> <p>Records and Information Management Training</p> <p>Project Management</p>	<p>FY 2017-2019</p>

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	<p>Coordination with DOLE Regional Coordinating Council (DOLE-RCC) and facilitate the implementation of livelihood and self-employment programs and services</p> <p>Referral assistance for Special Program for the Employment of Students (SPES)</p> <p>Strengthening of PESO Manager’s Association of Cavite</p> <p>Pre-Employment Orientation Seminar (PEOS) Phil-Jobnet/Job Search Kiosk Advocacy</p> <p>Labor Market Information Analysis</p> <p>Skills Registry System</p> <p>Help Desks Establishment and Maintenance</p> <p>Child Labor and Trafficking-in-Persons</p> <p>Labor Laws Seminar</p> <p>Recognition of Cavite PESO Managers with exemplary performance</p> <p>Conduct of mid-year and year-end performance assessments</p>		<p>Managing Multiple Projects and Stakeholders</p> <p>Total Quality Management</p> <p>Executive Development Program</p> <p>Forecasting and Demand Management</p> <p>Balanced Scorecard (Basics and Advance)</p> <p>Corporate Governance and Risk Management Training</p> <p>Analytical Problem Solving Workshop</p> <p>Building a High Performance Project Organization</p>	

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	<p>PESO Manager's Monthly Assembly</p> <p>Assistance to various councils in the province with public employment-related programs</p> <p>Gather, collate, and process/analyze data or information on employment and investment trends, emerging markets, particularly labor supply and demand, and disseminate such data or information to labor market clients</p>		<p>Problem Solving and Decision Making Techniques</p> <p>Management Skills for New Leaders</p> <p>Leading Change: Critical Success Factors</p> <p>Habit of Excellence: Driving Bottom line Results</p> <p>Leaders as World Class Coach</p> <p>Managing the Supply Chain</p> <p>Lean Six Sigma Green Belt Training</p> <p>Philippine Quality Award Training</p> <p>Delivering Dynamic Presentations</p> <p>Customer Service 101 for Front liners</p> <p>Service Quality Training</p> <p>Effective Business Writing</p> <p>Accounting for Non-Accountants</p> <p>Essentials in Managing Inventory</p> <p>5S of Good Housekeeping</p> <p>Customer's Feedback Trainings</p> <p>ISO 9001:2015 Training/Seminar</p> <p>Internal Quality Audit (IQA) Training</p> <p>Effective IQA Report Writing</p> <p>Root Cause Analysis Training</p>	

Strategic Objectives	Executive Programs/Projects/Activities	Legislative Measure	Capacity Development (CapDev) Needs	Implementation Schedule
			Quality Management System (QMS) Documentation QMS Lead Auditor's Training IT Equipment 1. 8 units, desktop computer, complete set, with UPS 2. 5 units, headset 3. 1 unit, laptop, with complete accessories Office Equipment 1. 2 units, fax machine 2. 8 pcs, Filing Cabinet 3. 10 pcs, Office Table 4. 10 pcs, Executive Chair 5. 1 unit, Digital Camera, Canon, SLR 6. 1 unit, TV LED, 42" Samsung 7. 1 unit, DVD Player, Pioneer 8. 2 pcs, Bulletin Board 9. 1 unit, service vehicle (for official business)	