



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 April 3, 2023 at the Session Hall, Capitol Building, Lingayen, Pangasinan, the following provincial ordinance was approved:

Authored by SP Member Jerry Agerico B. Rosario

PROVINCIAL ORDINANCE NO. 298-2023

AN ORDINANCE ABOLISHING VACANT POSITIONS AND CREATING NEW POSITIONS IN THE PROVINCIAL ACCOUNTANT'S OFFICE AND PROVINCIAL HEALTH OFFICE IN 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 office concerned could deliver more effective and efficient duties and responsibilities;

WHEREAS, the following positions in the Provincial Accountant's Office and Provincial Health Office are vacant:

	Item No.	Office	Position Title	Salary Grade/Step	Salary per Annum
1.	1	Provincial Accountant's Office	Computer Programmer III	18/1	560,700.00
2	2	Provincial Health Office	Chief Administrative Officer V	24/1	1,080,936.00
	3	-do-	Medical Specialist II	23/1	960,036.00
	4	-do-	Nurse IV	19/1	616,284.00
	5	-do-	Nurse III	17/1	516,360.00
	6	-do-	Nurse III	17/1	516,360.00
	7	-do-	Nurse II	16/1	476,064.00



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WHEREAS, there is a need to abolish the above-mentioned positions and create the following positions in the Provincial Accountant's Office and Provincial Health Office in provincial government;

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 Member Jerry Agerico B. Rosario, duly seconded, it was

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

Section 1. The vacant positions herein abovementioned are hereby abolished.

Section 2. The following positions are hereby created in the Provincial Accountant's Office and Provincial Health Office:

Office	Position Title	Salary Grade/ Step	Salary per Annum
Provincial Accountant's Office	Accountant I	12/1	349,980.00
-do-	Administrative Aide IV (Clerk II)	4/1	187,032.00
Provincial Health Office	Senior Health Program Officer I	18/1	560,700.00
-do-	Administrative Officer V (Admin.)	18/1	560,700.00
-do-	Planning Officer I	11/1	324,000.00
-do-	Health Program Officer I	11/1	324,000.00
-do-	Administration Officer II (Planning Officer I)	11/1	324,000.00
-do-	Administrative Officer III (Human Resource Management Officer II)	14/1	403,116.00
-do-	Administrative Assistant III (Secretary)	9/1	253,548.00
-do-	Administrative Assistant III (Adm.)	9/1	253,548.00
-do-	Information System Analyst III	19/1	616,284.00
-do-	Information System Analyst II	16/1	476,064.00

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



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	Office/Position	Education	Experience	Eligibility
	Provincial Accountant's Office			
1	Accountant I	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None required	RA 1080 (Certified Public Accountant)
2	Administrative Aide IV (Clerk II)	Completion of 2 year studies in college	None required	Career Service (SubProfessional)/First Level Eligibility
	Provincial Health Office			
3	Senior Health Program Officer I (Supply Chain Management Officer)	Bachelor's Degree relevant to the job	2 years in relevant experience	Career Service (Professional)/Second Level Eligibility
4	Administrative Officer V (Admin.)	Bachelor's Degree relevant to the job	3 years in relevant experience	Career Service (Professional)/Second Level Eligibility
5	Planning Officer I	Bachelor's Degree	None required	Career Service (Professional)/Second Level Eligibility

	Provincial Health Office			
6	Health Program Officer I	Bachelor's Degree	1 year in relevant experience	Career Service (Professional)/Second Level Eligibility
7	Administrative Officer III (Human Resource Management Officer II)	Bachelor's Degree relevant to the job	2 years in relevant experience	Career Service (SubProfessional)/First Level Eligibility
8	Administrative Assistant III (Secretary)	Completion of 2 years studies in college	8 hrs. of relevant training	Career Service (Professional)/Second Level Eligibility
9	Administrative Assistant III (Admin.)	Completion of 2 years studies in college	8 hrs. of relevant training	Career Service (Professional)/Second Level Eligibility
10	Information System Analyst III	Bachelor's Degree relevant to the job	2 years in relevant experience	Career Service (Professional)/Second Level Eligibility
11	Information Analyst II	Bachelor's Degree relevant to the job	1 year in relevant experience	Career Service (Professional)/Second Level Eligibility

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

1. Provincial Accountant's Office

1. Accountant I

1. Prepares monthly, quarterly, semi-annual Financial Reports and Statements of the province.



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2. Examine & analyze supporting documents of vouchers for legality, propriety, correctness of accounts codes and properly approved by the authorities to ensure proper disbursement of expenditures.
 3. Conduct research on applicable accounting rules, regulations and issuances to ensure compliance by the agency and ensure proper dissemination of outputs and recommendations.
 4. Perform such duties as may be assigned from to time for effective and efficient delivery of service of the office.
- 2. Administrative Aide IV (Clerk II)**
1. Processes and journals financial transactions using appropriate accounting system.
 2. Compiles basic data for special and regular financial statements and reports.
 3. Maintains and reconciles subsidiary ledges of assigned accounts.
 4. Prepares monthly/quarterly/annual reports/remittances of statutory obligations i.e., BIR/PhilHealth/GSIS/SSS/Pag-IBIG.
 5. Receives and records vouchers, cash and check.
 6. Perform such duties as may be assigned from to time for effective and efficient delivery of service of the office.

2. Provincial Health Office

- 1. Senior Health Promotion Officer I (Supply Chain Management Officer)**
 1. Develops and monitors supply chain strategy.
 2. Keeps track of logistics and updates inventory and Analyze operational performances.
 3. Supports and helps to coordinating/monitoring and evaluating the implementation of the different health programs in the LGUs.
 4. Performs other related tasks as may be assigned.
- 2. Administrative Officer V (Admin.)**
 1. Creates, updates and maintains records and databases.
 2. Updates office policies and procedures.
 3. Prepares reports on expenses, office budgets and other expenditures.
 4. Prepares other related tasks as may be assigned.
- 3. Planning Officer I**
 1. Gathers needed information and statistics from different offices.
 2. Assist in the developing projects plans and programs whenever necessary.
 3. Prepares preliminary evaluation of all reports received.
 4. Assists in coordinating activities of different offices/agencies.
 5. Performs other related tasks as may be assigned.
- 4. Health Program Officer I**
 1. Assist in the gathering of relevant data on the assigned program.
 2. Participate in the conduct of monitoring evaluation of plans and programs.
 3. Encode the reports collected.
 4. Performs other related tasks as may be assigned.



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5. Planning Officer I

1. Assist in the developing projects plans and programs whenever necessary.
2. Prepares preliminary evaluation of all reports received.
3. Assist in coordinating activities of different offices/agencies.
4. Performs other related tasks as may be assigned.

6. Administrative Officer III (Human Resource Management Officer II)

1. Supervises the Human Resource Development Services Section.
2. Reviews personnel policies and programs, flow charts, standard operating procedures.
3. Develops and implement human resource training and development programs.
4. Performs other related tasks as may be assigned.

7. Administrative Assistant III (Secretary)

1. Record and track all incoming communications and official documents, scan and file and save documents, record and disseminate to concerned staff for pertinent action/disposition.
2. Facilitate and admin and logistical related concerns of the office and ensure needed coordination with other offices/agencies.
3. Performs other related tasks as may be assigned.

8. Administrative Assistant III (Admin.)

1. Prepares, edits and distributes correspondence, reports, forms and documents.
2. Performs general offices, duties such as filling and maintaining a filing system.
3. Answering and routing phone calls.
4. Ordering and maintaining office supplies.
5. Perform other related tasks that assigned.

9. Information System Analyst III

1. Assists in the project organization and scheduling and is in direct liaison with the management and personnel of the user agency.
2. Assists in organizing and directing the execution of systems, and designs tasks performed by systems and procedures.
3. Assists in the analysis of the presents systems and procedures.
4. Performs other related tasks as may be assigned.

10. Information Analyst II

1. Assists in the review of equipment and personnel performance and develops techniques for improvement.
2. Provides technical advice on equipment evaluation, selection and installations.
3. Reviews finished work to see if they conform with procedures and standards continuously.
4. Performs other related tasks as may be assigned.
5. Develops and implement human resource training and development programs.
6. Performs other related tasks as may be assigned.



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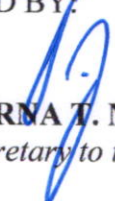
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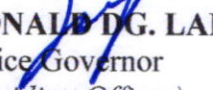
Section 4. The corresponding salaries and other compensation of the new positions shall be sourced from the appropriation of abolished positions & savings from vacant positions in the Calendar Year 2023 Annual Budget.

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

CERTIFIED BY:


VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:


MARK RONALD D.G. LAMBINO
Vice Governor
(Presiding Officer)

APPROVED:


RAMON V. GUICO III
Governor