

**Republic of the Philippines**  
**CITY OF ANTIPOLO**  
Province of Rizal  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**  
**LEGISLATIVE TERM 2022-2025**

**PRESENT:**

Hon. Josefina G. Gatlabayan, Ph.D                      City Vice Mayor/Presiding Officer

**FIRST DISTRICT:**

Hon. Susana G. Say    City Councilor  
Hon. Enrico C. De Guzman, M.D. FPOGS              City Councilor  
Hon. Charmaine Jill C. Tapales                          City Councilor  
Hon. Agnes G. Oldan-Gratil                              City Councilor  
Hon. Robert R. Altamirano, Sr.                          City Councilor  
Hon. Jewel Anne G. Camacho                            City Councilor  
Hon. Mariafe S. Pimentel                                City Councilor

**SECOND DISTRICT:**

Hon. Lorenzo Juan Y. Sumulong III                    City Councilor  
Hon. Ronaldo L. Leyva                                      City Councilor  
Hon. Christian Edward O. Alarcon                      City Councilor  
Hon. Angie Lou C. Tapales                                City Councilor  
Hon. Christian A. Masangkay, DMD                    City Councilor  
Hon. Alfred J. Zapanta, RN                              City Councilor  
Hon. Edward R. O'Hara                                    City Councilor

**EX-OFFICIO MEMBERS:**

Hon. Peter Arnold S. Papel, Jr.                        SK Federation Pres.  
Hon. Gerardo S.J. Doroteo                              IPM- Representative

**ABSENT:**

Hon. Eileen Grace T. Zapanta, M.D.                    City Councilor  
Hon. John Michael S. Leyva                              City Councilor  
Hon. Jonathan C. Salen                                    Liga ng mga Brgy. Pres.

Proposed Ordinance No. 686 series of 2023

**CITY ORDINANCE NO. 2023-1076**

**“AN ORDINANCE MANDATING EVERY BARANGAY IN THE CITY OF ANTIPOLO TO ESTABLISH AND MAINTAIN KASAMBAHAY HELPDESK, PROVIDING FUNDS THEREOF AND FOR OTHER PURPOSES.”**

**(ADMINISTRATION MEASURE)**

**Introduced by:**                      Hon. Angie Lou C. Tapales  
**Sponsored by:**                      Committee on Labor and Employment

APPROVED:

C. B. CASIMIRO A. YNARES III, M.D.  
City Mayor

WHEREAS, the Philippine Constitution and laws guarantee protection to workers through promotion of humane working conditions and establishment of labor standards for domestic workers toward decent employment and income, enhanced coverage of social protection, respect for human rights and strengthened social dialogue;

WHEREAS, in furtherance of the objectives of the State, the Congress enacted on 18 January 2013, Republic Act No. 10361, otherwise known as "Domestic Workers Act" or "Batas Kasambahay";

WHEREAS, Section 1, Rule IX of the Implementing Rules and Regulations of R.A. No. 10361 in relation with Section 17, Article II of the Act provides that every employed *kasambahay* shall be registered in the barangay where his/her employer resides;

WHEREAS, DILG Memorandum Circular No. 2013-61 on Guidelines on the Barangay Registration of Kasambahay directs the City or Municipal Mayors to enjoin the Punong Barangays to set up their respective Kasambahay Desks which shall primarily facilitate the registry of *kasambahay*;

WHEREAS, in recognition of the vital roles of *kasambahay* as member of the primary labor force, the City Government of Antipolo remains committed to safeguard their welfare and fundamental rights and protect them against all kinds of abuses and economic exploitation and therefore, registry system of the *kasambahay* shall be made in order to advance the achievement of these commitments;

NOW THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD, IN SESSION ASSEMBLED, THAT:

#### ARTICLE I

#### TITLE, POLICY, COVERAGE AND DEFINITION OF TERMS

**SECTION 1. Title.** -This Ordinance shall be known as Antipolo City Kasambahay Helpdesk Ordinance.

**SECTION 2. Declaration of Policy.** -The City Government of Antipolo recognizes the vital role of domestic workers and their contribution to the primary social force of the City. It is committed to ensure their protection and safety from abuse, harassment, violence and economic exploitation. It promotes safe and healthful working conditions and enjoyment of benefits guaranteed by laws among domestic workers.

APPROVED:

CASIMIRO A. YNARES III, M.D.

City Mayor

**SECTION 3. Coverage.** – This Ordinance applies to all domestic workers employed by or working with their respective employers who are residents of the City of Antipolo. For purposes of this Ordinance, the following are not covered: service providers, family drivers, children under foster family arrangement and any person who performs work occasionally or sporadically and not on an occupational basis.

**SECTION 4. Definition of Terms.** – For purposes of this Ordinance, the terms are defined as follow:

- (a) *Domestic work* refers to work performed in or for a household or households;
- (b) *Domestic worker or "Kasambahay"* refers to any person engaged in domestic work within an employment relationship such as, but not limited to, the following: general househelp, nursemaid or "yaya", cook, gardener, or laundry person, or any person who performs daily domestic work in one household on an occupational basis;
- (c) *Employer* refers to any person who engages and controls the services of a domestic worker and is party to the employment contract;
- (d) *Household* refers to the immediate members of the family or the occupants of the house that are directly provided services by the domestic worker;
- (e) *Private Employment Agency (PEA)* refers to any individual, legitimate partnership, corporation or entity licensed to engage in the recruitment and placement of domestic workers for local employment;
- (f) *Working children* refers to domestic workers who are fifteen (15) years old and above but below eighteen (18) years old;

## ARTICLE II

### ESTABLISHMENT OF KASAMBAHAY HELPDESK IN EVERY BARANGAY

**SECTION 5. Setting up the Kasambahay Helpdesk.** – The Punong Barangay shall establish a Kasambahay Helpdesk by designating an area within the barangay hall for that purpose and shall designate an officer who shall be responsible for the registry of *kasambahay*. He/she shall provide for necessary furniture such as but not limited to chairs, tables, separate filing cabinet and logbook for record-keeping purposes. He/she shall establish an orderly system of registration of *kasambahay*.

APPROVED:

CASIMIRO A. YNARES III, M.D.

City Mayor

**SECTION 6. Designation of Kasambahay Helpdesk Personnel/Officer.** – The Punong Barangay shall designate a Kasambahay Helpdesk Officer/Personnel who is trained in handling kasambahay cases and records. In cases where there are no trained personnel, the Punong Barangay shall ensure that the person assigned shall undergo training and orientation on Kasambahay laws, cases and record.

**SECTION 7. Functions of the Kasambahay Helpdesk.** – The Kasambahay Helpdesk shall perform the following duties and responsibilities:

- a) Ensure that all *kasambahay* within the jurisdiction of barangay are properly registered through the use of DILG and DOLE registration system or through the barangay's official website or email;
- b) Coordinate with the representatives from Pag-IBIG, PhilHealth and SSS to organize a One-Stop Membership Application for *kasambahay*;
- c) Designate a special registration day on a Saturday or Sunday wherein representatives from PhilHealth, SSS, Pag-IBIG and other stakeholders may be invited;
- d) Keep copy of all the employment contracts of all domestic helpers within the barangay, whether the *kasambahay* is hired through a PEA or a third party;
- e) Ensure that the processing and disclosure of personal information or records of *kasambahay* is in compliance with the requirements of Republic Act No. 10173 or Data Privacy Act of 2012;
- f) Maintain and update the Kasambahay Masterlist in the barangay;
- g) Prepare and submit monthly report to the City Government of Antipolo, through the Public Employment Service Office (PESO) on data regarding registration of *kasambahay*;
- h) Exercise such other powers and perform such other duties and functions as may be prescribed by laws or rules.

**SECTION 8. Monitoring and Reporting.** All Punong Barangay through the Kasambahay Helpdesk Personnel/Officer shall ensure full compliance of the monthly kasambahay report to the City Government of Antipolo through the Public Employment Service Office (PESO) which shall include data regarding the registration of the *kasambahay*. The forms to be used shall be in accordance with what is prescribed by the DILG and/or DOLE.

APPROVED: 

CASIMIRO A. YNARES III, M.D.

City Mayor