



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that at the regular session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on November 7, 2022 at Lingayen, Pangasinan, the following provincial ordinance was approved:

Authored by SP Members Vici M. Ventanilla and Jerry Agerico B. Rosario

PROVINCIAL ORDINANCE NO. 285-2022

AN ORDINANCE ABOLISHING VACANT POSITION IN VICE-GOVERNOR'S OFFICE AND CREATING POSITIONS IN THE DIFFERENT OFFICES OF THE PROVINCIAL GOVERNMENT OF PANGASINAN THEREAT

WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

WHEREAS, Section 468 (a) (viii) of the same Code provides that the Sangguniang Panlalawigan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the provincial government;

WHEREAS, the Committees on Appropriations, Ways and Means and Human Resources and Development, after a study of the proposed organization of the provincial government of Pangasinan, find it meritorious to abolish and create plantilla positions in order that the offices concerned could deliver more effective and efficient duties and responsibilities;

WHEREAS, the position in the Vice-Governor's Office in the provincial government is vacant:

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	2	Vice-Governor's Office	Executive Assistant IV	22/1	858,132.00

WHEREAS, there is a need to abolish the above-mentioned position and create the following positions in the different offices in provincial government;



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WHEREAS, the appropriation for salaries and other benefits of the abolished position will be used for the salaries and other benefits of the new positions.

WHEREFORE, on motion of SP Members Vici M. Ventanilla and Jerry Agerico B. Rosario, duly seconded -

Be it enacted by the Sangguniang Panlalawigan in session duly assembled that:

Section 1. The vacant position herein above mentioned is hereby abolished.

Section 2. The following positions are hereby created in the different offices in the province.

Item No	Office	Position Title	Salary Grade /Step	Salary per Annum	
1	17	Vice Governor's Office	Local Legislative Staff Assistant III	10/1	278,112.00
	18	-do-	Local Legislative Staff Assistant III	10/1	278,112.00
	19	-do-	Local Legislative Staff Assistant III	10/1	278,112.00
2	26	Office of the Sangguniang Panlalawigan-Legislative Division	Local Legislative Staff Assistant III	10/1	278,112.00
			Local Legislative Staff Assistant III	10/1	278,112.00
	16	Office of the Sangguniang Panlalawigan-Secretariat Division	Local Legislative Staff Employee II (Utility Worker, Messenger)	4/1	187,032.00

Section 2. The Qualifications of the new positions are as follows:

	Office/Position	Education	Experience	Eligibility
1.	Vice-Governor's Office Local Legislative Staff Assistant III	Completion of 2 yrs. studies in college	2 years of relevant experience	
2.	Administrative Officer V	Bachelor's degree relevant to the job	2 years of relevant experience	
2.	Office of the Sangguniang Panlalawigan-Legislative Division			
1.	Local Legislative Staff Assistant III	Completion of 2 yrs. studies in college	2 years of relevant experience	
2.	Office of the Sangguniang Panlalawigan-Secretariat Division			
	Local Legislative Staff Employee II (Utility Worker, Messenger)	Elementary School Graduate	None required	None required CSC MC 11 s1996 Cat III Resolution No.1202124 Dated November 27, 2012



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Section 3. The new positions shall have the following duties & responsibilities:

1. Vice-Governor's Office

1. Local Legislative Staff Assistant III

1. Assist the Vice Governor during sessions and committee hearings.
2. Sort and distribute incoming communications and requests for financial assistance.
3. File, maintain, arrange for storage Order of Business and Journals of Sessions of the Sangguniang Panlalawigan.
4. Coordinate with the Sangguniang Panlalawigan Member invitations and schedule of committee hearings, regular/special sessions.
5. Perform other related works as may be assigned from time to time by the immediate supervisor.

2. Administrative Officer V

1. Supervise and manage the implementation of vouchers of financial assistance in the Office of the Vice Governor.
2. Schedule meeting of the Vice Governor, if any.
3. Welcome/receive visitor relating to work.
4. Monitor on going activities.
5. Organize and maintain an accurate filing system of confidential information.
6. Perform other functions as may be assigned from time to time by the Vice Governor.

2. Office of the Sangguniang Panlalawigan-Legislative Division

1. Local Legislative Staff Assistant III

1. Assist the Sangguniang Panlalawigan members during sessions and committee hearings.
2. Sort and distribute incoming communications and various requests.
3. File, maintain, arrange for storage Order of Business and Journals of Sessions of the Sangguniang Panlalawigan.
4. Coordinates with the Sangguniang Panlalawigan Member invitations and schedule of committee hearings, regular/special sessions.
5. Perform other related works as may be assigned from time to time by the immediate supervisor.

Office of the Sangguniang Panlalawigan-Secretariat Division

2. Local Legislative Staff Employee II (Utility Worker, Messenger)

1. Manage the delivery of various communication letters.
2. Maintain the cleanliness and orderliness of the office.
3. Perform other functions and duties that may be assigned from time to time by the immediate supervisor.



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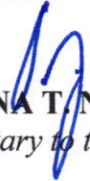
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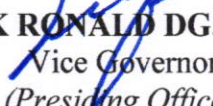
Section 4. The corresponding salaries and other benefits of the new positions created shall be appropriated in the Calendar Year 2023 Annual Budget.

Section 5. Effectivity. This Ordinance shall take effect on January 1, 2023.

CERTIFIED BY:


VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:


MARK RONALD DG. LAMBINO
Vice Governor
(Presiding Officer)

APPROVED:


RAMON V. GUICO III
Governor