



Republic of the Philippines  
PROVINCE OF PANGASINAN  
Lingayen  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**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 September 11, 2023 at the Session Hall, Capitol Building, Lingayen, Pangasinan, the following provincial ordinance was approved:*

Authored by SP Member Philip Theodore E. Cruz

**PROVINCIAL ORDINANCE NO. 306-2023**

**AN ORDINANCE RENAMING THE PROVINCIAL HOUSING AND URBAN DEVELOPMENT COORDINATING OFFICE INTO PROVINCIAL HUMAN SETTLEMENTS AND URBAN DEVELOPMENT AUTHORITY (PHSUDA), ABOLISHING VACANT POSITIONS UNDER PHUDCO AND CREATING POSITIONS UNDER PHSUDA AND PROVIDING FUNDS THEREFOR**

**PREAMBLE**

**WHEREAS**, Section 9, Article XIII of 1987 Constitution provides that the State shall by law, and for the common good undertake, in cooperation with the private sector, continuing program of urban land reform and housing which will make available at affordable cost, decent housing and basic services to underprivileged and homeless citizens in urban centers and resettlement areas;

**WHEREAS**, the 1987 Constitution, in Article II, Section 9 thereof, states that the State shall protect the rights of the Filipino people to be freed from poverty through policies that ensure availability of adequate and social services, full employment, rising standard of living and improved quality of life for all;

**WHEREAS**, Republic Act 7160, otherwise known as the Local Government Code of 1991, has provided more powers, authorities, responsibilities and resources to local government units in order to enable the attainment of fullest development and meaningful local autonomy to promote general welfare of its constituents through the delivery of basic services and facilities;

**WHEREAS**, Section 76 of RA 7160 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;



Republic of the Philippines  
PROVINCE OF PANGASINAN  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

**WHEREAS**, Urban Development and Housing Act of 1992 (R.A. 7279) provides the mandated tasks of Local Government Units (LGUs) for a comprehensive and continuing urban development and housing program;

**WHEREAS**, the reorganization of the existing structure of the provincial government, which includes the renaming of an office and creation of new positions, and abolishing existing positions thereat, are essential in the improvement of personnel structure and services of the provincial government;

**WHEREAS**, availability of safe, affordable and sustainable housing and housing developments is vital in the development of the Province and the creation of its vibrant community;

**WHEREAS**, the renaming of the Provincial Housing and Urban Development Coordinating Office into Provincial Human Settlements and Urban Development Authority (“PHSUDA” for brevity) is necessary to further strengthen the delivery of housing and urban development programs and to ensure the adaptability and relevancy to the changing times to come-up with a more permanent and sustainable solution to the housing and urban development problems in the Province of Pangasinan;

**NOW THEREFORE**, on motion of SP Member Philip Theodore E. Cruz, duly seconded -

Be it ordained by the Province of Pangasinan in Regular Session assembled:

### CHAPTER I GENERAL PRINCIPLES

**SECTION 1. Title.** – This Ordinance shall be known as the “Renaming the Provincial Housing and Urban Development Coordinating Office into Provincial Human Settlements and Urban Development Authority (PHSUDA), Abolishing Vacant Positions under PHUDCO and Creating Positions under PHSUDA and Providing Funds Therefor”.

**SECTION 2. Declaration of Policy.** – It is hereby declared a policy of the Province of Pangasinan to progressively promote the rights of Pangasinenses to an adequate and dignified standard of living, including access to decent and affordable housing, having in mind the general welfare and sustainability of housing and urban development in partnership with its stakeholders.

**SECTION 3. Purpose.** – The Provincial Housing and Urban Development Coordinating Office is hereby renamed in order to serve as a corporate arm of the Provincial Government of Pangasinan in undertaking and implementing solutions to shelter-related problems, particularly in the provision of decent, affordable, and quality homes to homeless Pangasinenses and to promote sustainable urban development.

### CHAPTER II PROVINCIAL HUMAN SETTLEMENTS & URBAN DEVELOPMENT AUTHORITY

**SECTION 4. Organization.** – The Provincial Human Settlements & Urban Development Authority or PHSUDO, shall act as the primary local government entity responsible for the management of housing and urban development on the Province of Pangasinan as specified on Section 5 of this Ordinance.



Republic of the Philippines  
PROVINCE OF PANGASINAN  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

**SECTION 3. Roles, Powers and Functions.** – The Provincial Human Settlements and Urban Development Authority (PHSUDA) shall:

1. Serve as the primary production arm of the provincial government in undertaking the development of decent, affordable, and quality homes to homeless and underprivileged Pangasinenses;
2. Formulate, develop and implement the Provincial Shelter Development Plan (PSDP), Provincial Shelter Code, including related plans involving urban renewal, township development and the like;
3. Provide and maintain adequate, affordable and resilient housing for the homeless and underprivileged Pangasinenses;
4. Promote housing communities development, with due regard to climate change, ecological balance and geo-hazard assessment;
5. Formulate and enforce general and specific policies/guidelines relating to beneficiary selection, maintenance, occupancy/use of housing units and common areas, transfer of rights and succession, among others, including the crafting of a Beneficiaries Handbook and/or Evaluation Framework;
6. Subject to Provincial Ordinance, collect fees and payments relating to Housing Projects and to disburse the same for housing developments, maintenance and repair of existing housing buildings including arrangements and/or management contracts for outsourced services, and other expenses which may be incurred to ensure proper implementation of housing projects;
7. Recommend the execution of joint ventures and partnerships with government or private sector to promote investments, construct housing developments and/or implementation of corporate social responsibility (CSR) projects relating to housing but not limited to the following programs: Resettlement Development, Local Housing, Township Development and Cost Recoverable Joint Ventures;
8. In coordination with concerned provincial government offices, develop, improve, manage, administer, subdivide or lease any lands, buildings, estates and other forms of real property owned and acquired by the Province of Pangasinan utilized for housing including common areas, parking and/or commercial spaces found therein;
9. Coordinate with National Government Agencies (NGAs) with housing and urban development projects being implemented in the Province of Pangasinan including formulation of Relocation and Resettlement Action Plan (RRAP) with the assistance of Local Inter-Agency Committee (LIAC) and other relevant agencies and offices;
10. Recommend execution of service agreements and/or management contracts with private sector entities, to facilitate upkeep of assets, including but not limited to janitorial, security and maintenance services;



Republic of the Philippines  
PROVINCE OF PANGASINAN  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

11. Establish coordination and linkages with local and national government agencies to be kept abreast on the latest national policies, strategic plans, programs and projects that give direction to the implementation of housing projects and urban development in the Province;
12. Coordinate with other government agencies equipped with solutions that help expedite the implementation of housing projects/programs and urban development in the Province;
13. Assist local government units (LGUs) to determine the list of homeless households from professional squatters and squatter syndicates in the Province;
14. Update the latest demographic growth patterns and other socio-economic data to determine the housing needs and housing backlog in the Province;
15. Store data on current land use inventory on potential land suitable for township and housing development; and
16. Review and update present plans and approaches with changes to ensure the delivery of basic services and adequate housing facilities to uplift the quality of life of the homeless in Pangasinense;
17. Recommend accreditation of any Community Housing Associations (CHAs) on any related housing projects, as well as other private originators for Community Mortgage Program (CMP);
18. Provide technical assistance to local government units (LGUs) to any related housing development projects;
19. Perform such other acts necessary to effect the policies and achieve the objectives herein declared; and
20. Submit annual reports to the Office of the Governor and the Sangguniang Panlalawigan of Pangasinan regarding compliance to the provisions of this Ordinance;

### SECTION 4. Structure and Functions of the Divisions and Sections.

#### A. STRUCTURE

The Provincial Human Settlements and Urban Development Authority (PHSUDA) shall be composed of four (4) divisions which are:

1. Planning, Design and Programs Division (PDPD)
2. Estate Management and Community Development Division (EMCDD)
3. Marketing and Finance Division (MFD)
4. Administrative and Records Division (ARD)

The four (4) divisions shall have the following sections:



Republic of the Philippines  
PROVINCE OF PANGASINAN  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

1. Planning, Design and Programs Division (PDPD)
  - 1.1 Plans, Programs and Technical Section (PPTS)
  - 1.2. Regulations and Standards Section (RSS)
2. Estate Management and Community Development Division (EMCDD)
  - 2.1. Urban Development and Estate Management Services Section (UDEMSS)
  - 2.2. Property Landbanking, Inventory and Monitoring Section (PLIMS)
3. Marketing, Advertising and Finance Division (MAFD)
  - 3.1. Planning and Fund Sourcing Section (FPFSS)
  - 3.2. Marketing and Advertising Section (MAS)
4. Administrative and Records Division (ARD)
  - 4.1. Administrative Section (AS)
  - 4.2. Legal Services Section (LSS)
  - 4.3. Records Management Section (RMS)
  - 4.4. Management Information Services and DataBase Management Section (MIS-DMS)
  - 4.5. General Services Section (GSS)

### B. FUNCTIONS

The following sections, under each of the divisions, shall have the following functions:

#### B.1 PLANNING, DESIGN & PROGRAMS DIVISION (PDPD)

The Planning, Design & Programs Division take the lead in the strategic planning process for long range and short-term goals of the PHSUDA. It shall coordinate with other divisions to ensure accomplishment of goals and compliance with the Provincial Shelter Development Plan (PSDP). It shall prepare all physical, social, economic and institutional development schemes and plans for housing and urban development projects in the Province. The Division also formulates plans and programs to establish self-sufficient and resilient communities in all housing developments in the Province.

- **PLANS, PROGRAMS AND TECHNICAL SECTION (PPTS)**
  - a. Conduct of physical planning and physical surveys (Land development and housing unit designs);
  - b. Conceptualize housing programs for the homeless in the Province;
  - c. Conduct feasibility studies for housing projects/ programs in the Province;
  - d. Conduct research on land titles for housing projects in the Province;
  - e. Oversee the processing of permits and licenses for housing projects/ programs in the Province;
  - f. Prepare annual reports on the implementation of housing projects/programs in the Province.



Republic of the Philippines  
PROVINCE OF PANGASINAN  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

- g. Formulate integrated socio- economic plans that relate to housing projects/programs in the Province;
  - h. Monitor that plans and designs of housing projects/programs in the province are compliant with National Building Code, Housing laws (PD 957, BP 220, etc.), and other set standards and policies; and
  - i. Conduct field inspections of housing projects/programs in the province to ensure adherence to set of standards of safety and environmental harmony.
- **REGULATIONS AND STANDARDS SECTION (RSS)**
    - a. Monitor the compliance of guidelines for land use planning based on latest Comprehensive Land Use Plans and Zoning Ordinance of concerned local government units, development, and environmental impact of housing projects/programs in the Province;
    - b. Assess and evaluate the design, planning, construction, and materials used in the housing projects/programs in the Province to ensure compliance with set standards;
    - c. Conduct impact and result evaluation on the effectiveness of housing rules and regulations, standards and processes in implemented housing projects/ programs in the Province; and
    - d. Keep an updated records of housing standards promulgated by the Department of Human Settlements & Urban Development (DHSUD) and other regulations and standards for ready reference of the PHSUDA;
    - e. Prepare, consolidate, review, and submit accomplishment reports on housing projects/programs implemented in the Province.

### B.2 ESTATE MANAGEMENT & COMMUNITY DEVELOPMENT DIVISION (EMCDD)

The Estate Management & Community Development Division is in charge of the supervision and management of all lands acquired by the Province for housing and urban development and maintains a registry of the same. It shall ensure proper implementation of all schemes and plans prepared by the Planning, Design and Programs Division. The EMCDD shall conduct social preparation activities to properly inform and update affected communities of any developments. It shall initiate projects relating to livelihood, employment, food production and other social services within the housing developments to ensure improved quality of life. It shall develop programs and projects to enhance community awareness and participation in housing projects planning and implementation, as well as delivery of social services within its housing projects. This Division also provides technical support concerning Joint Ventures (JV) or Public-Private Partnerships (PPP) entered into by the Province in housing. The Division also proposes new actions based on need or problem, objectives, and possible solutions or implementation methods related thereto. Moreover, it may also accommodate and entertain urban poor affairs and issues related to land dispute complaints, ejection cases, and other related queries in coordination with the Legal Services Section of the Administrative and Records Division of PHSUDA, and may make necessary actions / recommendations regarding those matters.

- **URBAN DEVELOPMENT AND ESTATE MANAGEMENT SERVICES SECTION (UDEMSS)**
  - a. Custodian of properties acquired by the Province of Pangasinan for housing and urban development purposes and maintains and inventory of records of titles, deeds, lot awards and approved subdivision plans;



Republic of the Philippines  
PROVINCE OF PANGASINAN  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

- b. Supervise the operation, security, and maintenance of housing projects/programs completed by the PHSUDA;
- c. Conduct continuing comprehensive studies and maintains an updated record on the zonal valuation and market value of properties in the province in coordination with the Bureau of Internal Revenue (BIR), Provincial, City and Municipal Assessor's Office for ready reference of the PHSUDA;
- d. Provide technical assistance and information to aid local governments in developing solutions to housing projects/ programs;

### • **PROPERTY LANDBANKING, INVENTORY AND MONITORING SECTION (PLIMS)**

- a. Keep a record of the inventory of lands for housing projects/programs and urban development in the Province;
- b. Scout for potential lands where the Office can develop and implement new housing projects/programs in the Province;
- c. Monitor that the housing projects/ programs are in line with the Provincial Development and Physical Framework Plan (PDPFP), Provincial Shelter Development Plan (PSDP), and other plans;
- d. Undertake housing and relocation projects/programs, community mortgage programs and management of the Province's resettlement sites within the Province; and
- e. Keep historical records of the current and potential properties to be used in the development of housing projects/programs and urban development in the Province.

### B.3 **MARKETING, ADVERTISING AND FINANCE DIVISION (MAFD)**

The Marketing, Advertising and Finance Division's central function is to oversee the flow of resources among the PHSUDA's various operating and administrative divisions. It is also PHSUDA's primary agent that monitors financial transactions which include payment of amortizations, rental and other fees, interests and penalties in connection with the Province's housing projects. It is in charge of tracking all items of income and expenses. It has responsibility for cash management, a financial watchdog, and some informal allocative or budgeting authority by being the primary source of data on PHUSDA's operation's financial aspects. It provides the basis for the effective planning and management of resources. It secures sufficient resources to sustain PHSUDA's operations and maintain and/or upgrade its physical assets. It shall implement a communications plan to inform stakeholders and beneficiaries of the plans and programs of the Province for housing.

### • **FINANCIAL PLANNING AND FUND SOURCING SECTION (FPFSS)**

- a. Formulate and recommend strategies that enable the PHSUDA to generate and source funds for housing and urban development;
- b. Recommend annual working budget that will guide the Office's future performance;
- c. Develop financial models and analyze them to support the PHSUDA's strategic initiatives in the implementation of housing projects/programs in the Province;
- d. Perform financial evaluation of operations by comparing financial forecasts with actual performance through the use of Key Performance Indicators (KPI) and recommend adjustments if needed;
- e. Perform cash flow analysis and financial models of the housing projects; and



Republic of the Philippines  
PROVINCE OF PANGASINAN  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

- f. Establish relationships with potential partners and sponsors that will help provide funds for the Office's operations and activities, particularly in the development and implementation of housing projects/programs in the Province.

### • **MARKETING AND ADVERTISING SECTION (MAS)**

- a. Communicate the PHSUDA's strategic goals, objectives, and accomplishments through the effective use of social media;
- b. Formulate strategies, in particular advertising campaigns, pricing strategies, and other marketing activities that targets specific market segments for housing programs and projects in the Province;
- c. Conduct market research and analysis of housing trends and customer behavior that may impact the viability of housing projects/programs in the Province;
- d. Provide customer support/after-sales service to client-beneficiaries of housing projects/programs in the Province;
- e. Design, produce, and distribute marketing materials that give information about current and future housing projects/programs in the Province;
- f. Organize marketing campaigns, loan counseling sessions and the like, to promote and create awareness of housing projects/programs in the Province; and
- g. Coordinate with LGUs, government institutions and agencies, NGOs, and private organizations in the promotion and marketing of housing projects/programs in the Province.

### **B4. ADMINISTRATIVE AND RECORDS DIVISION (ARD)**

The Administrative and Records Division embrace all those activities relating to personnel of the PHSUDA. This functional area also covers codification and administration of the ground rules under which employees operate and develop skills necessary to perform the PHSUDA's functions. It leads to the realization of maximum productivity from employees to minimize personnel expenditures, increase job satisfaction and jobs security, and organize in-service training programs for PHSUDA employees. Administrative services involve planning, direction, control, management, and overall coordination relating to equipment maintenance, departmental expenditures, procurement and disbursement payrolls, and office budget preparation. The ARD is also responsible for gathering, processing, and analyzing quantifiable and relevant PHSUDA information. Relevant information shall include stakeholders, beneficiaries, its employees and financial operations, maintenance and purchasing activity, inventory, landholdings and estates. It shall likewise manage various database of PHSUDA for applicants, beneficiaries, estates among others.

### • **ADMINISTRATIVE SECTION (AS)**

- a. Provide administrative services and ensure continuous improvement in the delivery of PHUSDA's services;
- b. Serve as the communication hub of the office by communicating information from the Office Head to others, collecting and organizing information requested by the PHSUDA Chief from others, making information available to others through mail, email, telephone, and the internet;
- c. Aid in the encoding of letters, memoranda, and other related communication documents for distribution to other divisions and sections in the office;
- d. Prepare and submit reports required by other offices and agencies concerned;





Republic of the Philippines  
PROVINCE OF PANGASINAN  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

- e. Provide and coordinate office maintenance, security, messenger and communications, and other services for the Office; and
  - f. Coordinate meetings, gatherings, travels, and other group activities of the Office.
- **LEGAL SERVICES SECTION (LSS)**
    - a. Provide legal services to support the day-to-day operations of the Office;
    - b. In coordination with the Provincial Legal Office, render legal counseling, opinion, and rulings on housing and urban development laws, rules, and regulations;
    - c. Prepares draft Memorandum of Understanding (MOU), Memorandum of Agreements (MOA), Deed of Sale, Usufruct, and other similar documents relating the housing programs and projects of the province;
    - d. Review and check the Office's plans and strategies to ensure they are within the legal parameters;
    - e. Provide legal assistance to the beneficiaries and other stakeholders in housing projects/programs in the Province; and
    - f. Review legal matters pertaining to the implementation of housing projects/programs in the Province.
  - **RECORDS MANAGEMENT SECTION (RMS)**
    - a. Exercise full responsibility in the custody and safekeeping of official records and documents of the PHSUDA;
    - b. Maintain files, databases, and archives of relevant records of the Office;
    - c. Implement a records management program for the efficient utilization, maintenance, retention, storage, preservation, conservation, retrieval, and disposal of public records;
    - d. Keep a record of beneficiaries of housing projects/ programs in the Province;
    - e. Keep a record and update amortization payments of clients that invested in housing projects/ programs in the Province;
    - f. Organize legible, readily identifiable and retrievable records related to the implementation of housing projects/programs implemented in the Province; and
    - g. Ensure the implementation of policy guidelines on the maintenance, retrieval, and disposition of all original records and documents of the Office.
  - **MANAGEMENT INFORMATION SERVICES AND DATABASE MANAGEMENT SECTION (MIS-DBMS)**
    - a. Use computer-based tools and software to collect, process, store, and distribute data that is crucial to the decision-making processes of senior management;
    - b. Provide sets of data and information that allows upper management to make better strategic decisions, particularly on how to face challenges and take advantage of opportunities to enable the office to achieve its set goals and objectives more efficiently and effectively;
    - c. Utilize hardware and software that supports database administration tasks, including change management, performance monitoring and tuning, security, and backup and recovery of data;
    - d. Provide a system that allows data within the Office and from different sources to be organized and placed in files that are easier to retrieve and utilized for managerial consumption without compromising security;



Republic of the Philippines  
PROVINCE OF PANGASINAN  
Lingayen  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

- e. Adapt new technologies that allows the Office to seamlessly mainstream stored data with other Offices, divisions, and units; and
  - f. Implement redundant data management systems that ensure the security, preservation, conservation, and easy retrieval of vital data
- **GENERAL SERVICES SECTION (GSS)**
    - a. Plan, organize, liaise and direct the work of the personnel engaged in transportation, janitorial and other utility services;
    - b. Plan the scheduling of work assignment for rendering general services such as janitorial, security, transportation and other such services supportive to the Office's operations;
    - c. Keep a record of all government vehicles assigned and operated by the Office;
    - d. Manage the operation, maintenance of the Office's vehicles and other equipment; and
    - e. Manage the maintenance and cleanliness of the Office's building facilities, and utility equipment.

**CHAPTER III**  
**Abolition and Creation Positions**

**SECTION 5. Abolition of Positions.** – The following positions under the Provincial Housing and Urban Development Coordinating Offices (PHUDCO) shall be abolished:

Item No.	Position	Salary Grade	Salary Per Annum	13th and 14th Month Pay	Personnel Economic Relief Allowance (PERA)	Clothing Allowance	Total Compensation per Annum
3	Housing and Homesite Regulation Officer III	16	476,064.00	79,344.00	24,000.00	6,000.00	585,408.00
4	Housing and Homesite Regulation Officer II	13	375,840.00	62,640.00	24,000.00	6,000.00	468,480.00
8	Draftsman I	6	210,636.00	35,106.00	24,000.00	6,000.00	275,742.00
<b>Overall Total</b>							<b>1,329,630.00</b>



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

**SECTION 6. Creation of Positions.** - The following positions under the Provincial Human Settlements and Urban Development Authority (PHSUDA), in lieu of the abolished positions in the Provincial Housing and Urban Development Coordinating Office, shall be created. The creation of such positions shall be upon the availability of funds:

No.	Position	Salary Grade	Salary Per Annum	13 <sup>th</sup> & 14 <sup>th</sup> Month Pay	Personnel Economic Relief Allowance(P ERA)	Clothing Allowance	Total Compensation per Annum
1	Provincial Government Department Head (Provincial Human Settlements and Urban Development Officer)	26	1,392,480.00	232,080.00	24,000.00	6,000.00	1,654,560.00
<b>Planning, Design and Programs Division</b>							
2	Housing & Homesite Regulation Officer IV	19	616,284.00	102,714.00	24,000.00	6,000.00	748,998.00
<b>Estate Management and Community Development Division</b>							
3	Community Affairs Officer III	18	560,700.00	93,450.00	24,000.00	6,000.00	684,150.00
<b>Urban Development and Estate Management Services Section</b>							
4	Housing and Homesite Regulation Officer I	11	324,000.00	54,000.00	24,000.00	6,000.00	408,000.00
<b>Property Landbanking, Inventory and Monitoring Section</b>							
5	Housing and Homesite Regulation Officer I	11	324,000.00	54,000.00	24,000.00	6,000.00	408,000.00
<b>Marketing and Finance Division</b>							
6	Accountant III	19	616,284.00	102,714.00	24,000.00	6,000.00	748,998.00



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

No.	Position	Salary Grade	Salary Per Annum	13 <sup>th</sup> & 14 <sup>th</sup> Month Pay	Personnel Economic Relief Allowance(P ERA)	Clothing Allowance	Total Compensation per Annum
<b>Financial Planning and Fund Sourcing Section</b>							
7	Administrative Officer II (Management and Audit Analyst I)	11	324,000.00	54,000.00	24,000.00	6,000.00	408,000.00
<b>Marketing and Advertising Section</b>							
8	Market Specialist I	11	324,000.00	54,000.00	24,000.00	6,000.00	408,000.00
<b>Administrative and Records Division</b>							
9	Administrative Officer V	18	560,700.00	93,450.00	24,000.00	6,000.00	684,150.00
<b>Legal Services Section</b>							
10	Legal Assistant I	10	278,112.00	46,352.00	24,000.00	6,000.00	354,464.00
<b>Records Management Section</b>							
11	Administrative Officer I (Records Officer I)	10	278,112.00	46,352.00	24,000.00	6,000.00	354,464.00
<b>Management Information Services and DataBase Management Section</b>							
12	Administrative Aide VI (Clerk III)	6	210,636.00	35,106.00	24,000.00	6,000.00	275,742.00
<b>Overall Total</b>							<b>7,137,526.00</b>

**CHAPTER IV**  
**QUALIFICATION STANDARDS**

**SECTION 7. Qualification Standards** - The following shall be the qualification standards, competencies, and functions of the created positions under the Provincial Human Settlements and Urban Development Authority:



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

**7.1. Qualification Standards**

No.	Position Title (Parenthetical Title, if applicable)	Education	Training	Experience	Eligibility
1	Provincial Government Department Head ( <i>Provincial Human Settlements and Urban Development Officer</i> )	Bachelor's degree	120 hours of supervisory /management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility
<b>Planning, Design and Programs Division</b>					
2	Housing & Homesite Regulation Officer IV	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
<b>Estate Management and Community Development Division</b>					
3	Community Affairs Officer III	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
<b>Urban Development and Estate Management Services Section</b>					
4	Housing and Homesite Regulation Officer I	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
<b>Property Landbanking, Inventory and Monitoring Section</b>					
5	Housing and Homesite Regulation Officer I	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
<b>Marketing and Finance Division</b>					
6	Accountant III	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA1080
<b>Financial Planning and Fund Sourcing Section</b>					
7	Administrative Officer II ( <i>Management and Audit Analyst I</i> )	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility



Republic of the Philippines  
PROVINCE OF PANGASINAN  
Lingayen  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

No.	Position Title (Parenthetical Title, if applicable)	Education	Training	Experience	Eligibility
<b>Marketing and Advertising Section</b>					
8	Market Specialist I	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
<b>Administrative and Records Division</b>					
9	Administrative Officer V	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
<b>Legal Services Section</b>					
10	Legal Assistant I	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
<b>Records Management Section</b>					
11	Administrative Officer I (Records Officer I)	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
<b>Management Information Services and DataBase Management Section</b>					
12	Administrative Aide VI (Clerk III)	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility

### ARTICLE V CORE, LEADERSHIP AND FUNCTIONAL COMPETENCIES

**SECTION 8. Required Core, Leadership, and Functional Competencies** – All positions to be created shall have the following required Core Competencies:

1. Displaying God-Centeredness
2. Practicing Resilience
3. Promoting Innovation
4. Demonstrating Integrity
5. Applying Commitment
6. Achieving Excellence
7. Exhibiting Patriotism

All positions to be created except for the Administrative Aide VI (Clerk III) shall have the following required Leadership Competencies:

1. Service Champion
2. People's Partner
3. Advocate of Innovation



Republic of the Philippines  
PROVINCE OF PANGASINAN  
Lingayen  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

4. Results Enabler
5. Key to Progress
6. Solution-Oriented

8.1 All positions to be created shall have the following required Functional Competencies:

No.	Position Title (Parenthetical Title, if applicable)	Required Functional Competencies
1	Provincial Government Department Head ( <i>Provincial Human Settlements and Urban Development Officer</i> )	<ol style="list-style-type: none"><li>1. Extensive experience and knowledge in housing and urban development.</li><li>2. Program/ Project Planning</li><li>3. Program/Project Implementation</li><li>4. Program/ Project Monitoring</li><li>5. Program/Project Evaluation</li></ol>
<b><i>Planning, Programs, and Design Division</i></b>		
2	Housing & Homesite Regulation Officer IV	<ol style="list-style-type: none"><li>1. Relevant experience and knowledge in housing &amp; urban planning.</li><li>2. Project Implementation Skills</li><li>3. Planning, Organizing and Delivering</li><li>4. Research Skills</li><li>5. Written Communication Skills</li><li>6. Operating Computer Programs and Systems</li><li>7. Monitoring and Evaluation</li></ol>
<b><i>Estate Management and Community Development Division</i></b>		
3	Community Affairs Officer III	<ol style="list-style-type: none"><li>1. Project Implementation Skills</li><li>2. Knowledge on Housing Application Process</li><li>3. Knowledge on Housing Rules and Regulations</li><li>4. Coordination Skills</li></ol>
<b><i>Urban Development and Estate Management Services Section</i></b>		
4	Housing and Homesite Regulation Officer I	<ol style="list-style-type: none"><li>1. Records Management</li><li>2. Planning, Organizing and Delivering</li><li>3. Monitoring and Evaluation</li><li>4. Coordination Skills</li></ol>
<b><i>Property Landbanking, Inventory and Monitoring Section</i></b>		
5	Housing and Homesite Regulation Officer I	<ol style="list-style-type: none"><li>1. Research Skills</li><li>2. Planning, Organizing and Delivering</li><li>3. Project Implementation Skills</li><li>4. Monitoring and Inspection</li><li>5. Inventory Skills</li></ol>
<b><i>Marketing and Finance Division</i></b>		



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
 Lingayen  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

6	Accountant III	<ol style="list-style-type: none"> <li>1. Accounting Skills</li> <li>2. Records Management Skills</li> <li>3. Monitoring and Evaluation</li> <li>4. Budget Preparation</li> <li>5. Knowledge on COA Rules and Regulations</li> </ol>
---	----------------	--

No.	Position Title Parenthetical Title, if applicable)	Required Functional Competencies
<b><i>Financial Planning and Fund Sourcing Section</i></b>		
7	Administrative Officer II (Management and Audit Analyst I)	<ol style="list-style-type: none"> <li>1. Analytical Skills</li> <li>2. Organizational Skills</li> <li>3. Accounting Skills</li> <li>4. Monitoring and Evaluation</li> <li>5. Coordination Skills</li> <li>6. Knowledge on Administrative Rules and Regulations</li> <li>7. Research Skills</li> </ol>
<b><i>Marketing and Advertising Section</i></b>		
8	Market Specialist I	<ol style="list-style-type: none"> <li>1. Promotion Skills</li> <li>2. Research Skills</li> <li>3. Data Management Skills</li> <li>4. Project Implementation Skills</li> </ol>
<b><i>Administrative and Records Division</i></b>		
9	Administrative Officer V	<ol style="list-style-type: none"> <li>1. Records Management Skills</li> <li>2. Managing Communications</li> <li>3. Written Communication Skills</li> <li>4. Operating Computer Programs and Systems</li> <li>5. Knowledge on Administrative Rules and Regulations</li> <li>6. Performance Management</li> </ol>
<b><i>Legal Services Section</i></b>		
10	Legal Assistant I	<ol style="list-style-type: none"> <li>1. Knowledge on Legal Rules and Procedures</li> <li>2. Knowledge on Housing Application Process</li> <li>3. Knowledge on Housing Rules and Regulations</li> <li>4. Research Skills</li> </ol>
<b><i>Records Management Section</i></b>		
11	Administrative Officer I (Records Officer I)	<ol style="list-style-type: none"> <li>1. Records Management</li> <li>2. Knowledge on NAP Requirements</li> <li>3. Written Communication Skills</li> <li>4. Operating Computer Programs and Systems</li> </ol>





Republic of the Philippines  
PROVINCE OF PANGASINAN  
Lingayen  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

<b>Management Information Services and Data Base Management Section</b>		
12	Administrative Aide VI (Clerk III)	<ol style="list-style-type: none"><li>1. Knowledge on Information Technology</li><li>2. Network Administration</li><li>3. Repair and Troubleshooting of Computer</li><li>4. Planning</li><li>3. Organizing and Delivering</li></ol>

**8.2 Functions**

No.	Position Title (Parenthetical Title, if applicable)	Functions
1	Provincial Government Department Head (Provincial Human Settlements and Urban Development Officer)	<ol style="list-style-type: none"><li>1. In-charge of the overall operations of PHSUDA having extensive experience on housing and urban development;</li><li>2. Serves as the chief implementing official of all government shelter/housing programs, urban development and related functions and activities in the Province;</li><li>3. Oversees the operations of the housing projects/programs in the Province to ensure that they are managed efficiently, effectively and economically;</li><li>4. Requires the submission of reports and oversee the conduct of management audit, performance evaluation, and inspections of housing projects/programs in the Province to ensure compliance with the policies, standards and guidelines of DHSUD, laws, rules, and other housing regulation and policies;</li><li>5. Reviews and evaluates memoranda of agreements, contracts, joint venture agreements and all investments entered into by the office with corporations, investors, and agencies to ensure conformity with government policies, and priority plans and projects;</li><li>6. Recommends to the Governor all housing-related projects that meet all standards and requirements; and</li><li>7. Performs other related functions as may be assigned.</li></ol>
<b>Planning, Programs, and Design Division</b>		
2	Housing & Homesite Regulation Officer IV	<ol style="list-style-type: none"><li>1. Manages all the activities of the Planning, Programs, and Design Division having relevant experience in housing &amp; urban development.</li><li>2. Directs, coordinates and supervises the formulation and development of housing projects/</li></ol>



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

	<p>programs in the Province;</p> <ol style="list-style-type: none"> <li>3. Participates in the research, analysis, and implementation of the overall programs of the Office;</li> <li>4. Develops and reviews programs and standards used in the implementation of the Office's housing projects/programs;</li> <li>5. Prepares quarterly and annual reports on the Office's housing projects/programs;</li> <li>6. Conducts periodic monitoring and evaluation of the implemented Office's housing projects/programs;</li> <li>7. Handles complaints, queries, and other concerns related to the Office's housing projects/programs in the province; and</li> <li>8. Performs other related functions as may be assigned.</li> </ol>
--	---

No.	Position Title (Parenthetical Title, if applicable)	Functions
<b><i>Estate Management and Community Development Division</i></b>		
3	Community Affairs Officer III	<ol style="list-style-type: none"> <li>1. Manages all the activities of the Estate Management and Community Development Division;</li> <li>2. Processes the documents of housing projects/programs in the Province;</li> <li>3. Provides technical assistance to LGUs regarding the documentation process for the expedient implementation of housing projects/programs and urban development in the Province;</li> <li>4. Designs and develops the mechanisms in the conduct of consultation/dialogue with communities on the impact of housing projects/programs and urban development in the Province;</li> <li>5. Participates in the planning and evaluation of concerned government agencies' poverty alleviation programs/ projects and service for the development of the poor communities in the Province; and</li> <li>6. Performs other related functions as may be assigned.</li> </ol>
<b><i>Urban Development and Estate Management Services Section</i></b>		
4	Housing and Homesite Regulation Officer I	<ol style="list-style-type: none"> <li>1. Keeps all the records of the Office's real properties and assets, vehicles, equipment, facilities and other related items;</li> <li>2. Formulates programs and activities that aid local</li> </ol>



Republic of the Philippines  
PROVINCE OF PANGASINAN  
Lingayen  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

		<p>governments and communities in developing solutions to housing projects/programs and urban development problems in the Province;</p> <ol style="list-style-type: none"><li>3. Participates in formulating mechanisms in the operation, security, and maintenance of housing projects/programs in the Province;</li><li>4. Evaluates and reviews the operation of housing projects/programs in the Province based on the Monitoring and Evaluation framework;</li><li>5. Coordinates the conduct of studies, researches, evaluation, projection / forecasting and other activities related to the present housing projects / programs and future urban developments in the Province; and</li><li>6. Performs other related functions as may be assigned.</li></ol>
<b>Property Landbanking, Inventory and Monitoring Section</b>		
5	Housing and Homesite Regulation Officer I	<ol style="list-style-type: none"><li>1. Conducts research on the historical records of current and potential properties to be used in the development of housing projects/programs and urban development in the Province;</li><li>2. Checks and reviews plans of housing projects/programs and urban development in the Province to ensure that they align with the Provincial Development and Physical Framework Plan (PDPFP), Provincial Shelter Development Plan (PSDP), and other plans;</li><li>3. Facilitates the conduct of housing and relocation projects/programs, community mortgage programs and management of the Province's resettlement sites within the Province;</li><li>4. Conducts site inspection of potential lands where new housing projects/programs can be implemented in the Province;</li><li>5. Records and updates the inventory of lands for housing projects/programs and urban development in the Province; and</li><li>6. Performs other related functions as may be assigned.</li></ol>
<b>Marketing and Finance Division</b>		
6	Accountant III	<ol style="list-style-type: none"><li>1. Manages all the activities of the Marketing, Advertising, and Finance Division;</li><li>2. Analyzes and attests to the accuracy of accounting records and reports and provides advice on the management of funds to ensure that the utilization of funds for housing projects/programs is maximized and compliant with government accounting laws, rules, and regulations;</li><li>3. Reviews the safekeeping of accounting records,</li></ol>



Republic of the Philippines  
PROVINCE OF PANGASINAN  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

	<p>documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information;</p> <ol style="list-style-type: none"><li>4. Provides technical assistance to section heads and other implementing units to ensure proper utilization of funds and in the preparation of reliable and timely financial reports;</li><li>5. Reviews and monitors periodically the entries and maintenance in journals, general ledgers, subsidiary ledgers, and other related account schedules to check status and quality assure entries;</li><li>6. Monitors and evaluates the liquidation reports by checking and verifying the validity of the disbursements relative to the existing rules and regulations in order to properly account for utilization of government funds;</li><li>7. Prepares and manages the budget for accounting services resource requirements and submits this to be part of PHSUDA's budget;</li><li>8. Prepares replies to Audit Observation Memorandum (AOM), requests and endorsements and other communications from other agencies;</li><li>9. Ensures timely submission of all financial reports to overseeing body;</li><li>10. Conducts performance appraisal feedback and ratings on direct reports towards the continuous improvement of performance of the Office in the areas of accounting and financial management; and;</li><li>11. Performs other related functions as may be assigned.</li></ol>
--	--



Republic of the Philippines  
**PROVINCE OF PANGASINAN**  
 Lingayen  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

No.	Position Title (Parenthetical Title, if applicable)	Functions
<b>Financial Planning and Fund Sourcing Section</b>		
7	Administrative Officer II ( <i>Management and Audit Analyst I</i> )	<ol style="list-style-type: none"> <li>1. Analyzes current financial data and uses financial models for forecasting;</li> <li>2. Formulates and establishes policies and procedures that guide cost analyses;</li> <li>3. Evaluates the financial performance of the Office by comparing and analyzing actual results with plans and forecasts;</li> <li>4. Conducts cashflow analysis of the Office's operations and communicates results of the analysis and recommends solutions to senior management that will lead to revenue generation, cost reduction and more efficient operations;</li> <li>5. Coordinates with potential partners and sponsors that will help provide funds for the Office's operations and activities;</li> <li>6. Submits periodic evaluation report on the financial status of the Office; and</li> <li>7. Performs other related functions as may be assigned.</li> </ol>
<b>Marketing and Advertisement Section</b>		
8	Market Specialist I	<ol style="list-style-type: none"> <li>1. Makes extensive use of mass media to highlight the strategic goals, objectives, and accomplishments of the Office in the implementation of housing projects/programs in the Province;</li> <li>2. Creates advertising campaigns, pricing strategies, and other marketing activities to attract attention of clients for housing projects/programs in the Province;</li> <li>3. Conducts market research to find patterns and trends on consumer requirements, habits and preferences;</li> <li>4. Provides assistance in analyzing marketing data such marketing campaign results, inquiries, etc.;</li> <li>5. Provides assistance in the organization and conduct of marketing campaigns to promote and create awareness of housing projects/programs in the Province; and</li> <li>6. Performs other related functions as may be assigned</li> </ol>



Republic of the Philippines  
PROVINCE OF PANGASINAN  
Lingayen  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

No.	Position Title (Parenthetical Title, if applicable)	Functions
<b>Administrative and Records Division</b>		
9	Administrative Officer V	<ol style="list-style-type: none"><li>1. In-charge of the implementation of records management system of PHSUDA;</li><li>2. Checks and classifies signed correspondence before they are released for mailing;</li><li>3. Authenticates copies of documents in the possession of the Division;</li><li>4. Drafts letters, memoranda, complete staff work and other related communication documents;</li><li>5. Prepares annual and other required reports;</li><li>6. Conducts performance appraisal feedback and ratings on direct reports towards the continuous improvement of the Office in the areas of records management; and</li><li>7. Performs other related functions as may be assigned.</li></ol>
<b>Legal Services Section</b>		
10	Legal Assistant I	<ol style="list-style-type: none"><li>1. Performs legal research, prepares drafts and correspondences related to housing projects/programs implemented in the Province;</li><li>2. Provide assistance in the investigation and evaluation of legal issues / cases related to housing projects / programs implemented in the Province;</li><li>3. Tracks and organizes files containing important case documents related to housing projects / programs implemented in the Province; and</li><li>4. Performs other related functions as may be assigned.</li></ol>
<b>Records Management Section</b>		
11	Administrative Officer I (Records Officer I)	<ol style="list-style-type: none"><li>1. Provides administrative support in implementing records management program for the efficient utilization, maintenance, retention, storage, preservation, conservation, retrieval, and disposal of public records including the adoption of security measures and vital records protection program for the Office;</li><li>2. Provides assistance in the development and maintenance of an efficient records system;</li><li>3. Develops folders and a records management system that keeps a record of beneficiaries of housing projects/ programs in the Province and keeps a track of their amortization payments;</li><li>4. Provides assistance in preparing documents for meetings and presentations during knowledge sharing sessions and other related activities; and</li></ol>



Republic of the Philippines  
PROVINCE OF PANGASINAN  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY**

		5. Performs other related functions as may be assigned.
--	--	---

No.	Position Title (Parenthetical Title, if applicable)	Functions
<b><i>Management Information Services and DataBase Management Section</i></b>		
12	Administrative Aide VI (Clerk III)	<ol style="list-style-type: none"><li>1. Monitors the availability, performance, and security of data and information systems and applications in the Office;</li><li>2. Perform systems, network communication and database management and administration;</li><li>3. Checks the setting-up, configuration and maintenance of computer systems;</li><li>4. Checks the upgrade, repairs and preventive maintenance of hardware and software systems;</li><li>5. Checks the design, development, implementation and update the website of the Office;</li><li>6. Formulates and implements ICT policies, related plans and programs; and</li><li>7. Performs other related functions as may be assigned.</li></ol>

**ARTICLE VI  
FUNDING**

**SECTION 8. Funding.** The appropriated budget for the Personal Services and the Maintenance and Other Operating Expenses (MOOE) of the Provincial Housing and Urban Development Coordinating Office (PHUDCO) for Fiscal Year 2023 shall be transferred to the Provincial Human Settlements and Urban Development Authority (PHSUDA) The deficit amount shall be included in the Supplemental Budget for Fiscal Year 2023.



Republic of the Philippines  
PROVINCE OF PANGASINAN  
*Lingayen*  
[www.pangasinan.gov.ph](http://www.pangasinan.gov.ph)

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

### ARTICLE VII

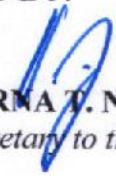
#### SEPARABILITY, REPEALING CLAUSE & EFFECTIVITY

**SECTION 9. Separability Clause** - If any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which shall not be affected shall continue to be in full force and in effect.

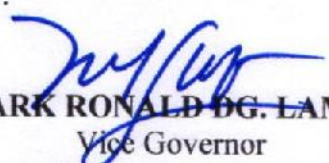
**SECTION 10. Repealing Clause** – All ordinances and administrative circulars and executive orders or parts thereof which shall be found to be inconsistent with provisions of this Ordinance shall hereby be repealed and amended accordingly.

**SECTION 11. Approval and Effectivity** - The renaming of the Provincial Housing and Urban Development Coordinating Office into Provincial Human Settlements and Urban Development Authority shall take effect upon approval of the Sangguniang Panlalawigan of the Province of Pangasinan.

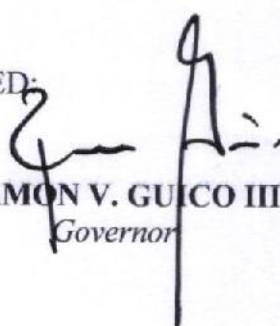
CERTIFIED BY:

  
**VERNA T. NAVA-PEREZ**  
*Secretary to the Sanggunian*

ATTESTED:

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

APPROVED:

  
**RAMON V. GUICO III**  
*Governor*