



Republic of the Philippines  
**QUEZON CITY COUNCIL**

Quezon City  
22<sup>nd</sup> City Council

PO22CC-284

83<sup>rd</sup> Regular Session

ORDINANCE NO. SP- **3327**, S-2024

AN ORDINANCE INSTITUTIONALIZING THE MANPOWER BARANGAY-BASED LIVELIHOOD AND SKILLS TRAINING PROGRAM OF SOCIAL SERVICES DEVELOPMENT DEPARTMENT TO DISADVANTAGED SECTOR, SUBJECT TO ALL LEGAL AND EXISTING RULES AND REGULATIONS, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

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*Introduced by Councilors JOSEPH P. JUICO, BERNARD R. HERRERA and VICTOR "Vic" BERNARDO*

*Co-Introduced by Councilors Tany Joe "TJ" L. Calalay, Dorothy A. Delarmente, M.D., Nikki V. Crisologo, Charm M. Ferrer, Fernando Miguel "Mikey" F. Belmonte, Candy A. Medina, Aly Medalla, Dave C. Valmocina, Tatay Rannie Z. Ludovica, Godofredo T. Liban II, Kate Galang-Coseteng, Geleen "Dok G" G. Lumbad, Albert Alvin "Chuckie" L. Antonio III, Don S. De Leon, Wencerom Benedict C. Lagumbay, Atty. Anton L. Reyes, Edgar "Egay" G. Yap, Irene R. Belmonte, Nanette Castelo-Daza, Marra C. Suntay, Joseph Joe Visaya, Alfred Vargas, MPA, Ram V. Medalla, Shaira "Shay" L. Liban, Aiko S. Melendez, Mutya Castelo, Maria Eleanor "Doc Ellie" R. Juan, O.D., Kristine Alexia R. Matias, Eric Z. Medina, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri*

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*WHEREAS, Section 9, Article II of the 1987 Philippine Constitution provides that the State shall promote a just, dynamic social order, ensuring prosperity, independence, and poverty-free living through policies promoting social services, full employment, and improved quality of life;*

*WHEREAS, Section 17(b)(2)(iv) of the Local Government Code of 1991 mandates the local government to include programs and projects on child and youth welfare, family and community welfare, women's welfare, welfare of the elderly and disabled persons; community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse; livelihood and other pro-poor projects; nutrition services; and family planning services;*

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WHEREAS, in 1978, Circular 78-10 created the Local Manpower and Youth Council (LMYC) which is mandated to conduct vocational-technical courses in the barangay, making courses available to target clientele who are the out-of-school youths, solo parents, family heads, Persons with Disabilities, Persons Deprived of Liberty, Children in Conflict with the Law, and other unskilled indigent residents of Quezon City. Manpower Barangay-Based Skills Training Program is a collaborative undertaking of the National Manpower and Youth Council (NMYC) and the Local Manpower and Youth Council under the Quezon City Planning Office;

WHEREAS, City Ordinance No. NC-168, S-90, upgraded the Social Welfare Services Division to a Department, now known as the Social Services Development Department (SSDD), which expanded its services to disadvantaged groups, focusing on self-sufficiency and socio-economic upliftment which include Family Enrichment Programs, Community Welfare Programs, and Livelihood Programs, among others;

WHEREAS, the SSDD is working on the aspiration that the socially, economically and physically disadvantaged shall be provided with the opportunities needed to develop self-reliance and become participating members of the community;

WHEREAS, the SSDD as the recognized Community Training and Employment Coordinators (CTEC), implemented the Manpower Barangay-Based Skills Training Program in collaboration with various barangays with the goal of helping the target clientele obtain the necessary skills;

WHEREAS, there is a need to strengthen a program aimed at enriching Quezon City residents by providing in-demand courses, as well as income-generating opportunities, through a vocational skills training program to reduce poverty and inequality by generating employment among low-income households, assisting extremely vulnerable households in transitioning to sustainable livelihoods and contributing to Quezon City's long-term economic development.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. TITLE. – This Ordinance shall be known as the “Quezon City Manpower Barangay-Based Livelihood and Skills Training Program.”

SECTION 2. DECLARATION OF POLICY. – It is the policy of the City to promote employment opportunities within its jurisdiction by assisting its constituents in achieving sustainable livelihood or employment goals through the provision of skills training programs.

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SECTION 3. DEFINITION OF TERMS. – For purposes of this Ordinance, the following terms shall be constructed and interpreted as follows:

- a. **Children in Conflict with the Law** – refer to children above 15 but below 18 years old and who are alleged as, accused of, or adjudged as having committed an offense under Philippine laws;
- b. **Disadvantaged Sector** – refers to residents who are considered vulnerable in terms of economic and social opportunities, such as but not limited to, Persons with Disabilities (PWD) and their families, Persons Deprived of Liberty (PDL) and their families, Indigenous People, Informal Workers, Displaced Workers, Out-of-School Youth (OSY), Solo Parents, Returning Migrant Workers and other special cases as defined by the SSDD;
- c. **Displaced Worker** – refers to a worker who lost his/her job for reasons beyond his/her control, such as business closure, downsizing, retrenchment, and the like;
- d. **Indigenous People** – refer to people who maintain traditions or other aspects of an early culture that is associated with the first inhabitants of a given region;
- e. **Indigent** – refers to a person who has no visible means of income or whose income is insufficient for the subsistence of his/her family;
- f. **Informal Workers** – refer to people classified as independent contractors or workers with no employer-employee relationship, seasonal workers, ambulant vendors, Public Utility Vehicle/Bus (PUV/B) drivers, tricycle/pedicab drivers, mangangalahig, and under other analogous employment;
- g. **Nano-Entrepreneurs** – refer to self-employed individuals with a capitalization of less than Php50,000.00;
- h. **Out-of-School Youth** – refer to people aged 18-24 years old who are not attending school, have not finished any college or post-secondary course, and are not working;
- i. **Returning Migrant Workers** – refer to Overseas Filipino Workers who permanently return back to the Country from a country of destination;

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- j. **Persons Deprived of Liberty** – refer to detainees, inmates, prisoners, or other persons under confinement or custody in any other manner;
- k. **Differently-Abled Person** – refers to a person with a physical, mental, cognitive, or developmental condition that impairs, interferes with, or limits the ability to engage in certain tasks or actions or participate in typical daily activities and interactions;
- l. **Public Employment Service Office (PESO)** – refers to a non-fee multidimensional employment service facility or entity established in all Local Government Units (LGUs) pursuant to Republic Act (R.A.) No. 8759, otherwise known as the PESO Act of 1999, as amended by R.A. No. 10691;
- m. **Social Services Development Department (SSDD)** – refers to the welfare arm of the Quezon City Government that mandates to implement pro-poor programs such as livelihood and other welfare programs that respond to the issues and concerns of the disadvantaged sectors at the community level;
- n. **Solo Parent** – refers to any individual who falls under any of the following categories:
  - (1) A parent who provides sole parental care and support of the child or children due to:
    - (i) Birth as a consequence of rape, even without final conviction: Provided, that the mother has the sole parental care and support of the child or children: Provided, further, that the solo parent under this category may still be considered as a solo parent under any of the categories in this section;
    - (ii) Death of a spouse;
    - (iii) Detention of the spouse for at least 3 months or service of sentence for a criminal conviction;
    - (iv) Physical or mental incapacity of the spouse as certified by a public or private medical practitioner;
    - (v) Legal separation or de facto separation for at least 6 months and the solo parent is entrusted with the sole parental care and support of the child or children;

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- (vi) Declaration of nullity or annulment of marriage, as decreed by a court recognized by law, or due to divorce, subject to existing laws, and the solo parent is entrusted with the sole parental care and support of the child or children; or
- (vii) Abandonment by the spouse for at least 6 months;
- (2) Spouse or any family member of an Overseas Filipino Worker (OFW), or the guardian of the child or children of an OFW: Provided, that the said OFW belongs to the low/semi-skilled worker category and is away from the Philippines for an uninterrupted period of 12 months: Provided, further, that the OFW, his or her spouse, family member, or guardian of the child or children of an OFW falls under the requirements of this section;
- (3) Unmarried mother or father who keeps and rears the child or children;
- (4) Any legal guardian, adoptive or foster parent who solely provides parental care and support to a child or children;
- (5) Any relative within 4<sup>th</sup> civil degree of consanguinity or affinity of the parent or legal guardian who assumes parental care and support of the child or children as a result of death, abandonment, disappearance or absence of the parents or solo parent for at least 6 months: Provided, that in cases of solo grandparents who are senior citizens but who have the sole parental care and support over their grandchildren who are unmarried, or unemployed and 22 years old or below, or those 22 years old or over but who are unable to fully take care or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition, they shall be entitled to the benefits of this Act in addition to the benefits granted to them by Republic Act No. 9257, otherwise known as the "Expanded Senior Citizens Act of 2003"; or
- (6) A pregnant woman who provides sole parental care and support to the unborn child or children.

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- o. **Soft Trade Skills Training Project (STSTP)** – refers to a 1-day livelihood training conducted in the community by the SSDD; and
- p. **Technical Education and Skills Development Authority (TESDA)** – refers to a National Government Agency tasked to manage and supervise Technical Education and Skills Development (TESD) in the Philippines.

SECTION 4. STATEMENT GOALS AND OBJECTIVES. – This Ordinance aims to establish the following goals and objectives:

- a. Create sustainable livelihood opportunities for indigent QCitizens through Barangay-Based Livelihood and Skills Training Programs;
- b. Provide Barangay-Based Livelihood and Skills Training Program services that will develop individual capacity to engage in a more productive employment and/or entrepreneurship;
- c. Formulate Barangay-Based Livelihood and Skills Mechanisms to ensure effective and sustainable program development; and
- d. Instill desirable values through moral character development, with an emphasis on work ethic, self-discipline, self-reliance, and nationalism.

SECTION 5. COVERED COURSES. – The following are the vocational courses under this Ordinance:

- a. **Basic Automotive Servicing** – This training consists of competencies that will develop the skills of beneficiaries to inspect, clean, and repair mechanical or electrical parts, components, assemblies, and sub-assemblies (overhauling) of light and heavy-duty automotive vehicles with diesel or gas engines in accordance with manufacturer's specification. It also covers servicing of engine mechanical components such as cooling and lubricating system, performing powertrain and under chassis servicing and repair. In addition to these are entrepreneurship, leadership, personality development, and management skills to help them establish and operate their own shops. Beneficiaries will have the opportunity to take an examination of National Certificate Level I and II which are necessary for employment here and abroad;

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- b. **Basic Computer Literacy and Contact Center Service** – With the current digitalization, the beneficiaries will be able to enhance their skills in navigating the computer as well as using computer programs. They will be able to interact with customers to provide information about products and services. This training also covers handling customer complaints, inbound customer service, order-taking and inquiry-response handling and outbound telemarketing. This training will lead to possible employment in the BPO industry;
- c. **Bread and Pastry Production** – This training consists of competencies that will develop the skills of beneficiaries on basic bread, pastries, cake and dessert making, and cleaning of equipment tools and utensils, accompanied by the opportunity to take an examination of National Certificate II for better opportunity employment;
- d. **Beauty Care** – This training consists of competencies that will develop the skills of beneficiaries to perform pre- and post-beauty care services, manicures and pedicures, hand spa, hand and foot massages, body scrub, facial treatment, foot spa, and application of facial make-up;
- e. **Dressmaking with High-speed Sewing Machine** – This training consists of competencies that will develop the skills of beneficiaries from body measurement, pattern making, layout and patterns cutting on the material/fabric, sewing, and ladies' casual apparel of the garment sector. In addition, the beneficiaries will also be provided with entrepreneurship, leadership, and management skills which enable them to effectively run their own dress shop, work in small shops, or work in the custom-tailoring section of large department stores;
- f. **Food and Beverage Service** – This training consists of competencies that the beneficiaries will acquire such as identification of table appointments, table setting, skirting, napkin folding, set-up/table preparation, and food service. Beneficiaries will have the opportunity to find an entry-level job as a result of this competence accompanied by the opportunity to take an examination of National Certificate Level II;

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- g. **Hairdressing** – The beneficiaries of this training will gain the skills necessary to execute fundamental basic hair care services such as hair coloring, bleaching, haircutting, rebonding, perming, basic hairstyling, and basic facial make-up application. This training will also enable them to be more employable, productive, and flexible to the changing requirements of the industry and the workplace, both domestic and overseas;
- h. **Healthcare Service** – This training aims to prepare the beneficiaries for assisting in-patient care in hospitals, nursing homes, and other healthcare facilities, as well as to prepare and maintain beds, collect and maintain linen stocks at end-user locations, assist with patient mobility, in transporting patients, and in caring for patients requiring bio-psychosocial support, and handle waste in a healthcare environment. This training offers good employability rates because of its high demand and healthcare is one of the fastest expanding industries. Beneficiaries will be given an opportunity to have On-the-Job training at the SSDD Bahay Aruga and child-care facility as well as coordinated home-care facilities and hospitals. They will have the opportunity to take an examination of National Certificate Level II which is necessary for employment here and abroad;
- i. **Housekeeping** – This training aims to prepare the beneficiaries with the various aspects of housekeeping such as preparing guest rooms, cleaning facilities, and providing services such as laundry, cleaning equipment, and valet services for hotels. Beneficiaries will have the opportunity to take an examination of National Certificate Level II which is necessary for employment here and abroad. Beneficiaries will be given an opportunity to have On-the-Job training in any of the coordinated hotel industries in Quezon City;
- j. **Reflexology and Massage Service** - The beneficiaries of this training will gain the skills necessary to develop massage practice, perform client consultation and body massage, and maintain and organize tools, equipment, supplies, and work area. Beneficiaries will have the opportunity to establish their own massage service, or even work in Hotel and Spa service;
- k. **Sewing Craft** – This training consists of competencies that will develop the skills of beneficiaries on bag, curtain, bedsheet, pillow case, rug and door mat making, etc. In addition, the beneficiaries will also be provided with entrepreneurship, leadership, and management skills which enable them to effectively run their own business and work in small shops;

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- l. **Shielded Metal Arc Welding** – The beneficiaries of this training will gain the fundamental skills necessary to weld carbon steel plate and pipe components as specified by layout, blueprints, diagrams, work order, welding procedure, or oral instructions using shielded metal arc welding equipment. Beneficiaries will have the opportunity to take an examination of National Certificate Level I and II which may be included in their portfolio to apply for related jobs or higher positions. This provides them enough leverage to find a job and begin a career even outside of the Philippines;
  
- m. **Soft Trade Skills Training Project** – One-day livelihood training conducted in the community consisting of the following: Candle Making, Soap Making, Industrial Cleaning Materials, Fish Processing, Meat Processing, Native Kakanin and Delicacies, Perfume Making, Personal Care Products, Fresh Flower Arrangement, Fashion Jewelry and Macramé Making, Vegetable Preservation, Dessert Making and Milk Tea and Shakes Making. This training provides the beneficiaries with various livelihood skills that are necessary to establish their own small business at home;
  
- n. **Other Vocational Courses and Livelihood Skills Training which may be identified later** – to facilitate the implementation of this provision, the SSDD is hereby authorized to enhance, revise, modify, or amend the Implementing Guidelines for this Ordinance to include the programs that will be identified in the future. Such enhanced, revised, modified, or amended Implementing Rules and Regulations shall take effect only upon approval by the City Mayor.

**SECTION 6. DUTIES AND FUNCTIONS.** – The implementing offices shall have their respective function in implementing this Ordinance, as follows:

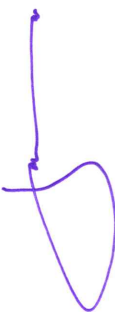
- a. The Social Services Development Department (SSDD) – shall exclusively manage, supervise, and operate its own training facility with an allocated fund by the Quezon City Government and shall provide educational and instructional activities designed to enhance the knowledge, skills, and attitudes of intended beneficiaries and to better prepare them to engage in gainful employment and/or entrepreneurship. SSDD shall also have the following duties and functions:

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- (1) Conduct 240 hours of skills training to requesting barangays, provided that the Department shall coordinate the provision of livelihood and skills training and institute measures to ensure that such training is responsive to the needs of the barangays concerned;
  - (2) Advocate the skills training program in the respective barangays through information dissemination and promotion materials;
  - (3) Facilitate the development and implementation of capability-building programs and services that will ensure effective skills development and target the most number of people and communities in poor barangays;
  - (4) Develop its capability to devise and formulate training curricula and training designs;
  - (5) Develop its capacity as a resource center for livelihood and skills training by developing in-house trainers to provide training services;
  - (6) Collaborate with the Public Employment Service Office (PESO) to facilitate employment referrals for graduates of the training programs. The SSDD shall ensure that records of all training graduates are forwarded to PESO for inclusion in its database, thereby enabling easy access, effective monitoring, and proper job matching based on the graduates' skills and qualifications;
  - (7) Monitor and evaluate the progress of the individuals or groups undergoing training, as well as the implementation of training programs and services, to ensure that such programs and services are relevant and useful to the needs of the communities; and
  - (8) Ensure that the program is networked with local government efforts covering other aspects of livelihood development such as marketing and financing;
- b. Public Employment Service Office (PESO) – shall support the implementation of this Ordinance by performing the following functions:

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- (1) Facilitate employment referrals for graduates of the SSDD training programs by maintaining and updating their comprehensive database. It shall ensure proper job matching based on the skills and qualifications of the graduates;
- (2) Provide labor market information to SSDD graduates, including insights on job trends, employer requirements, and career paths, to guide them in securing employment;
- (3) Monitor the employment outcomes of SSDD graduates and provide the SSDD with periodic reports on these outcomes. These reports shall include a copy of the employment status of graduates, which will be used to assess the effectiveness of the training programs and ensure continuous improvement in meeting the employment needs of the beneficiaries; and
- (4) Assist graduates in linking with relevant livelihood and entrepreneurship programs and resources, in collaboration with SSDD and other local government initiatives, to further enhance their livelihood opportunities.

**SECTION 7. QUALIFICATIONS.** – To qualify for the program, the beneficiary must be:

- a. a resident of Quezon City for at least 6 months at his/her present address;
- b. 18 to 59 years old;
- c. at least a high school or senior high school graduate, or its equivalent level under the Alternative Learning System; and
- d. an indigent or someone who belongs to the disadvantaged people as defined in Section 3 of this Ordinance.

**SECTION 8. BASIC REQUIREMENTS.** – Prospective applicants shall submit the following:

- a. Intake Sheet from SSDD; and
- b. Proof of residency (barangay certification or any valid ID with present address).

**SECTION 9. APPLICATION PROCESS.** – For this purpose, the SSDD shall create a system of application, such as, but not limited to:

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a. For Walk-in Applicants:

- (1) Applicants may register at the SSDD Main Office or at any SSDD District Field Offices;
- (2) The applicants must fill out an Intake Sheet Form for initial evaluation and screening; and
- (3) Qualified applicants shall undergo final screening and interview and shall be required to submit the basic requirements indicated in Section 7;

b. For Barangay Request:

- (1) The requesting barangay shall provide a list of participants to the SSDD; and
- (2) The submitted list of participants shall undergo an orientation and must meet the basic qualifications and requirements as indicated in Sections 6 and 7 hereof in order to qualify for the program.

**SECTION 10. EMPLOYMENT REFERRAL.** – The SSDD shall be responsible for collecting the resumes of all trainees prior to their graduation. The SSDD shall ensure that all collected resumes are duly forwarded to the PESO for proper integration into its database. The PESO will then assess and match the qualifications of the trainees with available employment opportunities both local and overseas, facilitating their transition into the workforce based on their acquired skills and competencies.

**SECTION 11. MONITORING.** – The SSDD shall keep track of participants' attendance for two weeks. The SSDD shall cease existing training if the participants did not meet the total number of trainees required for the vocational course.

Following 240 hours training, the SSDD shall monitor the participants' status and progress toward improving their economic condition. Additional intervention may be given such as, but not limited to, capital assistance, retooling, and referral for employment, which is deemed necessary, upon Manpower Development Officer or Labor Employment Officer.

**SECTION 12. ALLOWANCES OR STIPENDS.** – Subject to existing laws, ordinances and regulations on allowances, beneficiaries of the programs identified and enumerated in Section 5 hereof shall receive an allowance to help them finish their three-month vocational training and pay for National Certificate Level II assessment fees to obtain the relevant certification which aims to enhance their qualifications and increase their chances of securing employment.

The SSDD, in consultation with PESO, is hereby authorized to include in the Implementing Rules and Regulations of this Ordinance the amount of the allowance that the beneficiary shall receive for a particular program.

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*The amount of allowances/stipends shall be modified or increased accordingly upon the recommendation of the implementing office depending on the program's requirements.*

*Only the completers of the vocational training program are eligible to receive allowances/stipends. Payment of allowance/stipends shall be released through an electronic or direct cash payout process.*

**SECTION 13. TRAINING KITS.** – *Completers of the Soft Trade Skills Training Project shall receive a training kit for their immediate skills application and income generation.*

*The amount of the training kit shall also be included in the Implementing Rules and Regulations.*

**SECTION 14. TERMINATION AND SUSPENSION.** – *The City Government, through SSDD, shall retain the right to terminate training kits, National Certificate Level II assessment fees and allowance grants given to the beneficiaries if, in its assessment and investigation, the trainee has committed infractions of this Ordinance and its Implementing Guidelines.*

**SECTION 15. PROMOTION OF GENDER DIVERSITY.** – *This Ordinance shall be inclusive and diverse. In the selection process, it shall ensure not to discriminate against members of the LGBTQIA+ Community.*

**SECTION 16. IMPLEMENTING OFFICE.** – *The Social Services Development Department (SSDD), in collaboration with the Public Employment Service Office (PESO), shall be responsible for the implementation of the provisions of this Ordinance, including its corresponding Implementing Rules and Regulations (IRR).*

**SECTION 17. FUNDING.** – *For Fiscal Year 2024, the budget appropriated by the City Council for any specific program identified herein shall be utilized for this particular purpose. Thereafter, funding for the program shall form part of the annual regular appropriation of SSDD.*

**SECTION 18. IMPLEMENTING RULES AND REGULATIONS.** – *The Social Services Development Department shall formulate and draft the Implementing Rules and Regulations of this Ordinance within 6 months from the date of its passage.*

**SECTION 19. SEPARABILITY CLAUSE.** – *If any provision of this Ordinance shall be held unconstitutional or invalid, the other provisions not otherwise affected thereby shall remain in full force and effect.*

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SECTION 20. REPEALING CLAUSE. – All ordinances, resolutions, executive orders, memorandum circulars, administrative orders and other issuances or part thereof which are inconsistent with or contrary to the provisions of this Ordinance are hereby amended or repealed accordingly.

SECTION 21. EFFECTIVITY CLAUSE. – This Ordinance shall take effect after its publication in a newspaper of general circulation within the City and after posting of copies for a minimum period of 3 consecutive weeks.


ENACTED: September 16, 2024.

  
GIAN G. SOTTO  
City Vice Mayor  
Presiding Officer

ATTESTED:


  
ATTY. JOHN THOMAS S. ALFEROS, III  
City Government Department Head III  
(City Council Secretary)

APPROVED: OCT 14 2024

  
MA. JOSEFINA G. BELMONTE  
City Mayor

CERTIFICATION

*This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on September 16, 2024 and was PASSED on Third/Final Reading on September 23, 2024.*

  
ATTY. JOHN THOMAS S. ALFEROS, III  
City Government Department Head III  
(City Council Secretary)