EXCERPTS FROM THE MINUTES OF THE THIRTY-NINTH (39th) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON MAY 11, 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. 2026-2488

AN ORDINANCE ESTABLISHING OVERSEAS FILIPINO WORKERS (OFW) HELP DESKS IN THE FOURTEEN (14) BARANGAYS OF LOS BAÑOS, LAGUNA, DEFINING THEIR FUNCTIONS, PLACING THEM UNDER THE SUPERVISION OF THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO), DESIGNATING IT AS AN ADDITIONAL FUNCTION OF THE BARANGAY EMPLOYMENT SERVICE UNIT (BESU) OFFICER, AND APPROPRIATING FUNDS THEREFOR.

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

WHEREAS, the State recognizes the vital role of Overseas Filipino Workers (OFWs) in nation-building and acknowledges their sacrifices and contributions to the Phillippine economy through remittances and foreign exchange earnings;

WHEREAS, OFWs and their families often face various challenges, including issues related to recruitment, employment contracts, welfare, legal assistance, reintegration, and family concerns;

WHEREAS, it is the policy of the Local Government Unit (LGU) of Los Baños to promote and protect the welfare and interests of its constituents, including its OFWs and their families;

WHEREAS, establishing accessible OFW Help Desks at the barangay level will provide immediate, responsive, and localized assistance, information, and referral services to OFWs and their families;

WHEREAS, the Public Employment Service Office (PESO) is the primary arm of the LGU in providing employment facilitation services, including services related to overseas employment, making it the most appropriate office to supervise and coordinate the functions of the Barangay OFW Help Desks;

WHEREAS, many barangays already have designated Barangay Employment Service Unit (BESU) Officer whose functions are aligned with the objectives of assisting constituents in employment-related matters, making them suitable to undertake the additional responsibility of managing the Barangay OFW Help Desks;

NOW THEREFORE, on motion of Councilor Rand Edouard R. De Jesus duly seconded by Councilor Miko C. Pelegrina 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 OFW Barangay Help Desk Ordinance of 2026."

SECTION 2. **DECLARATION OF POLICY.** It is the policy of the Municipality of Los Baños to safeguard the rights and promote the welfare of its Overseas Filipino Workers and their families by establishing a readily accessible support system at the barangay level that addresses their concerns and facilitates access to necessary services, under the direct supervision and coordination of the Public Employment Service Office (PESO), and to designate the Barangay Employment Service Unit (BESU) Officer Coordinators to perform this vital additional function.

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

a. **Overseas Filipino Worker (OFW):** A person who is to be engaged, is engaged, or has been engaged in a remunerated activity in a country of which he or she is not a citizen or permanent resident; or who has been a legitimate recipient of a valid employment contract abroad.
b. **OFW Family:** Refers to the spouse, parents, children, and other direct dependents of an OFW.
c. **Barangay OFW Help Desk (BOHD):** A designated office or point of contact within each barangay of Los Baños tasked with providing assistance, information, and referral services to OFWs and their families, under the supervision of the Municipal PESO.
d. **Barangay Employment Service Unit (BESU) Officer:** The designated personnel in each barangay responsible for employment and livelihood facilitation, who shall serve as the primary officer in charge of the Barangay OFW Help Desk as an additional function
e. **LGU:** Local Government Unit, referring to the Municipality of Los Baños.
f. **POEA:** Philippine Overseas Employment Administration.

g. **OWWA:** Overseas Workers Welfare Administration.
h. **DMW:** Department of Migrant Workers.
i. **PESO:** Public Employment Service Office of the Municipality of Los Baños.

SECTION 4. **ESTABLISHMENT OF OFW HELP DESKS.** There shall be established and maintained an Overseas Filipino Workers (OFW) Help Desk in each of the fourteen (14) barangays of the Municipality of Los Baños, Laguna.

The Punong Barangay shall designate a suitable space within the barangay hall or any accessible public area to serve as the BOHD. The BOHD shall have visible signage indicating its purpose. Each BOHD shall operate under the supervision and guidance of the Municipal PESO.

SECTION 5. **FUNCTIONS AND RESPONSIBILITIES OF THE OFW HELP DESKS.** Each Barangay OFW Help Desk shall perform the following functions, under the general supervision of the Municipal PESO and as an additional function of the designated BESU:

- **Information Dissemination:** Provide accurate and updated information regarding government programs, policies, and services for OFWs and their families, including those from the POEA, OWWA, DMW, and other relevant agencies, as coordinated by the PESO.
- **Registration and Database Management**: Maintain a comprehensive and regularly updated registry or database of OFWs and their families residing within the barangay, ensuring data privacy and confidentiality, with data submission and consolidation through the Municipal PESO.
- **Case Monitoring and Referral:** Receive complaints, inquiries, and requests for assistance from OFWs and their families concerning recruitment issues, employment problems, welfare concerns, reintegration programs, and other related matters. The BOHD shall then properly refer these cases to the appropriate local, national, or international agencies for immediate action, with close coordination and oversight from the PESO.
- **Assistance in Documentation:** Assist OFWs and their families in completing necessary forms and documents for various transactions related to overseas employment or reintegration, as advised by the PESO.
- **Welfare and Reintegration Support:**
    - Provide initial counseling and emotional support to OFWs and their families.
    - Facilitate access to psychosocial services, legal aid, and financial literacy programs.
    - Promote and facilitate participation in livelihood and reintegration programs for returning OFWs.

- Organize or facilitate community-based activities that foster camaraderie and support among OFW families, in coordination with the PESO.

- **Emergency Assistance:** Serve as the first point of contact for emergencies involving OFWS or their families, referring to PESO for immediate coordination with the national agencies for immediate response and action.
- **Advocacy:** Advocate for the rights and welfare of OFWs within the barangay and municipal contexts, aligned with the advocacy efforts of the Municipal PESO.

SECTION 6. COMPOSITION AND TRAINING.

- The primary officer-in-charge of the Barangay OFW Help Desk shall be the Barangay Employment Service Unit (BESU) Officer Coordinators, who shall undertake this as an additional function. In barangays where no specific BESU is yet designated, the Barangay Captain shall designate at least one (1) Barangay Kagawad (Councilor) or a competent barangay staff to serve this role, assisted by other barangay personnel or volunteers as needed.

- The LGU, specifically the Public Employment Service Office (PESO), shall be primarily responsible for providing mandatory training and capacity-building programs for the designated BESOs and other BOHD personnel on topics such as:

  - Laws and policies on overseas employment (e.g., Republic Act No. 8042, as amended by R.A. 10022).
  - Services offered by POEA, OWWA, DMW, and other related agencies.
  - Case management and referral procedures.
  - Basic counseling and communication skills.
  - Data management and privacy.
  - Reporting and coordination protocols with the Municipal PESO.

SECTION 7. **FUNDING.** The implementation of this Ordinance shall be undertaken using the existing appropriations of the Public Employment Service Office in the Municipality of Los Baños, subject to existing budgeting, accounting, and auditing rules and regulations.

No initial fund appropriation shall be required for the implementation of this Ordinance.

Any future funding requirement shall be subject to approval through the Annual Budget or supplemental appropriations by the Sangguniang Bayan.

SECTION 8. **IMPLEMENTING RULES AND REGULATIONS (IRR).** Within sixty (60) days from the effectivity of this Ordinance, the Municipal Mayor, through the Public Employment Service Office (PESO), in coordination with the Municipal Social Welfare and Development Office (MSWDO) and the respective Barangay Councils, shall formulate the necessary Implementing Rules and Regulations (IRR) to ensure the effective and efficient implementation and supervision of this Ordinance.

SECTION 9. **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 10. **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 11. **EFFECTIVITY.** This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of local circulation or by posting in at least three (3) conspicuous places within the Municipality of Los Baños.

ENACTED : May 11, 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