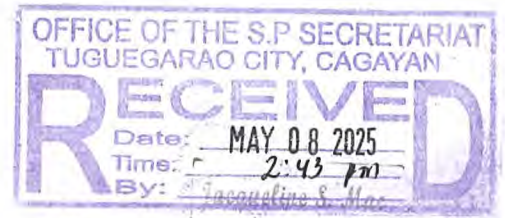




Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

Phone number : 0953-588-3721 | email address : cmotuguegaraocity@gmail.com



OFFICE OF THE CITY MAYOR

08 May 2025

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod

This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the draft Memorandum of Agreement between the Tuguegarao City Government and the Department of Labor and Employment on the implementation of the JobStart Philippines program, for your information and appropriate action.

Thank you and regards!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- DOLE Regional Office No. 02
- City Legal Office
- PESO



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is entered into between:

The **DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)**, herein duly represented by **JESUS ELPIDIO B. ATAL JR, MNSA** of the **DOLE - REGIONAL OFFICE II**, with office address at Regional Center, Carig Sur, Tuguegarao City; and **DIRECTOR PATRICK P. PATRIWIRAWAN, JR.** of the **BUREAU OF LOCAL EMPLOYMENT (BLE)**, with office address at **19th Floor, Times Plaza Bldg., United Nations Avenue, Corner Taft Avenue, Manila**, hereinafter referred to as "DOLE";

and

The **LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY** herein represented by **HON. MAILA ROSARIO S. TING-QUE** with office address **Enrile Boulevard, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan** hereinafter referred to as the Local Government Unit (LGU), on the other hand.

WITNESSETH

WHEREAS, *JobStart Philippines* is a flagship program of the Department of Labor and Employment (DOLE);

WHEREAS, on 29 June 2016, Republic Act 10869 or the JobStart Act was enacted institutionalizing for the national implementation of JobStart. The law provides for the essential administrative and management requirements to implement the program, will be used as guide to DOLE and PESOs in the implementation of the *JobStart Philippines*;

WHEREAS, the *JobStart Philippines* aims to shorten the youth's school-to-work transition by enhancing the knowledge and skills acquired in formal education or technical training by jobseekers in order for them to become more responsive to the demands of the labor market. With the participation of the private sector and other stakeholders, the program will also help develop the life skills of the youth, including those relevant to the values of professionalism and work appreciation, and provide Trainees with a conducive and safe work environment or venue where they can apply relevant theories and code of ethics. Another objective of the program is to further improve the delivery of employment facilitation services of the Public Employment Service Offices (PESOs);

WHEREAS, the Public Employment Service Offices (PESOs), maintained largely by the Local Government Units (LGUs) and linked to the Field and Regional Offices of the DOLE and to the DOLE central office for coordination and technical supervision; shall constitute the national employment service network, as prescribed under the PESO Act of 1999, as amended;

WHEREAS, the LGUs, through the PESOs, shall serve as the main partners of the DOLE in implementing the program at the local level. Successful operation of the JobStart Program is highly dependent on the support and cooperation of the LGUs, through its PESOs as its implementing body of the program;

WHEREAS, a pilot implementation of the JobStart Philippines was launched in May 2014 and implemented in four (4) LGUs (i.e. General Trias in Cavite, San Fernando in

Pampanga, Taguig City and Quezon City) to test the effectiveness of the program design. To scale up the implementation of JobStart, a total of 52 LGUs are covered by the Program;

WHEREAS, the DOLE, with the technical support of Government of Canada, ADB and cooperation of the PESOs, shall rollout the JobStart Philippines Program;

NOW THEREFORE, for and in consideration of the above premises, the parties hereby agree to cooperate and undertake the *JobStart Philippines* subject to the following delineated responsibilities:

I. Department of Labor and Employment

The DOLE shall be the executing agency of the JobStart Philippines Program. The BLE shall serve as the program manager that shall provide the necessary technical and administrative assistance to concerned Regional and Field Offices, and PESOs. The DOLE Regional and Field Offices shall supervise and monitor the implementation of the JobStart activities in their respective jurisdiction. The DOLE shall conduct capacity-building activities to train the PESOs in adopting the new model on employment facilitation services, particularly on career coaching and life skills.

As stipulated under Sec. 8 of the Republic Act 10869, "The DOLE shall establish a JobStart Unit at the BLE and in every DOLE Regional Office. The JobStart Unit shall provide the employer the training costs, administrative costs, and other fees, if any, as specified under a Memorandum of Agreement (MOA) between the DOLE and the employer. It shall approve training plans with technical advice from the TESDA and upon the recommendation of the PESO."

Technical Assistance:

- A. Carry out an organizational analysis of PESO staffing and facilities, and recommend operating systems for a full-cycle employment facilitation service to be incorporated in a Capacity Development Plan; and
- B. Provide technical assistance to PESO in implementing the program.

Training:

- A. Provide PESO core staff with capacity building on the use of PESO Employment Information System (PEIS) and Life Skills Training (LST); and
- B. Build capacities of PESOs in adopting the new JobStart model on employment facilitation services, particularly in establishing linkages with the Department of Education (DepEd), Commission on Higher Education (CHED), and Technical Education and Skills Development Authority (TESDA) in referring JobStart Trainees.

Resources:

- A. Provide the PESO with 100 beneficiary slots to offer selected young adults with LST, up to three (3) months technical training, and two (2) to three (3) months of work experience or internship.

Program Monitoring and Evaluation:

- A. Provide assistance to the PESO in assessing its service capacity using a standard tool provided by BLE for the former to produce monthly JobStart monitoring reports;
- B. Oversee the PESO job matching and referrals of trainees to employers;
- C. Conduct regular visits to JobStart partner employers in coordination with the PESOs; and

- D. Consolidate the monthly monitoring reports from the trainee's performance as submitted by employers.

II. Local Government Unit

- A. Consistent with Section 3 of RA 8759, the LGUs shall maintain the PESO as an established unit in all capital towns of provinces, key cities and other strategic areas. Accordingly, through the PESO, shall serve also as the main partner of DOLE in implementing JobStart. Thus, the LGU through PESO shall:
- (a) Hire adequate staff to ensure the smooth implementation of the program. The PESO Manager shall be assisted by at least a JobStart Project Officer and an Employer Engagement Officer, in managing and coordinating the core activities of the JobStart;
 - (b) Develop a JobStart Annual Work and Financial Plan;
 - (c) Organize the registration process and assessment of registrants;
 - (d) Have adequate facilities for registration, space for life skills training, and LMI System (LMIS) infrastructure;
 - (e) Process and evaluate information of JobStart registrants and prospective employers to ensure both meet the prescribed eligibility criteria;
 - (f) Conduct job matching and referral. Immediately following completion of and graduation from life skills training, PESO shall confirm JobStart trainee's interest and availability, commence job-matching against vacancies, and arrange interview of JobStart trainees with employers;
 - (g) Review the completeness of relevant financial and administrative documents and reports submitted by the employers for the processing of funding requests and training grants to JobStart trainees, as well as the administrative fee provided to the employer;
 - (h) Maintain complete profile and record of transactions of program participants and employers;
 - (i) Regularly update the PEIS transactions and data on program participants and employers; and
 - (j) Submit monthly program monitoring reports to concerned DOLE Regional and Field Offices.

Ensure that the PESO use the prescribed eligibility criteria in the registration and selection of beneficiary, as follows:

- (a) Be a Filipino citizen either natural, naturalized or dual citizen;
- (b) Be 18 to 24 years of age at the time of the registration period. Those who are 17 years old may also register provided that they will be 18 years old before the technical training stage;
- (c) Have reached at least high school level (minimum of first year high school level for the Philippine's previous 10-year basic education curriculum and Grade 7 for new K to 12 basic education curriculum);
- (d) Not be in education, in employment, or in training (NEET) at the time of the registration; and
- (e) Have no work experience or have less than one (1) year of accumulated work experience. The 0-12 months of accumulated experience in wage employment includes part-time and full-time work in the formal sector.

III. Miscellaneous Provision:

Each Party shall bear its own costs as to any and all claims, obligations and damages, any and all taxes, and any all claims and liabilities directly or indirectly arising out of or

in connection with this MOA or resulting or arising out of the activities or the work undertaken by it as it relates to this MOA.

This **MEMORANDUM OF AGREEMENT** shall take effect immediately upon signing by all parties and shall remain in force until revoked, amended or rescinded by the concerned parties and/or by higher authorities subject to a written notice given thirty (30) days in advance.

IN WITNESS HEREOF, the parties have hereunto caused their signatures to affix this ____ day of _____ at Tuguegarao City, Cagayan, Philippines.

DEPARTMENT OF LABOR AND EMPLOYMENT

By:

JESUS ELPIDIO B. ATAL JR., MNSA

DOLE Regional Director

PATRICK P. PATRIWIRAWAN, JR.

Director IV

LOCAL GOVERNMENT UNIT OF TUGUEGARAO CITY

By:

HON. MAILA ROSARIO S. TING-QUE

City Mayor

WITNESSES

CARLINA JOY N. VIERNES

PESO Manager

Field Director, _____

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
) S.S.

BEFORE ME, a Notary Public for and in _____, on this ____ day of _____, 2025, personally appeared the following with their respective proof of identification, who are known to me to be the same persons who executed the foregoing instrument and they further acknowledged that the same is their own free and voluntary act and deed as well as of the entities they represent herein.

Name	Competent Proof of Identification	Date/Place Issued

I HEREBY CERTIFY that this Memorandum of Agreement, consisting of five (5) pages, including this page on which the acknowledgment is written, was signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY OFFICIAL SEAL and SIGNATURE on the date and at the place above written.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of (year).
