Republic of the Philippines
Province of Laguna
**Municipality of Los Baños**
*Special Science and Nature City*
**OFFICE OF THE SANGGUNIANG BAYAN**
2/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 2001

BAGONG PILIPINAS

**EXCERPTS FROM THE MINUTES OF THE TWENTY-FIFTH (25TH) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON FEBRURARY 02, 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. 2026-2469**

**AN ORDINANCE INSTITUTIONALIZING THE ENTERPRISE-BASED EDUCATION AND TRAINING IN THE MUNICIPALITY OF LOS BAÑOS, LAGUNA BY ESTABLISHING THE LOS BAÑOS PESO-CAESAR MANPOWER SKILLS TRAINING AND ASSESSMENT CENTER IN BRGY. TIMUGAN, LOS BAÑOS, LAGUNA AND PROVIDING FUNDS THEREFOR.**

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**Author : Councilor Rand Edouard R. De Jesus**

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**WHEREAS,** Republic Act No. 12063, otherwise known as *"An Act Institutionalizing the Enterprise-Based Education and Training Framework and Appropriating Funds Therefor"*, declares that it is the policy of the State to promote the full development of human resources, develop a globally competitive workforce, and strengthen the education and training system by institutionalizing the enterprise-based education and training framework;

**WHEREAS,** the Municipality of Los Baños needs to help its residents – especially youth, the unemployed, and returning OFWs-gain the skills and certifications they need to get hired by local businesses;

**WHEREAS,** establishing a training center will ensure residents gain validated skills and will bridge the gap between local schools, training providers, and employers;

**WHEREAS,** the Public Employment Service Office (PESO) of Los Baños is mandated to facilitate employment opportunities and manpower development, making it the appropriate office to oversee and manage such a training and assessment center;

**WHEREAS,** Barangay Timugan, Los Baños, Laguna, has been identified as a strategic and accessible location for the establishment of the said center, benefiting a wide array of constituents;

**NOW, THEREFORE**, on motion of Councilor Rand Edouard R. De Jesus duly seconded by Councilors Miko C. Pelegrina and Muriel Laisa B. Dizon and approved by all councilors present;

**BE IT ORDAINED BY THE SANGGUNIANG BAYAN**, in session assembled, that:

**SECTION 1.** **SHORT TITLE.** This Ordinance shall be known as "The PESO-CAESAR Manpower Skills Training and Assessment Center Ordinance of 2026."

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

a. Promote and support the full development of human resources within the municipality through skills training, enhancement, and assessment programs.
b. Develop a skilled, competent, and globally competitive local workforce that meets the demands of current and emerging industries, validated through appropriate assessment.
c. Strengthen the linkages between the local education and training system, local enterprises, employment services, and national skills certification bodies.
d. Offer accessible and relevant training and assessment opportunities to residents of Los Baños, especially for those seeking employment or career advancement.

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

a. **Municipality** - refers to the Municipal Government of Los Baños, Laguna.
b. **Sangguniang Bayan** - refers to the legislative body of the Municipal Government of Los Baños.
c. **PESO-CAESAR** - refers to the Public Employment Services Office-Citizens' Access for Employment and Skills Advancement Reinforcement of Los Baños.

d. **Enterprise-Based Education and Training (EBET)** - refers to the framework under Republic Act No. 12063, which emphasizes collaboration between educational/training institutions and enterprises to provide relevant skills development.
e. **Manpower Skills Training** - refers to programs designed to equip individuals with practical knowledge, abilities, and competencies required for specific trades, occupations, or industries.
f. **Skills Assessment** - refers to the process of evaluating an individual's actual skills and competencies against established Industry standards or occupational qualifications, typically leading to certification.
g. **Stakeholders** - refers to local government units, enterprises, industry associations, education and training institutions, civil society organizations, and other relevant groups.

**SECTION 4.** **ESTABLISHMENT OF THE ASSESSMENT CENTER.** There is hereby established, under the direct supervision and control of the Public Employment Service Office (PESO) of Los Baños, a training and assessment facility to be known as the **PESO-CAESAR Manpower Skills Training and Assessment Center**," hereinafter referred to as the "Center." The Center shall be located at Barangay Timugan, Los Baños, Laguna, on a parcel of land owned by the Municipal Government of Los Baños.

**SECTION 5.** **MANDATE AND FUNCTIONS.** The Center shall have the following mandate and functions:

a. To design, develop, and implement relevant and demand-driven skills training programs, in coordination with the Technical Education and Skills Development Authority (TESDA) and other recognized training institutions.
b. To provide accessible and affordable technical-vocational education and training (TVET) to the residents of Los Baños, including out-of-school youth, unemployed graduates, returning Overseas Filipino Workers (OFWs), Persons with Disabilities (PWDs), Persons Deprived of Liberty (PDLs) and other marginalized sectors.
c. To conduct skills assessment and competency certification services in accordance with national competency standards set by TESDA and other relevant bodies, enabling individuals to formally validate their acquired skills.

d. To foster partnerships with local enterprises, industries, and business associations to ensure that training and assessment programs are aligned with industry needs and to facilitate on-the-job training (OJT) and apprenticeship opportunities.
e. To serve as a venue for skills retooling, upgrading, and continuous professional development programs.
f. To assist graduates of the Center in job placement, entrepreneurship development, and livelihood generation, in coordination with the PESO.
g. To regularly conduct skills mapping and labor market assessments within the municipality to identify in-demand skills, assessment needs, and potential areas for training.
h. To maintain a database of trained and assessed individuals and local employment opportunities.

**SECTION 6.** **ORGANIZATIONAL STRUCTURE.** This organizational structure aims to effectively manage the training, assessment, and administrative functions of the Los Baños PESO-CAESAR Manpower Skills Training and Assessment Center, aligning with the principles outlined in this municipal ordinance.

**I. GOVERNING BODY/OVERSIGHT**

**MUNICIPAL MAYOR** - Overall executive authority, budget approval, policy direction, oversight.

**SANGGUNIANG BAYAN** - Sangguniang Bayan enacts ordinances and passes resolutions.

**II. ADMINISTRATIVE AND OPERATIONAL SUPERVISION**

**PESO MANAGER**

a. Directs administrative and operational supervision of the Center
b. Ensures alignment with municipal employment policies
c. Coordinates with national agencies (DOLE & TESDA)
d. Reports to Municipal Mayor.

## III. CORE SECTIONS:

### A. Training Programs Unit

- **Trainers/Instructors (Per Skills Area)**

Deliver specialized skills training, prepare training materials, conduct practical exercises, and assess learners' progress.

Meets general TESDA Trainer Qualifications (Crucial for all programs) Regardless of the specific trade, all TESDA trainers are generally required to possess:

a. Relevant National Certificate (NC) Level: The trainer must hold an NC in the specific qualification they will teach, typically at least one level higher than the program they are delivering (e.g., an SMAW NC III holder to teach SMAW NC II). If not, they must have substantial industry experience.

b. Trainer's Methodology (TM) Certificate: Trainer's Methodology I (TMI) / National TVET Trainer Certificate (NTTC) Level I: This is the foundational certification for all TVET trainers. It covers planning and facilitating learning sessions, supervising work-based learning, conducting competency assessments, and maintaining training facilities.

### B. Skills Assessment and Certification Unit

- **Assessment Coordinator**

Manages assessment schedules, ensures adherence to TESDA competency standards, oversees the conduct of assessments, and liaises with TESDA for certification.

- **Accredited Assessors (Per Skill Area)**

Conduct competency assessments, evaluate candidate performance against prescribed standards, and prepare assessment reports.

**C. Job Placement and Linkages Unit**

- **Labor and Employment Officer I/Placement Officer:**

  Facilitates job matching for graduates, establishes linkages with local and national employers, organizes job fairs, provides career counseling, and promotes entrepreneurship.

  Maintains database of employers, assists in industry visits and surveys, coordinates OJT and apprenticeship placements.

**D. Administrative and Operations Support Unit**

- **Tech Voc Registrar**

  Manages general administration, procurement, facilities maintenance, inventory of equipment and supplies, and records management.

- **Administrative Assistant/Clerk**

  Provides clerical support, manages inquiries, assists with enrollment, and maintains student records.

- **Custodial/Maintenance Staff**

  Ensures cleanliness and upkeep of the center facilities. Maintain Inventory of equipment, supplies and tools.

**SECTION 7.** **PROGRAM OFFERINGS.** The Center shall offer a variety of technical-vocational skills training programs and provide assessment services, which may include any of the following:

**A. Under UPTRAS Registration:**

1. Shielded Metal Arc Welding
2. Computer System Servicing/Basic Computer Literacy
3. Hilot Wellness Massage NC II
4. House Keeping NC II

5. Event Management Servicing NC II
6. Public Employment Services NC IV

**For Community-Based Training:**

1. Electrical Installation Services
2. Plumbing/Pipe Fitting
3. Garments
4. DOMRAC
5. Domestic Appliances Repair
6. Small Engine Technician (Motorcycle Repair)
7. Basic Automotive
8. Carpentry
9. Masonry
10. Painting
11. Driving NC II

**Other Community-Based Training:**

1. Enterprise Development
2. Financial Literacy
3. Record Keeping
4. Customer Service
5. Tourism related courses

**B. Automotive services (in collaboration with General Services-Motorpool Section):**

1. Automotive Servicing (Engine Repair)
2. Automotive Servicing (Electrical Repair)
3. Automotive Servicing (Chassis Repair)
4. Automotive Body Repairing
5. Automotive Aircon Technician

**C. Culinary arts:**

1. Cookery
2. Commercial Cooking
3. Bread and Pastry Production
4. Food and Beverage Services

**D. Food Processing**

**E. Tourism Sector:**

1. Tourism Promotion Services
2. Customer Service
3. Tour Guiding
4. Travel Services

**F. Health and wellness services:**

1. Beauty Care Services
2. Hair Dressing

**G. Slaughter House Operation and Butchering (In coordination with Municipal Slaughter House)**

**H. Other skills identified through labor market assessments.**

All training programs shall aim for TESDA accreditation, and assessment services shall lead to TESDA National Certificates (NC) or Certificates of Competency (COC) whenever applicable.

**SECTION 8.** **APPROPRIATIONS.** The operational expenses, equipment acquisition, and personnel services for the Center, including creation of Plantilla items for technical-vocational trainers, building infrastructure development, shall be sourced from the Municipal Government's General Fund and 20% Municipal Development Fund (MDF), subject to the usual accounting and auditing rules and regulations. The Sangguniang Bayan shall approve the necessary funds in the annual budget.

**SECTION 9.** **RESOURCE GENERATION.** The Center is authorized to accept and receive grants, donations, endowments, and other forms of assistance from local and international organizations, private entities, and individuals, subject to existing laws and regulations.

Revenue generated from training, assessment, consultancy, and other authorized sources shall be used exclusively for the Center's operations and development.

**SECTION 10.** **IMPLEMENTING BODY.** The Municipal Mayor, through the PESO Manager, is hereby authorized to formulate the necessary Implementing Rules and Regulations (IRR) within sixty (60) days upon the approval of this Ordinance, to ensure its effective and efficient implementation. The IRR shall include, among others, detailed guidelines on program enrollment, curriculum development, trainer and assessor qualifications, assessment procedures, and monitoring and evaluation mechanisms.

**SECTION 11.** **MONITORING AND EVALUATION.** The PESO Manager, in coordination with the advisory body, shall regularly monitor and evaluate the performance of the Center, its programs, the quality of its assessment services, and the employment outcomes of its graduates. A quarterly report shall be submitted to the Office of the Mayor, and an annual report shall be submitted to the Sangguniang Bayan.

**SECTION 12.** **SEPARABILITY CLAUSE**. If any provision or part of this Ordinance is declared unconstitutional or invalid, the other provisions or parts hereof which are not affected thereby shall remain in full force and effect.

**SECTION 13.** **REPEALING CLAUSE.** All ordinances, resolutions, or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed, modified, or amended accordingly.

**SECTION 14.** **EFFECTIVITY**. This Ordinance shall take effect upon its approval and publication in a local newspaper of general circulation or posting in at least three (3) conspicuous public places within the Municipality of Los Baños.

**ENACTED : FEBRUARY 2, 2026**

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**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