Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City
OFFICE OF THE SANGGUNIANG BAYAN
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BAGONG PILIPINAS

EXCERPTS FROM THE MINUTES OF THE TWENTY-THIRD (23rd) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON JANUARY 19, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

PRESENT:

Hon. Marlo PJ A. Alipon	Municipal Vice Mayor/Presiding Officer
Hon. Miko C. Pelegrina	S.B. Member
Hon. Aldous Amiel B. Perez	S.B. Member
Hon. Muriel Laisa B. Dizon	S.B. Member
Hon. Leren Mae M. Bautista	S.B. Member
Hon. Benedicto S. Alborida	S.B. Member
Hon. Rand Edouard R. De Jesus	S.B. Member
Hon. Myla E. Alinsunurin	S.B. Member
Hon. Jay G. Rolusta	S.B. Member
Hon. Gaudencio P. Macatangay	Ex-Officio Member/Liga President
Hon. Samantha Nicole A. Banasihan-Ortega	Ex-Officio Member/SK Federation President

ABSENT:

None

ORDINANCE NO. 2026-2464-A

AN ORDINANCE ESTABLISHING AND INSTITUTIONALIZING THE LOS BAÑOS DIGITAL EMPLOYMENT PLATFORM, COMPRISING A DEDICATED WEBSITE AND MOBILE APPLICATIONS, TO INCLUDE SKILLS TRAINING AND ONE-STOP MIGRATION DEVELOPMENT FEATURES, TO ENHANCE EMPLOYMENT FACILITATION SERVICES AND LABOR MARKET INFORMATION WITHIN THE MUNICIPALITY, AND PROVIDING FUNDS THEREFOR.

Author : Councilor Rand Edouard R. De Jesus

WHEREAS, the advent of digital technology offers significant opportunities to modernize public services, including employment facilitation, making them more accessible, efficient, and responsive to the needs of constituents;

WHEREAS, there is a continuous need to bridge the gap between job seekers and employers in the Municipality of Los Baños, leveraging technological advancements to streamline the job search and hiring processes;

WHEREAS, a digital employment platform, accessible via website and mobile applications, will complement and significantly enhance the existing Barangay Job Skills Registry System by providing a broader reach, real-time updates, and a more interactive experience for both job seekers and employers;

WHEREAS, the establishment of such a platform aligns with the Municipality's commitment to innovation, economic development, and providing gainful employment opportunities for its residents;

WHEREAS, to further empower its constituents, the platform should also serve as a central hub for skills development and comprehensive support for those seeking overseas employment;

NOW, THEREFORE, on motion of Councilor Rand Edouard R. De Jesus, duly seconded by Councilor Jay G. Rolusta and approved by the Councilors present;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA in session assembled, **THAT**:

SECTION 1. **TITLE.** This Ordinance shall be known as **"The Los Baños Digital Employment Platform Ordinance of 2025".**

SECTION 2. **DECLARATION OF POLICY.** It is hereby declared the policy of the Municipality of Los Baños to:

a. Embrace digital transformation in public service delivery, particularly in employment facilitation.

b. Establish a modern, user-friendly, and comprehensive digital platform to connect job seekers with employment opportunities more effectively and efficiently.

c. Provide real-time labor market information to job seekers, employers, and local planners.

d. Facilitate the online registration of job seekers and the posting of job vacancies by employers.

e. Complement and integrate with the Barangay Job Skills Registry System, expanding its reach and functionality through digital means.

f. Promote lifelong learning and skills development by providing access to relevant training programs and resources through the digital platform.

g. Facilitate a streamlined and guided process for residents seeking overseas employment through a "one-stop" approach, offering accurate information and comprehensive support for migration development.

SECTION 3. **DEFINITION OF TERMS.** For purposes of this ordinance, the following terms shall mean:

a. **Digital Employment Platform (DEP):** Refers to the integrated online system established by this Ordinance, comprising a dedicated website and mobile applications, designed to facilitate employment services.
b. **Website:** The official web-based portal of the Los Baños Digital Employment Platform, accessible via internet browsers.
c. **Mobile Application(s):** Software applications designed to run on mobile devices (e.g. Smartphones, tablets), providing functionalities of the DEP.
d. **Online Registration:** The process by which job seekers electronically submit their information and skills profile through the DEP.
e. **Online Job Posting:** The process by which employers electronically submit their job vacancies and requirements through the DEP.
f. **Virtual Job Fair:** An online event conducted through the DEP where job seekers and employers can interact, typically featuring virtual booths, online interviews, and resume submissions.
g. **Job Seeker:** As defined in Municipal Ordinance No. S. 2025 (Barangay Job Skills Registry System Ordinance), including skilled, non-skilled, first-time, and those requiring employment permits/clearances.
h. **Employer:** Any person or entity, whether natural or juridical, within or outside Los Baños, that offers employment opportunities.
i. **Municipal Public Employment Service Office (PESO):** The primary coordinating body for employment facilitation services in the Municipality of Los Baños, responsible for the development, management, and maintenance of the DEP.
j. **Skills Training Program:** Structured courses or modules designed to impart, upgrade, or enhance specific technical, vocational, or soft skills relevant to employment, livelihood, or personal development.
k. **One-Stop Migration Development (OSMD**): An integrated service within the DEP providing comprehensive information, guidance, and access to resources for Los Baños residents aspiring for overseas employment, including requirements for various government agencies and support services.

SECTION 4. **ESTABLISHMENT OF THE LOS BAÑOS DIGITAL EMPLOYMENT PLATFORM.** There is hereby established and institutionalized the Los Baños Digital Employment Platform (DEP), to be developed, managed, and maintained by the Municipal Public Employment Service Office (PESO). The DEP shall consist of a dedicated website and mobile applications, ensuring broad accessibility for all residents, and shall integrate skills training and one-stop migration development features.

SECTION 5. **COMPONENTS AND FUNCTIONALITIES OF THE DIGITAL EMPLOYMENT PLATFORM.** The Los Baños Digital Employment Platform shall, at minimum, include the following core components and functionalities:

a. Job Seeker Module:

i. **Online Registration and Profile Creation:** Allowing job seekers to register and create comprehensive profiles, including personal data, educational attainment, skills, work experience, and employment preferences. This shall be integrated with or derive data from the Barangay Job Skills Registry System.
ii. **Job Search and Application:** A search engine allowing job seekers to browse and apply for job vacancies posted by employers.
iii. **Resume/CV Upload:** Facility for uploading and managing resumes/CVs.
iv. **Notifications:** Alerts for new job postings, job fair schedules, and relevant announcements.
v. **Information on Employment Permits/Clearances:** Guidance on how to obtain necessary government documents.

b. Employer Module:

i. **Employer Registration and Profile Creation:** Allowing employers to register and create company profiles.
ii. **Online Job Posting:** Facility for employers to post job vacancies, specifying requirements, qualifications, and other relevant details.
iii. **Applicant Tracking:** Tools for managing applications received through the platform, including reviewing profiles and communicating with job seekers.
iv. **Virtual Job Fair Participation:** Capability for employers to participate in online job fairs organized through the platform.

c. PESO Administrative Module:

i. **Database Management:** Tools for managing the consolidated job seeker and employer databases, including those related to skills training and migration development.

ii. **Job Matching Algorithms:** Features to assist in matching job seekers' profiles with employer requirements.

iii. **Labor Market Information (LMI) Generation:** Tools for generating reports and analytics on labor supply and demand, skills gaps, employment trends, and migration patterns.

iv. **Content Management:** Tools for updating news, announcements, resources, and advisories related to employment, training, and overseas migration.

v. **User Support and Feedback:** Mechanisms for providing assistance and gathering feedback from users across all platform functionalities.

vi. **Accreditation of Companies and Employers to Prevent Illegal Recruitment.** To ensure a safe, legitimate, and transparent employment environment and to rigorously combat illegal recruitment activities, all companies and employers wishing to utilize the employment digital platform must undergo a comprehensive accreditation process. This accreditation is mandatory and must be maintained throughout their active presence on the platform.

vi.1 Principles of Accreditation. The accreditation process is built upon the following principles:

- Verification: Thorough validation of the legal existence, legitimacy, and operational capacity of all entities.
- Transparency: Clear disclosure of business activities, ownership, and employment practices.
- Accountability: Holding companies and employers responsible for their adherence to labor laws and ethical recruitment practices.
- Protection: Safeguarding job seekers from fraudulent schemes, exploitation, and illegal recruitment.
- Deterrence: Creating a formidable barrier against individuals and organizations engaging in illicit employment activities.

vi.2 Accreditation Requirements for Companies and Employers. All applicants for accreditation must submit the following documentation and information. The platform reserves the right to request additional supporting documents as deemed necessary.

vi.2.1 For Domestically Registered Companies/ Employers (Philippines):

1. **Business Registration Documents:**

   - Securities and Exchange Commission (SEC) Certificate of Registration (for corporations and partnerships) or Department of Trade and Industry (DTI) Business Name
   - Mayor's/Business Permit from the Local Government Unit (LGU) where the business is located.
   - Bureau of Internal Revenue (BIR) Certificate of Registration (Form 2303).

2. **Company Profile:**

   - Detailed company background, including its primary business activities, organizational structure, and number of employees.
   - List of key officers and their contact information.

3. **Proof of Legitimate Business Operations:**

   - Valid business address and contact details (phone number, email address, website if applicable).

4. **Labor Law Compliance:**

   - Acknowledgement and commitment to abide by all relevant Philippine labor laws, including the Labor Code of the Philippines, as amended, and Department of Labor and Employment (DOLE) regulations.
   - Undertaking not to charge any recruitment fees directly or indirectly to job applicants.

- Proof of registration with the Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and Home Development Mutual Fund (Pag-IBIG Fund), if applicable based on employee count.

5. **Authorized Representative:**
   - Special Power of Attorney or Board Resolution designating the authorized representative for platform interactions, including their valid government-issued ID.

vi.2.2 For Recruiting for Overseas Employment: In addition to requirements similar to overseas recruitment agencies/foreign employers must also comply with the following:

vi.2.2.1 Department of Migrant Workers (DMW) Accreditation:

- Valid and active DMW Employer Accreditation Certificate. This is paramount. Direct recruitment by foreign employers not accredited by the DMW is strictly prohibited.
- Job Orders approved by POLO submitted/DMW

vi.2.2.2 Accreditation Process:

1. **Application Submission:** Companies /employers will submit their application and required documents through the platform's designated online portal.
2. **Initial Review:** The platform's accreditation team will conduct an initial review for completeness and basic compliance.
3. **Verification and Due Diligence:**
   - Documentary Verification: All submitted documents will be cross-referenced with relevant government agencies (SEC, DTI, BIR, DOLE, POEA/DMW) where possible.
   - Background Checks: Basic background checks may be conducted on the applying entity and its key officers to identify any history of illegal recruitment, labor law violations, or fraudulent activities.

- Physical Verification (Optional/As needed): In cases of doubt or for high-volume recruiters, the platform may conduct physical visits to the registered business address.
- Interview (Optional/As needed): Interviews with authorized representatives may be conducted to clarify information or address concerns.

4. **Approval/Denial:**
   - Upon successful verification and due diligence, the company/employer will be granted an "Accredited" status on the platform.
   - If discrepancies, false information, or signs of potential illegal recruitment are found, the application will be denied. Reasons for denial will be communicated to the applicant.

5. **Issuance of Accreditation Badge:** Accredited companies/employers will receive a unique "Accredited Employer" badge or similar visual indicator on their profile, signifying their legitimate status on the platform.

vi.2.2.3 Post-Accreditation Obligations and Monitoring

1. **Continuous Compliance:** Accredited companies/employers must continuously comply with all platform policies, terms of service, and relevant labor laws.
2. **Reporting Changes:** Any significant changes in business registration, ownership, contact details, or operational status must be promptly reported to the platform.
3. **Performance Monitoring:** The platform will continuously monitor the activities of accredited entities, including user feedback, complaints, and reported violations.
4. **Periodic Review / Renewal:** Accreditation may be subject to periodic review or renewal to ensure ongoing compliance and validity of submitted documents.

vi.2.4 Sanctions for Non-Compliance and Illegal Recruitment. Any company or employer found to be in violation of these accreditation requirements, engaging in illegal recruitment, misrepresentation, or any fraudulent activity, shall be subject to Immediate and severe sanctions, including but not limited to:

- Immediate Suspension/Termination of Platform Privileges: Permanent removal from the employment digital platform.
- Blacklisting: Inclusion in a platform-wide blacklist, preventing future registration.
- Reporting to Authorities: Immediate reporting to relevant government agencies, including DOLE, DMW, National Bureau of Investigation (NBI), and other law enforcement bodies for appropriate legal action, including criminal prosecution for illegal recruitment.
- Public Advisory: Issuance of a public advisory warning against the non-compliant entity.

d. Interactivity Features:

i. **Messaging System:** Secure communication channels between job seekers and employers, and between users and PESO staff, facilitated by the DEP.
ii. **Virtual Job Fairs/Online Interviews:** Functionality to host and facilitate online employment events.

e. Skills Training and Development Module:

i. **Database of Training Programs:** A comprehensive listing of available skills training programs, vocational courses, and workshops offered by TESDA, accredited training institutions, government agencies, NGOs, and the LGU.
ii. **Scholarship and Financial Assistance Information:** Details on available scholarships, grants, and financial aid for skills development.
iii. **Online Application/Pre-registration:** Facility for job seekers to express interest or pre-register for specific training programs.
iv. **Calendar of Training Schedules:** A real-time calendar of upcoming training sessions, webinars, and skills development events.

f. One-Stop Migration Development (OSMD) Module:

i. **Employment Information**: Up-to-date and comprehensive Information on requirements for overseas employment, including visa applications, labor laws of destination countries, and specific occupational demands.

ii. **Government Agency Requirements:** Detailed guidance and links for obtaining necessary documents and clearances from agencies such as the Philippine Overseas Employment Administration (POEA), Overseas Workers Welfare Administration (OWWA), Department of Foreign Affairs (DFA), National Bureau of Investigation (NBI), and other relevant bodies.

iii. **Advisory Services:** General advisories for aspiring OFWs, including warnings against illegal recruitment, tips for ethical recruitment, and safe migration practices.

iv. **Pre-Departure Orientation Seminar (PDOS) Schedules:** Information and registration links for official PDOS sessions.

v. **Directory of Licensed Recruitment Agencies:** A regularly updated list of POEA-licensed recruitment agencies, OFW Welfare and Assistance: Contact details for emergency assistance, reintegration programs, and welfare services for OFWs and their families.

SECTION 6. INTEGRATION WITH BARANGAY JOB SKILLS REGISTRY SYSTEM (JSRS). The Digital Employment Platform shall be fully integrated with the Barangay Job Skills Registry System (JSRS) established under Municipal Ordinance No. S. 2025. Data from the barangay-level JSRS shall be seamlessly uploaded to or synchronized with the DEP, ensuring a unified and comprehensive municipal labor market database. Job seekers registered in the barangay JSRS shall be encouraged and assisted to create their corresponding online profiles on the DEP, allowing them to access the expanded features including skills training and migration development resources.

SECTION 7. ROLES AND RESPONSIBILITIES.

a. Municipal Public Employment Service Office (PESO):

i. **Development and Management**: Be responsible for the overall planning, development, implementation, management, and continuous improvement of the Los Baños Digital Employment Platform (DEP), including its skills training and one-stop migration development modules. This includes system design, procurement of necessary software/hardware, and regular maintenance.

ii. **Content and Updates:** Ensure that the DEP is regularly updated with current job vacancies, skills training opportunities, labor market information, accurate migration advisories, and relevant announcements.

iii. **User Support:** Provide technical assistance and support to both job seekers and employers in utilizing the DEP, and specific guidance for skills training and migration- related inquiries.

iv. **Data Security and Privacy:** Implement and enforce strict data security protocols and privacy measures in accordance with the Data Privacy Act of 2012 (R.A. 10173) across all platform functionalities.

v. **Training and Promotion:** Conduct training sessions for PESO and Barangay personnel on the effective use and promotion of all DEP features, including the skills training and OSMD modules.

vi. **Linkages:** Establish and maintain strong partnerships with government agencies (e.g.. DOLE, TESDA, POEA, OWWA, DFA), educational institutions, accredited training centers, and private sector entities to maximize the utility and reach of the DEP and its new components.

b. **Municipal Information Communication Service Office (ICSO):** As the primary technical arm, ICSO serves as the Lead Architect and Systems Integrator. Its role is to ensure the platform is functional, scalable, and user-friendly for both job seekers and employers.

i. **Infrastructure & Platform Development**

- **System Architecture:** Designing and deploying the dedicated website and mobile applications (iOS/Android).
- **Feature Integration:** Developing the "One-Stop Migration Development" portal to assist Overseas Filipino Workers (OFWs) and the "Skills Training" module for local upskilling programs.
- **Interoperability:** Ensuring the platform connects with existing national databases (e.g., PhilJobNet, DOLE, or DICT systems) to provide real-time Labor Market Information (LMI).

ii. **Capacity Building & Training**

- **Digital Literacy:** Providing technical training for PESO (Public Employment Service Office) staff on how to manage the backend of the platform.
- **User Support:** Establishing a technical helpdesk for constituents who may encounter issues with the mobile app or website.

iii. **Institutionalization & Maintenance**

- **System Updates:** Managing regular software updates, bug fixes, and server maintenance to ensure 99% uptime.
- **Data Analytics:** Generating automated reports on employment trends, top in-demand skills in Los Baños, and platform engagement for the Sangguniang Bayan's policy-making.

c. Municipal Record Office (RECORDS)

While MICSO builds the digital "house", the MRO acts as the Data Custodian, ensuring that every byte of personal information-from resumes to training certifications-is handled according to the Data Privacy Act of 2012.

i. **Data Governance & Compliance**

- **Privacy Impact Assessment (PIA):** Conducting a PIA before the platform launch to identify potential risks in how applicant data is collected and stored.
- **Data Privacy Manual:** Drafting the specific protocols for the platform, defining who (e.g., PESO officers, employers) can access sensitive personal information.

ii. **Records Lifecycle Management**

- **Retention and Disposal:** Implementing a "Data Retention Policy" where profiles of inactive users or completed training records are archived or securely deleted after a specified period, preventing "data bloat" and security risks.
- **Digitization Standards:** Ensuring that physical documents uploaded by users (NBI clearances, diplomas) are converted into standardized, secure digital formats.

iii. **Security & Rights Protection**

- **Access Control:** Working with MICSO to enforce "least privilege" access, ensuring that employers only see the data they need to see.
- **Data Subject Rights:** Acting as the focal office for constituents who wish to exercise their right to access, correct, or erase their data from the employment platform.

d. Barangay Councils:

i. **Promotion and Advocacy:** Actively promote the DEP within their respective barangays, encouraging residents to register and utilize all platform features, including the skills training and one-stop migration development modules.

ii. **Assistance to Constituents:** Provide assistance to constituents, especially those with limited digital literacy, in accessing and navigating the DEP for online registration, job application, skills training inquiries, and migration-related information.

iii. **Coordination:** Coordinate closely with the Municipal PESO on matters related to DEP implementation, data synchronization with the barangay JSRS, and dissemination of information regarding skills training and overseas employment.

e. **Job Seekers:**

i. **Online Registration:** Register and maintain an updated profile on the DEP, providing accurate and complete information relevant to employment, skills development, and overseas migration aspirations.

ii. **Active Engagement:** Actively utilize the platform for job searching, applying for positions, accessing skills training resources, and obtaining information for overseas employment.

iii. **Feedback:** Provide feedback to PESO for the continuous improvement of the platform and its new functionalities.

f. **Employers:**

i. **Online Vacancy Posting:** Be encouraged to register and post their job vacancies directly on the DEP, noting specific skills requirements that could be matched with training graduates.

ii. **Active Engagement:** Utilize the platform for sourcing candidates and participating in virtual employment events.

iii. **Feedback:** Provide feedback to PESO for platform enhancement.

SECTION 8. DATA MANAGEMENT, SECURITY, AND CONFIDENTIALITY.

a. All data collected and processed through the Digital Employment Platform, including information related to skills training and migration development, shall be treated with utmost confidentiality, adhering strictly to the provisions of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, and its Implementing Rules and Regulations.

b. The Municipal PESO in coordination with the Information Communication System Office shall implement robust cybersecurity measures, including encryption, access controls, regular security audits, and data backup procedures, to protect the integrity, confidentiality, and availability of all data stored on the DEP.

c. Data shall be used exclusively for employment facilitation, labor market analysis, policy formulation, skills development planning, and related statistical and migration support purposes. Any sharing of data with third parties shall be in an aggregated and anonymized form, unless explicit consent from the data subject is obtained and is in compliance with the Data Privacy Act.

SECTION 9. **FUNDING.** The initial funding for the development, establishment, and promotion of the Los Baños Digital Employment Platform, including its skills training and one-stop migration development features, shall be sourced from the Municipality's general fund and shall be included in the annual budget of the Municipal Public Employment Service Office (PESO). Subsequent funding for maintenance, upgrades, and operational expenses shall be allocated annually by the Municipal Government of Los Baños, subject to the availability of funds and proper budgeting procedures.

SECTION 10. **MONITORING AND EVALUATION.** The Municipal PESO shall periodically monitor and evaluate the performance, effectiveness, and user satisfaction of the Digital Employment Platform, including the utilization and impact of its skills training and one-stop migration development modules. Key performance indicators (KPIs) shall include, but not be limited to:

a. Number of registered job seekers and employers.
b. Number of job vacancies posted.
c. Number of successful job matches/placements facilitated through the platform.
d. Number of users accessing skills training resources/applying for programs.
e. Number of individuals availing of migration development information/assistance.
f. Website and mobile app usage statistics (e.g., unique visitors, session duration for different modules).
g. User feedback and satisfaction ratings. An annual report on the DEP's performance and impact shall be submitted by the PESO to the Sangguniang Bayan.

SECTION 11. **SEPARABILITY CLAUSE.** If any provision of this Ordinance is declared invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

SECTION 12. **REPEALING CLAUSE.** All ordinances, resolutions, rules, and regulations, or parts thereof, which are inconsistent with the provisions of this Ordinance, are hereby repealed or modified accordingly.

SECTION 13. **EFFECTIVITY.** This Ordinance shall take effect fifteen (15) days after its complete publication in a local newspaper of general circulation or by posting in at least three (3) conspicuous public places in the Municipality of Los Baños.

ENACTED : January 19, 2026

I HEREBY CERTIFY to the correctness of the above–quoted Ordinance.

DONA T. ALBORIDA-DIZON
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

HON. MARLO PJ A. ALIPON, MPA, REE, RMP
Municipal Vice Mayor/Presiding Officer

APPROVED:

HON. NEIL ANDREW N. NOCON
Municipal Mayor