Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Sangguniang Panlungsod ng Muntinlupa

OFFICE OF THE SECRETARY
TO THE SANGGUNIANG PANLUNGSOD
MUNTINLUPA CITY
CERTIFIED TRUE COPY
FROM THE ORIGINAL
DATE: 22 APR 2025
Julia Glaboc

CONCURRED:

DISTRICT 1:

COUN. ATTY. RAUL R. CORRO

COUN. ALEXSON V. DIAZ

COUN. PATY KATY C. BONCAYAO

COUN. ATTY. RACHEL C. ARCIAGA

COUN. IVEE RHIA ARCIAGA-TADEFA

COUN. ALLAN REY A. CAMILON

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COUN. TING D. NIEFES

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COUN. ALLEN F. AMPAYA
LPB President

COUN. JONAS ANGELO L. ABADILLA
SK Federation President

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
RECEIVED
APR 25 2025
ONAR Registration No. 2025-04-73
TIME: _____ BY: _____

ORDINANCE NO. 2024-260

AN ORDINANCE PROVIDING FOR A WORK IMMERSION PROGRAM FOR MUNTINLUPA SENIOR HIGH SCHOOL STUDENTS AND FOR OTHER PURPOSES

****

Sponsored by: ***Hon. Coun. Jedidiah R. Presnedi, LPT***
Hon. Coun. Atty. Raul R. Corro
Hon. Coun. Alexson V. Diaz
Hon. Coun. Paty Katy C. Boncayao
Hon. Coun. Atty. Rachel Katriel Ann C. Arciaga
Hon. Coun. Ivee Rhia A. Tadefa
Hon. Coun. Allan Rey A. Camilon
Hon. Coun. Ting D. Niefes
Hon. Coun. Mark Lester M. Baes
Hon. Coun. Francis Ian T. Bagatsing
Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
Hon. Coun. Engr. Marissa C. Rongavilla
Hon. Coun. Engr. Arlene D. Hilapo
Hon. Coun. Cornelio M. Martinez
Hon. Coun. Rodolfo W. Moldez, Jr.
Hon. Coun. Allen F. Ampaya
Hon. Coun. Jonas Angelo L. Abadilla

****

WHEREAS, Section 13 of Article II of the 1987 Constitution, provides that, ***"The State recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs"***;

WHEREAS, Section 17 of same Article, mentions that, ***"The State shall give priority to education, science and technology, arts, culture, and sports to foster patriotism and nationalism, accelerate social progress, and promote total human liberation and development";***

WHEREAS, Section 2 of Republic Act No. 7610, as amended by Republic Act No. 9231, otherwise known as, ***"An Act Providing For The Elimination of The Worst Forms of Child Labor and Affording Stronger Protection For The Working Child, Amending For This Purpose Republic Act No. 7610, As Amended, Otherwise Known As The 'Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act'", provides that, "It is hereby declared to be the policy of the State to provide special protection to children from all forms of abuse, neglect, cruelty, exploitation and discrimination, and other conditions prejudicial to their development including child labor and its worst forms; provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation and discrimination. The State shall intervene on behalf of the child when the parent, guardian, teacher or person having care or custody of the child fails or is unable to protect the child against abuse, exploitation and discrimination or when such acts against the child are committed by the said parent, guardian, teacher or person having care and custody of the same. (Xxx)"***;

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BY: Julia Siaboc

WHEREAS, Section 2 of Republic Act 10533, or the "Enhanced Basic Education Act of 2013", declares the policy of the state that, *"(Xxx) every graduate of basic education shall be an empowered individual who has learned, through a program that is rooted on sound educational principles and geared towards excellence, the foundations for learning throughout life, the competence to engage in work and be productive, the ability to coexist in fruitful harmony with local and global communities, the capability to engage in autonomous, creative, and critical thinking, and the capacity and willingness to transform others and one's self", and for that purpose the State shall, **"(Xxx) create a functional basic education system that will develop productive and responsible citizens equipped with the essential competencies, skills and values for both life-long learning and employment";***

WHEREAS, Muntinlupa City Ordinance No. 2022-035 titled **"Womb to Work Program Ordinance"**, sets several goals for the purposes provided in Section 3 to, ***"(Xxx) keep children well nourished, living healthy lives and active learners with good quality education until they reach employment stage or find their own stable source of livelihood (xxx)";***

WHEREAS, the K to12 Curriculum implemented by the Department of Education, in accordance with Republic Act 10533, includes Work Immersion as a requirement for graduation of Senior High School Students;

WHEREAS, the Department of Education provides DepEd Order No. 30, s. 2017 which issues ***"Guidelines for Work Immersion as basis for the implementation of work immersion in all Senior High Schools (SHSs)";***

WHEREAS, Department of Labor and Employment (DOLE) provides Department Order No. 146 Series of 2016 entitled, ***"Guidelines in Assessing and Determining Hazardous Work in the Employment of Persons Below 18 Years of Age";***

WHEREAS, Work Immersion for Senior High School Students in the K to 12 Curriculum is essential in providing professional experiences that is integral in providing Quality Education;

WHEREAS, Quality Education is part of the "**7K Agenda**" under "**Karunungan**" of the Administration of Mayor Rozzano Rufino B. Biazon;

NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by the ***10th Sangguniang Panlungsod of Muntinlupa***, in the session assembled that:

DISTRICT 1:

COUN. ATTY. RAUL R. CORRO

COUN. ALEXSON V. DIAZ

COUN. PATY. KATY C. BONCAYAO

COUN. ATTY. RACHEL C. ARCIAGA

COUN. WEE RHIA ARCIAGA-TADEPA

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LPB President

COUN. JONAS ANGELO L. ABADILLA
SK Federation President

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MUN Muntinlupa Natatanging!

OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD MUNTINLUPA CITY
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SECTION 1. ***Short title*** — This Ordinance shall be called as the "Muntinlupa City Work Immersion Program Ordinance" or **"WIP Ordinance".**

SECTION 2. ***Work Immersion Program*** — To support the implementation of the K to 12 Curriculum, the City Government of Muntinlupa shall provide for a Work Immersion Program (WIP) in the City of Muntinlupa. The number of trainees and their assigned tasks in the Local Government Units shall be determined by a Work Immersion Committee (Committee) created through this Ordinance. Private establishments shall be incentivized in participating in the development of the youth and labor force.

SECTION 3. ***Definitions of Terms*** — For purposes of this Ordinance, the following shall mean:

(a) Work Immersion – Work Immersion refers to the subject of Senior High School Curriculum, which involves hands-on experience or work simulation in which learners can apply their competencies and acquired knowledge relevant to their track.

(b) Work Immersion Venue – refers to the place where work immersion is conducted. It shall conform with the law and the rules and regulations on safety, appropriateness for learning, and availability of facilities and equipment, which are issued by the Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA), Department of Labor and Employment (DOLE), Commission on Higher Education (CHED), and other relevant government agencies.

SECTION 4. ***Creation of Work Immersion Committee.*** — For the implementation of this Ordinance, a Work Immersion Committee is hereby created that shall plan, monitor, and evaluate the Muntinlupa City Work Immersion Program. For this purpose, the Committee shall meet semi-annually at a date and time determined by the officers. There may be a special meeting as necessary.

SECTION 5. ***Composition of the Work Immersion Committee***. — The following is the composition of the Work Immersion Committee:

Chairperson	City Mayor
Vice-Chairperson	Schools Division Superintendent
Secretary	Chairperson of the Sangguniang Panlungsod Committee on Education

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Partnership and Linkages Officer	Chairperson of the Sangguniang Panlungsod Committee on Trade and Industry
Members	Representative from the Office of the City Administrator Representative from the City Health Office (CHO) Representative from the Office of the City Administrator Representative from the City Human Resources Management Department (CHRMD) Representative from the City Planning and Development Office (CPDO) Representative from the Local Economic and Investment Promotions Office (LEIPO) Representative from the Muntinlupa City Technical Institute (MCTI) Representative from the Public Employment Service Office (PESO) Representative from the Youth and Sports Development Office (YASDO)
Sectoral Representatives	Representative from the Local Youth Development Council (LYDC) Representative(s) from the Education Sector to be appointed by the City Mayor Representative(s) from the Private Sector to be appointed by the City Mayor
Secretariat	Head of the Education Sub-Cluster of the City Government of Muntinlupa Representative from Schools Division Office - Muntinlupa City(SDO - Muntinlupa)

The Members of the Committee whose membership are by invitation by the City Government of Muntinlupa shall become members thereof upon their acceptance of the City Mayor's invitation for membership in the Committee.

SECTION 6. ***Duties and Functions of the Work Immersion Committee Members***. — The Committee Officers and Members shall have the following Duties and Functions:

6.1 City Mayor as the Committee Chairperson shall:

a. Preside in all the Committee Meetings;
b. Signs all papers, agreements, and other documents for and behalf of the Committee, subject to its existing policies and guidelines;
c. Calls special meetings if necessary;
d. Ensures that the Committee maintains records of all its proceedings and operations; and
e. Performs other duties and responsibilities as may be necessary.

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COUN. ALEXSON V. DIAZ

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COUN. ATTY. RACHEL C. ARCIAGA

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6.2 Schools Division Superintendent as the Committee Vice-Chairperson shall:

a. Act as Chairperson in the absence of the Chairperson; and
b. Performs such other duties and responsibilities as may be delegated to him/her by the Chairperson.

6.3 Chairperson of the Sangguniang Panlungsod Committee on Education as the Committee Secretary shall:

a. Oversees that preparation of the Minutes and Agenda and keeps a record of the attendance and proceedings of all meetings of the Committee;
b. Ensures that Notices of all meetings of the Council are sent to members;
c. Signs the Minutes of the Meetings;
d. Keeps a complete record of the names, addresses and contact details of the members of the Committee; and
e. Performs all the duties incidental to the functions of the Secretariat and those that may be assigned by the Chairperson.

6.4 Chairperson of the Sangguniang Panlungsod Committee on Trade and Industry as the Committee Partnership and Linkages Officer shall:

a. Attend events and actively promote the Work Immersion Program to build new relationships and linkages;
b. Draft, review, and oversee partnership agreements, ensuring compliance with the terms;
c. Search and establish collaborations with organizations that align with the committee's goals;
d. Strengthen communication and develop existing partnerships; and
e. Performs such other duties and responsibilities as may be delegated to him/her by the Chairperson.

6.5 Representative from the Office of the City Administrator shall:

a. Oversees the development and implementation of the Work Immersion Program in the local government unit;
b. Collect feedback from students and supervisors to evaluate and improve the program for future participants; and
c. Performs such other duties and responsibilities as may be delegated to him/her by the Chairperson.

DISTRICT 1:

COUN. ATTY. RAUL R. COBRO

COUN. ALEXSON V. DIAZ

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6.6 Representative from the City Health Office (CHO) shall:

a. Require health screenings for students before starting their Work Immersion to identify any medical concerns;
b. Facilitate access to healthcare services and information about available mental health resources for students;
c. Implement a system for monitoring students' health and safety, encouraging open communication about concerns;
d. Provide training on workplace health standards, infection control, and emergency preparedness to ensure student safety;
e. Promote mental health resources and wellness programs to help students manage stress and maintain their well-being; and
f. Performs such other duties and responsibilities as may be delegated to him/her by the Chairperson.

6.7 Representative from the City Human Resources Management Department (CHRMD) shall:

a. Facilitate the matching of students with suitable placements in city departments, maintaining a list of available Work Immersion opportunities;
b. Organize orientation sessions to introduce the City Government of Muntinlupa, City Ordinances, Workplace Policies, and Key Personnel, along with initial training on relevant topics;
c. Establish an evaluation criteria and conduct formal assessments to provide constructive feedback on students' performance; and
d. Performs such other duties and responsibilities as may be delegated to him/her by the Chairperson.

6.8 Representative from the City Planning and Development Office (CPDO) shall:

a. Ensure that Work Immersion Program adheres to the Muntinlupa City Comprehensive Development Plan (CDP);
b. Assess the effectiveness of the Program and propose data-driven adjustments; and
c. Performs such other duties and responsibilities as may be delegated to him/her by the Chairperson.

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6.9 Representative from the Local Economic and Investment Promotions Office (LEIPO) shall:

a. Connect to Small and Medium Enterprises (SMEs) to the Program and encourage them to become Work Immersion Venues;
b. Promote to investors the availability of a well-trained and capable local workforce to assure them a steady supply of qualified employees through the Program; and
c. Perform such other duties and responsibilities as may be delegated to him/her by the Chairperson.

6.10 Representative from the Muntinlupa City Technical Institute (MCTI) shall:

a. Coordinate the availability of MCTI facilities and equipment for use in Work Immersion and other similar trainings;
b. Establish connections with the local businesses for the implementation of the Program to provide students with quality work experiences;
c. Offer industry certifications and promote continuous learning to keep the students updated with industry trends; and
d. Perform such other duties and responsibilities as may be delegated to him/her by the Chairperson.

6.11 Representative from the Public Employment Service Office (PESO) shall:

a. Engage with local businesses and facilitate events to build relationships and promote partnership opportunities;
b. Offer resources, training, and maintain communication with partners to address challenges and ensure a successful implementation of the Program; and
c. Perform such other duties and responsibilities as may be delegated to him/her by the Chairperson.

6.12 Representative from the Youth and Sports Development Office (YASDO) shall:

a. Communicate with the Sangguniang Kabataan of each Barangay on the Implementation of the Work Immersion Program; and
b. Performs such other duties and responsibilities as may be delegated to him/her by the Chairperson.

6.13 The Representative from the Local Youth Development Council (LYDC), Representative(s) from the Education Sector, Representative(s) from the Private Sector as Sectoral Representatives shall:

CONCURRED:

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a. Collaborate in designing the Work Immersion Program to align with the sector-specific needs and to provide input on the improvement of the Program;
b. Connect with potential external partners within their sector that can provide relevant training or serve as Work Immersion Venue;
c. Participate in assessing the program's effectiveness and gather feedback from participants and organizations within their sector; and
d. Perform such other duties and responsibilities as may be delegated to him/her by the Chairperson.

6.14 The Head of the Education Sub-Cluster of the City Government of Muntinlupa and the Representative from Schools Division Office as the Committee Secretariat shall:

a. In consultation with the Chairperson of the Committee, prepare the agenda of meetings and records attendance and proceedings of all meetings of the Committee;
b. Serves notices of meetings and records attendance and proceedings of all meetings of the Committee;
c. Furnishes the officers and members certified copies of the minutes of the meetings;
d. Keeps a register of names and addresses of all members and keeps a complete file of laws, resolutions and executive orders relevant to the organization and operation of the Committee; and
e. Performs all duties incidental to the office of the secretariat and those that may be assigned to it by the Chairperson and/or the Committee.

SECTION 7. *Local Government Units as Work Immersion Venue.* — The Work Immersion Committee shall determine the Offices of the City Government Muntinlupa that shall accept Students in accordance with their Track, Strand, and Specialization. The City Government shall develop the Work Immersion Program to accommodate the number of students to at least 5% of the total number of plantilla positions in a year.

The Barangays that shall serve as Work Immersion Venue shall be given assistance by the Committee for the proper implementation of Work Immersion through coordination with their respective Barangay Council.

DISTRICT 1:
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SECTION 8. ***Incentives for Private Work Immersion Venues.*** — In accordance with Kautusang Panlungsod Bilang 96-80 as amended by Kautusang Panlungsod Bilang 2024-151 and Ordinance No. 2024-249, Private Establishments serving as Work Immersion Venue for Muntinlupa Senior High School Students may be recommended by the Work Immersion Committee for issuance of a Certificate Exemption on the required 70% Muntinlupa Residents composition of Rank and File employees to be issued by the Muntinlupa Investment Board (MIB) or the Local Economic and Investment Promotion Office (LEIPO). Guidelines on the issuance of Certificate of Exemption shall be determined by the Committee together with the MIB.

SECTION 9. Work Immersion Program Coordination. — The Committee shall coordinate with the different government offices for additional programs and services, including but not limited to those indicated in the Womb to Work Program, that may be provided to Senior High School Students.

SECTION 10. ***Implementing Rules and Regulations***. — The Work Immersion Committee, in consultation with public and private stakeholders, shall formulate the implementing rules and regulations of this ***Ordinance within ninety (90) days after its approval***.

SECTION 11. ***Separability Clause***. — If any provision of this Ordinance shall be held unconstitutional or invalid, the other provisions not otherwise affected shall remain in full force and effect.

SECTION 12. ***Effectivity Clause.*** — This Ordinance shall take effect upon approval of the City Mayor.

ENACTED, by the **10th *Sangguniang Panlungsod of Muntinlupa*** this **04TH** day of ***November, 2024***, on its ***120 Regular Session***.

I HEREBY CERTIFY, as to the correctness of the foregoing ***Resolution***.

CECILIA C. LAZARTE
Secretary to the Sanggunian

ATTESTED:

ARTEMIO A. SIMUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:

ROZZANO RUFINO B. BIAZON
City Mayor

Date: 26 NOV 2024

DISTRICT 1:

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