

www.pangasinan.gov.ph

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

RAMON V. GUICO III
Governor

MARK ROSALD GG. LAMBINO Vice Governor/Residing Officer

(On Official Business)

SHIELA MARIE F. BANIQUED Sangguniang Panlalawigan Member (Presiding Officer Propinger)

NAPOVA OF FONTELERA Sangginiany Panlatavigan Mounter (Floor Leader)

NORL E. BLYCE Sangguniang Panlahwigan Member (Ssistant Floor Leader)

APOLONIA DG. BACAY Sangguniang Panlalawigan Membe

PHILIP THEODORE E. CRUZ Sangguniang Panlalawigan Member

HAIDEE S. PACHECO Sangguniang Panlalawigan Member

VICI M VENTANILLA Sanggarnang Panlahawagan Member

MARINOR B. DE GUZMAN Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO Sangguniang Panlalawigan Member

ROSARY GRACIA PUTREZ-TABABA Sangguniang Pinlala vigan Member

NICHOLI JAN ADUIE Q. SISON Sangamiang Panlalawigan Member

SADVADOR S. PEUCZ, JR. Sanggumang Parlialawigan Member (On Official Business)

JEROME VIC O. ESPINO Sangguniang Kabataan Representative

JEANNE JUNIO . ZAPLAN Liga ng mga Barabgay Representative

ARTHUR J. C. LETE, JR. rovincial Councilor Lague Representative

VERNAT XAVA-PEREZ Secretary to the Sanggunian

# 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 October 23, 2023 at the Session Hall, Capitol Building, Lingayen, Pangasinan, the following provincial ordinance was approved:

Authored by SP Member Napoleon C. Fontelera, Jr.

## PROVINCIAL ORDINANCE NO. 308-2023

AN ORDINANCE RENAMING THE PROVINCIAL INFORMATION OFFICE (PIO) INTO PANGASINAN INFORMATION AND MEDIA RELATIONS OFFICE (PIMRO), ABOLISHING VACANT POSITIONS AND CREATING NEW POSITIONS THEREAT AND PROVIDING FUNDS THEREFOR

#### PREAMBLE

WHEREAS, Section 24 Article II of the 1987 Constitution provides that the State recognizes the vital role of communication and information in nation building;

WHEREAS, SECTION 76 of RA 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 463 (c) (ii) of RA 7160 states that the Sangguniang Panlalawigan may create such other offices as may be necessary to carry out the purposes of the provincial government;

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, one of the main thrusts of the Provincial Government of Pangasinan is to improve local government productivity and effectiveness of basic services through the establishment of stronger work commitment of provincial employees in order to provide a better quality of life for the people of Pangasinan;





Lingayen www.pangasinan.gov.ph

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

RAMON V. GUICO III

MARK BONALD OG. LAMBINO Vice covernor presiding Officer

(On Official Business)

SHIELA MARIE F. BANIQUED Sangguniang Panlalawigan Member (Presiding Officer Pro Tempore)

NAPOVEOX FORTELERA Sangguniang Panlalay San Member

NOTE C. BINGE Sanggustang Pantalawigan Member Assistant Floor Leader)

APOLONIA DC. BACAY Sangguniang Panlalawiyan Memba

PHILIP THEODORE E. CRUZ Sangguniang Panlalawigan Member

HAIDEE S. PACHECO Sangguniang Panlalawigan Member

VICLA VENTANELA Sanggamang Panalawigan Member

MARINOR B. DE GUZMAN Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO Sangguniang Panlalawigan Member

ROSARY GRACIA P. PEREZ/TABABA Sangguillang par Talawigan Member

NICHOLI JAN DUIE Q. SISON

SALVADOR J. PILOTY, JR. Languniang Pantalawigan Member

(On Official Business)
JEROME VIC O. ESPINO

Sangguniang Kabataan Representative

JEANNE JINKY C, ZAPLAN Liga ng mga Barangay Representative

ARTHUR C. CEVESTE, JR. rovincial Councilor Lague Representative

VERNAT. WAVA-PEREZ Secretary to the Sanggunian Provincial Ordinance No. 308-2023 Page 2

WHEREAS, the reorganization of the existing structure of the provincial government, which includes the renaming of an office and abolishing and creating new positions, as well as the transfer of funds for abolished positions thereat, are essential in the improvement of personnel structure and services of the provincial government;

WHEREAS, the transformation of the organizational structure is aligned with the corporate system that the provincial government would like to institute, thus, transforming it as a revenue generating department with the goal to perform its proprietary function;

WHEREAS, the restructuring is envisioned to foster positive inter-department relationships to come up with strong relationship thru aligned communication;

WHEREAS, the reorganization is expected to build strong partnership of the provincial government with local, regional, and national media outlets;

WHEREAS, the renaming and restructuring of the Provincial Information Office (PIO) into Pangasinan Information and Media Relations Office (PIMRO) is necessary to professionalize and further strengthen the organizational structure of the provincial government and its objective to create an effective organization;

WHEREAS, the position title of the department head and the assistant department shall be Pangasinan Information and Media Relations Officer and Assistant Pangasinan Information and Media Relations Officer, respectively;

NOW THEREFORE, on motion of SP Member Napoleon C. Fontelera, Jr., duly seconded -

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

#### **CHAPTER 1**

#### GENERAL PRINCIPLES

SECTION 1. Title. - This Ordinance shall be known as the "An Ordinance renaming the Provincial Information Office (PIO) into Pangasinan Information and Media Relations Office (PIMRO), Abolishing and Creating Positions Thereat and Providing Funds Therefor;"

**SECTION 2.- Declaration of Policy. -** It is hereby declared a policy of the Province of Pangasinan to create clear and concise communication between the media, the public and government organizations thru the utilization of multiple methods of communication platforms.





Lingayen www.pangasinan.gov.ph

#### OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

RAMON V. GUICO III

MARK ROX LDDG. LAMBINO Vice Governord residing Officer

(On Official Business)

SHIELA MARIE F. BANIQUED Sangguniang Panlalawigan Member

Sangguniang Panlalawigan Member (Presiding Officer Pro Tompore)

NAPOLEO MANAGEMAN Sangguniang Handawigan Member (Pator Lender)

NOEL S. BINCE Sangguniang Panlalawigan Member (Assistant Floor Leader)

APOLONIA DO BACA)

PHILIP THEODORE E. CRUZ Sangguniang Panlalawigan Member

HAIDEE S. PACHECO Sangguniang Panlalawigan Member

VICESE VENTANILLA Sangguniang Partaldwigan Member

MARINOR B. DE GUZMAN Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO Sangguniang Panlalawigan Member

OSARY JEAN TO P. PERVZ-TABABA Sangguniang Pahlalayigan Member

NICHOLI JAN OUIE Q. SISON Sanggadan Panlalawigan Member

ALVADOR S. - 1162, JR. angguniang Punlalawigan Member

(On Official Business)

JEROME VIC O. ESPINO
Sangguniang Kabataan Representative

JEANNE JANEY C. ZAPLAN

ARTHUR C. CALESTE, JR.
rovincial Councilor Pague Representative

VERN T. NAVA-PEREZ Secretary is the Sanggunian Provincial Ordinance No. 308-2023 Page 3

SECTION 3. Purpose. - The Provincial Information Office is hereby renamed in order to integrate and converge hereof the establishment of an effective information and media relations office that will carry out the objectives of the Provincial Government in cascading truthful and accurate information to the public.

#### **CHAPTER 2**

#### PANGASINAN INFORMATION AND MEDIA RELATIONS OFFICE

**SECTION 4. Organization.** - The Pangasinan Information and Media Relations Office shall have the following Roles and Responsibilities.

Roles and Responsibilities. - The Pangasinan Information and Media Relations Office shall:

- Plan and execute effective public awareness campaigns/informationdissemination program of the province;
- 2. Promote the programs, projects, and initiatives of the province thru various platforms such as print, broadcast and multi-media;
- 3. Produce up-to-date information materials to make the public aware of the latest activities;
- 4. Collaborate with other government entities to align communication strategies;
- Encourage/Solicit public participation and engagement with the various programs and activities of the provincial government.

SECTION 5. Structure, Compositions and Functions of the Units.

#### A. STRUCTURE

The Pangasinan Information and Media Relations Office shall be composed of five (5) units which are:

- 1. Editorial Services Unit
- 2. Multi-Media Unit
- 3. Creative Communication Management Unit
- 4. Radio/TV Unit
- 5. Administrative and Marketing Unit





L.ingayen www.pangasinan.gov.ph

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 308-2023 Page 4

#### PANGASINAN INFORMATION AND MEDIA RELATIONS OFFICE PROPOSED ORGANIZATIONAL CHART LEGEND: Present Position Existing Vacant Positio Proposes Positions to be Created for 2025 Positions to be Abolished Urgent Positions to be Created for 2024 I HELEN GRACE RAMIREZ NETH DELA CRUZ RON EDRIAN SINCE REGENALD DE LEON LAN LLEMOS dmin Aide V DIZA MARIE MAMARIE mual/ Graphic Artist OMAR CRUZ IOSEF FRANZ FUERTES IO/ Animator OSE PEPITO OUMPO asual/ Photographer NARD CAESAR ON Casual/ Driver

(On Official Business)
SHIELA MARIE F. BANIQUED
Sangguniang Panlalawigan Member
(Presiding Officer Pro Tempore)

DG. LAMBINO

residing Officer

RAMON V. GUICO III

NAPOL TO SAME SANGER AND MEMBER A

NOEL C. BINCE Sangsaniang Panlalawigan Member (Assistant Floor Leader)

APOLONIA DG. BACAY Sangguniang Panlalawigan Member

PHILIP THEODORE E. CRUZ Sangguniang Panlalawigan Member

HAIDEE S. PACHECO ingguniang Panlalawigan Member

VICIDE VENTANILLA Sangetuniang Pankhawigan Member

MARINOR B. DE GUZMAS Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO Sangguniang Panlabwigan Member

ROSARY GRACE P. M. D. ABABA Sangguniang Anlalawigan Member

NICHOLI JAN LOUIE Q. SISON Sangarating Panlalay igan Member

SALVANDE S. PAREZ, J. Sangguniang Parlalawigan Member
(On Official Business)

JEROME VIC O. ESPINO Sanggunian Kabataan Representative

JEANNE JAKE ZAPLAN Liga ng mga Baran ay Representative

ARTHUR C. CLUEFTE, JR. rovincial Councilor Lingue Representative

VERNAT. NAVA-PEREZ Secretary to the Sanggunian

#### **B. FUNCTIONS**

#### B.1 Editorial Services Unit shall have the following functions:

- a. Pitch ideas and produces accurate news/feature contents and manuscripts for publication and for website postings
- Responsible for news coverage, collaborates with various government entities and refine information for public dissemination
- c. In charge of production of speeches and other communication materials such as newsletters and other print collateral.

#### B.2 Multi-Media Unit shall have the following functions:

- a. In charge of networked communication
- b. Develop visual elements for public awareness campaigns
- Provide information which are presented with animations, videos, still pictures, graphics, diagrams, audio and text
- d. Design layout of government reports and other materials
- e. Manage the different social media platforms.

# B.3 Creative Communication Management Unit shall have the following functions:

- a. Create graphic designs and produce content for vlogs, AVPs and for social media platforms such as Facebook, Instagram, Youtube and Twitter
- b. Cover special events of the province
- c. Coordinate, facilitates interviews and press conferences.





Lingayen www.pangasinan.gov.ph

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 308-2023 Page 5

#### RAMON V. GUICO III Governor

D DG. LAMBINO

(On Official Business)

SHIELA MARIE F. BANIQUED Sangguniang Panlalawigan Member (Presiding Officer Profempore)

BINCE

APOLONIA DG. BA

PHILIP THEODORE E. CRUZ

HAIDEE S. PACHECO

niang Panlalawigan Member

JERRY AGERICO B. ROSARIO wigan Member

NICHOLLJAN OUTE O. SISON

(On Official Business)

JEROME VIC O. ESPINO Sangguniang Kabataan Representative

. ZAPLAN

ARTHUR C

VERNAT. XAVA-PEREZ Secretary of the Sanggunian

#### B.4 Radio/TV Unit shall have the following functions:

a. Produce regular radio broadcast or podcasts

b. Coordinate live streams or recordings of official press conferences of the provincial government

c. Develop story boards featuring the various programs initiatives of the provincial government

d. Disseminate information and engage citizens in discussions related to provincial government matters using broadcast platform.

#### Administrative and Marketing Unit shall have the following functions:

a. Oversees daily operations

b. Manages strategic planning on human resource development

c. Creates marketing strategy

d. In-charge of financial management and human resource needs.

#### **CHAPTER III**

#### Abolition and Creation of Positions

SECTION 6. Abolition of Positions. - The following positions shall be abolished:

ltem No.	Position	Salary Grade	Salary/ Annum	13th and 14th Month Pay	PERA	Clothing allowance	Total Compensation
8	Administrative Officer	SG-11	324,000.00	54,000.00	2,000.00	6,000.00	386,000.00
13	(Information Officer I)  Administrative Officer II	SG-11	324,000.00	54,000.00	2,000.00	6,000.00	386,000.00
5	(Information Officer I)  Administrative Aide IV  (Clerk II)	\$G-4	187,032.00	31,172.00	2,000.00	6,000.00	226,204.00
6	Administrative Aide IV (Clerk II)	SG-4	187,032.00	31,172.00	2,000.00	6,000.00	226,204.00
						verall Total	1,224,408.





Lingayen www.pangasinan.gov.ph

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

RAMON V. GUICO III

MARK ROWALD DG. LAMBINO Vice Joverna Presiding Officer

(On Official Business)

SHIELA MARIE F. BANIQUED

Sangguniang Panlalawigan Member (Presiding Officer Pro Tempore)

NAPOLO TOTTELERA Sanggunian Parla Javagan Member (Floor Leader)

angguniang Panlalawigan Member (Assistant Floor Leader)

APOLONIA DC. BACAY Sangguniang Panlalawighn Member

PHILIP THEODORE E. CRUZ Sangguniang Panlajawigan Member

HAIDEE S. PACHECO

VICAL VENTAMILLA automiang Parletawigan Member

MARINOR B. DE GUZMAN Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO Sangguniang Antalawigan Member

OSARY GRALIA P. PEREZ-TABABA Sanggunari Panladvigan Member

NICHOLI JAN COUIE Q. SISON

S.T.V. D. D.S. Purpe, Z., J.R. Sangguniang Paulalawigan Member

(On Official Business)

JEROME VIC O. ESPINO Sangguptage Kabataan Representative

JEANNE JINNY C. ZAPLAN Liga ng med Barangay Representative

ARTHUR C. CALFETE, JR. ovincial Councilor Heague Representative

VERNAT. XAVA-PEREZ Secretary tythe Sanggunian Provincial Ordinance No. 308-2023 Page 6

**SECTION 7. Creation of Positions.** - The following positions shall be created under the Pangasinan Information and Media Relations Office in lieu of the abolished positions in the Provincial Information Office, shall be created:

No.	Position	Salary Grade	Salary/ Annum	13th and 14th Month Pay	Personnel Economic Relief Allowance (PERA)	Clothing Allowance	Total Compensation
1	Assistant Pangasinan Information and Media Relations Officer (Co- Terminous)	SG-24	1,080,936.00	180,156.00	24,000.00	6,000.00	1,291,092.00
2	Supervising     Administrative Officer  (Information Officer IV)	SG-22	858,132.00	143,022.00	24,000.00	6,000.00	1,031,154.00
3	Administrative Officer V	SG-18	560,700.00	93,450.00	24,000.00	6,000.00	684,150.00
4	Senior Administrative Assistant II	SG-14	406,116.00	67,686.00	24,000.00	6,000.00	503,802.00
5	Administrative     Assistant II  (Audio-Visual Equipment Operator II)	SG-8	236,928.00	39,488.00	24,000.00	6,000.00	306,416.00
6	Administrative Aide III (Driver I)	SG-3	176,136.00	29,356.00	24,000.00	6,000.00	235,492.00
7	Administrative Aide I (Utility Worker I)	SG-1	156,000.00	26,000.00	24,000.00	6,000.00	212,000.00

Overall Total 4,264,106.00

#### CHAPTER IV

#### **Qualifications Standards**

6.1. Qualification Standards-The following shall be the qualification standards, competencies and functions of the created positions under the Pangasinan Information and Media Relations Office:

**Qualification Standards** 



L.ingayen www.pangasinan.gov.ph

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 308-2023 Page 7

RAMON V. GUICO III Governor MARK RONALD DG. LAMBINO Presiding Officer (On Official Business) SHIELA MARIE F. BANIQUED Sangguniang Panlalawigan Member (Presiding Officer Par Tempore) FORTELERA NAPOLE NOEL C. BINCE ngguniang Panlatawigan Member (Assistant Joor Leader) APOLONIA DE BACAY Sangguniang Panlalawigan M PHILIP THEODORE E. CRUZ Sangguniang Panlalawagan Member HAIDEE'S, PACHECO MARINOR B. DE GUZMAN Sangguniang Panlalawigan Member JERRY AGERICO B. ROSARIO wigan Member ROSARY REZ-TABABA an Member NICHOLI JAN TOUIE Q. SISON (On Official Business) JEROME VIC O. ESPINO ng Kabataan Representative JEANNE P C. ZAPLAN Liga ng mg av Representative

ARTHUR C.

VERNAT. XVA-PEREZ Secretary to the Sanggunian

ESTE, JR.

No	Position Title (Parenthetical Title, if applicable)	Education	Training	Experience	Eligibility	
1.	Assistant Provincial Government Department Head (Assistant Provincial Information and Media Relation Officer)	Graduate of communication- related courses (BS Journalism, BA/BS Mass Communication, AB English)	24 hours of supervisory/ management learning and development intervention	4 years in position involving management/supervision	Career Service (Professional) Second Level Eligibility	
Nev	vs/Editorial Unit					
2.	Supervising Administrative Officer (Information Officer IV)	Graduate of communication- related courses (BS Journalism, BA/BS Mass Communication, AB English)	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	
Adı	ministrative and Marke	ting Unit			Į.	
3.	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	
Rac	l dio/TV Unit					
4.	Senior Administrative	High School Graduate or Completion of	16 hours of relevant training	3 years of relevant experience	Audio-Visual Equipment Operator/	
	Assistant II (Audio Visual Aids Technician IV)	relevant vocational/ trade course			Technician (MS 10, S. 2013 Cat. II)	
5.	Visual Aids	T. H. H. H. S. C.	4 hours of relevant training	1 year of relevant experience	10, S. 2013 Cat.	
	Visual Aids Technician IV)  Administrative Assistant II (Audio Visual Aids	High School Graduate or Completion of relevant vocational/	relevant		Audio-Visual Equipment Operator/ Technician (MS 10, S. 2013 Cat.	
	Visual Aids Technician IV)  Administrative Assistant II (Audio Visual Aids Technician II)	High School Graduate or Completion of relevant vocational/	relevant		Audio-Visual Equipment Operator/ Technician (MS 10, S. 2013 Cat.	
Mu 6	Visual Aids Technician IV)  Administrative Assistant II (Audio Visual Aids Technician II)	High School Graduate or Completion of relevant vocational/ trade course  Elementary School Graduate	relevant training	experience	Audio-Visual Equipment Operator/ Technician (MS 10, S. 2013 Cat. II)  Professional Driver's License (MS 10, s. 2013, s. 2013,	



www.pangasinan.gov.ph

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

RAMON V. GUICO III

MARK ROMAL P/DG. LAMBINO
Vice Governor/residing Officer

(On Official Business)

SHIELA MARIE F. BANIQUED Sangguniang Panlalawagan Member (Presiding Officer to Tempore)

NAPOLLANG FOR TELERA Sangganiang Pandawigan Member

NORL C. BLACE Sangguniang Panlalay igan Member (Assistant Floor Leader)

APOLONIA DO BACAY Sangauniang Panlalaw/gan Member

PHILIP THEODORE E. CRUZ Sangguniang Panlalawigan Member

HAIDEE S. PACHECO Sangguniang Panlatawiyan Member

VICINI VENTANILLA Sause partin Vigan Member

MARINOR B. DE GUZMAN Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO Sanggunang Panlalawigan Member

ROSARY GRACIA P. PDREZ-TABABA Sangguing by Industry San Member

NICHOLI JANLOUIE Q. SISON Sangguniang Pangalawigan Member

Survineer's. PLACE, JR. Saleguniang Paulalawigan Member (On Official Business)

JEROME VIC O. ESPINO anggomang Kabataan Representative

JEANNE JENY C. ZAPLAN Liga ngunga Berangay Representative

ARTHUR C. CLESTE, JR. rovincial Councilor Lague Representative

VERNA T. AVA-PEREZ Secretary of the Sanggunian Provincial Ordinance No. 308-2023 Page 8

#### 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 Assistant IV (Audio Visual Aids Technician III), Administrative Assistant II (Audio Visual Aids Technician II), Administrative Aide III (Driver) and Administrative Assistant I (Utility Worker) shall have the following required Leadership Competencies:

- 1. Service Champion
- 2. People's Partner
- 3. Advocate of Innovation
- 4. Results Enabler
- 5. Key to Progress
- 6. Solution-Oriented

#### **FUNCTIONS**

Under the Pangasinan Information and Media Relations Office, the following positions shall have the corresponding functions:

No.	Position Title (Parenthetical Title, if applicable)	Functions
1.	Assistant Provincial Government Department Head (Assistant Provincial Information and Media Relations Officer)	a. Conceptualizes/creates content for information materials     b. Facilitates implementation of information program, education and communication materials
		c. Prepares, disseminates, monitors news and official communication releases     d. Assists the Department Head with various



www.pangasinan.gov.ph

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

			assignments/tasks
RAMON V. GUICO III			e. Acts as Spokesperson in the absence of the
Governor			Department Head
MARK ROYALD DG. LAMBINO Vice Givernof Presiding Officer			f. Coordinates with media.
(On Official Business)			
SHIELA MARIE F. BANIQUED			
Sangguniang Panlalawigan Member (Presiding Officer Pro Tempore)	News	Editorial Unit	
NAPOLES POSTELERA	2.	Supervising Administrative	a. Manages the editorial unit
Sangganyang Panladavigam Member (Floor (eader)		Officer	b. Plans, organizes, directs and reviews the
NORL C. BINCE		(Information Officer IV)	major functions of the editorial unit
Sangguniang Panlalawigan Member Assistant Floor Leader)			c. Conceptualizes/creates content for
600			information materials and multi-media
APOLONIA DO BAÇAY Sangguniang Panlalaw)gan Member			platforms
Y			d. Writes various types of communication
PHILIP THEODORE A. CRUZ Sangguniang Panlalawigan Member			including scripts
HAIDEE S. PAGHECO			e. Edits news releases/write-ups prior to the
Sangguniang Pantalawigan Member			approval of the Editor.
VICIONVENTAMILIA			
Sanggurang Padlalawigan Member			
MARTINOR B. DE GUZMAN	Admi	nistrative and Marketing Uni	it
Sangguniang Panlalawigan Member	3.	Administrative Officer V	a. Manages the administrative unit
JERRY AGERICO B. ROSARIO Sangguniang Panlalawinan Member			b. Provides information to employees on
(day)			personnel policies, procedures and , Civil
OSARY ORAÇIA P. PERFETTABABA Sangguri ang Pantalawigan Member			Service Rules and Regulations affecting their
Sanggungang analawigan vicanizer			employment
NICHOLI JAN OUIE Q. SISON Saregum og Panlalavigan Member			c. Provides technical assistance pertaining to
			personnel matters
SALVADORS. PEREZ, TR: Sangguniang Pahlalawigan Member			d. Drafts communications in relation to HR
(On Official Business)			management
JEROME VIC O. ESPINO Sangguniang Kabataan Representative			e. In charge of records management
JEANNE JINKY C. ZAPLAN			f. Supervises cash disbursement and
Liga ng thea Dalangay Representative			procurement
ARTHUR C. CYLESTE, JR.			g. Assists in activities related to recruitment
Provincial Councilor Mague Representative			and placement process in the office





www.pangasinan.gov.ph

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

	Radio	Radio/TV Unit		
RAMON V. GUICO III Governor  K RONAYO DG. LAMBINO ice flovernor/Presiding Officer  (On Official Business) ELA MARIE F. BANIQUED agguniang Panlalawigan Member Presiding Officer Prof. Chipore)  POLIONAL-HONAPELERA agguniang Panlalawykean Member (Horn Leadyn)	4.	Senior Administrative Assistant II (Audio Visual Aids Technician IV)	a. Acts as team leader of the audio-visual technicians team  b. Sets up, tests, operates, assesses, and repairs equipment required for live events, virtual and video conferences  c. Performs other related functions assigned by supervisors.	
NOEL C. BINCE agguniang Panlalawigan Member (Assistant Floor Leader)  APOLONIA DG. BACAY agguniang Panlalawigan Member  LLIP THEODORE E. CRUZ agguniang Panlalawigan Member  HAIDER S. PATHECO agguniang Banlalawigan Member	5.	Administrative Assistant II (Audio Visual Aids Technician II)	a. Responsible in providing audio-visual set up  b. Assists in operation and running of sound and video equipment  c. Performs other duties assigned by supervisors	
	Multi	-Media Unit		
AGERICO B. ROSARIO uniang Panlalawigan Member  AGERICO B. ROSARIO uniang Panlalawigan Member  GRACIA F. PEREZ-TABABA uniang Panlalawigan Member	6	Administrative Aide III (Driver)	a. Provides transportation services for the teams     b. Handles deliveries     c. Performs other functions assigned by supervisors	
HOLI JAN JOUIE Q. SISON	Admi	nistrative and Marketing Uni	t	
DORAL PENEZ JRJ ang Padlalawigan Member In Official Business) ME VIC O. ESPINO Ing Kabataan Representative INKY C. ZAPLAN ING Darangay Representative UR C. GELESTE, JR.	7.	Administrative Aide I (Utility Worker)	a. Provides general services or upkeep of the office  b. In charge of maintaining cleanliness in the office  c. Performs other duties assigned by other functional units.	
. Council Stague Representative	8.1	 All Positions shall have the foll	owing required Functional Competencies:	



VERNAT. N.WA-PEREZ Secretary to the Sanggunian



# Republic of the Philippines PROVINCE OF PANGASINAN Lingayen www.pangasinan.gov.ph

# OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

No.	Position Title (Parenthetical Title, if applicable)	Required Functional Competencies
IBINO cer ) QUED mber (re)	Assistant Provincial Government Department Head (Assistant Provincial Information and Media Relations Officer)	1.Relevant experience and knowledge in Media Affairs      2.Planning, Organizing and Delivering      3.Research Skills
		4.Written and Oral Communication Skills
Nev	vs/Editorial Unit	
2.	Supervising Administrative Officer (Information Officer IV)	1.Written Skills     2.Editing Skills     3.Planning, Organizing and Delivering     4.Research Skills
Adı	ninistrative and Marketing Un	it
3.	Administrative Officer V	1.Records Management     2.Planning, Organizing and Delivering     3.Monitoring and Evaluation     4.Knowledge in Civil Service Rules and Regulations     5.Coordination Skills
Rac	lio/TV Unit	
4.	Senior Administrative Assistant II (Audio Visual Aids Technician IV)	1.Ability to operate audio, video and lighting equipment     2.Ability to troubleshoot audio, video, light equipment     3.Ability to repair.





Lingayen www.pangasinan.gov.ph

# OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

RAMON V. GUICO III Governor  RK RYMALD DG. LAMBINO Vice Governor/Presiding Officer  (On Official Business)  IELA MARIE F. BANIQUED angguniang Panlalawigan Member (Presiding Officer Pro Tempore)	5.	Administrative Assistant II (Audio Visual Aids Technician II)	1.Ability to operate     2.Ability to troubleshoot audio, video, lighting equipment     3.Ability to repair
APOLATONANA	Mult	i-Media Unit	
NOST. C. BINCE Sangguniang Panlalawigan Member (Assistant Floor Leader)  APOLONIA DG. BACAY Sangguniang Panlalawigan Member	6	Administrative Aide III (Driver)	1.Knowledge of traffic rules and regulations     2.Ability to recognize road signs     3.Control skills     4.Can read and write
HILIP THEODORE E. CRUZ Sangguniang Panlalawigan Member			
M ()	Adn	ninistrative and Marketing U	nit
HAIDEE S. PACINE O Sangguniang Panlalawin Member  VICUM. VICE ANULA Sangguniang Panlalawingan Member	7.	Administrative Aide I (Utility Worker)	1.Maintenance skills (maintain clean work area)
MARINOR B. DE GUZMAN Sangguniang Panlalawigan Member ERRY AGERICO B. ROSARIO Sangguniang Panlalawigan Member	)	F	ARTICLE VI

#### **FUNDING**

SECTION 9. FUNDING. - The appropriated budget for the Personal Services and the Maintenance and Other Operating Expenses (MOOE) of the Provincial Information Office for Fiscal Year 2023 shall be transferred to the Pangasinan Information and Media Affairs Office (PIMRO). The deficit amount of Php3,039,698.00 as computed based on the proposed budget of the Pangasinan Information and Media Relations Office shall be included in the Annual Budget for Fiscal Year 2024.

NICHOLI JAN LOUIE Q. SISON Sangguniang Panlilawigan Member

NICHOLI JAN LOUIE Q. SISON Sangguniang Panlilawigan Member

SAL APPAR S. LERFY, JR. Sangguniang ranlalawigan Member

(On Official Business)

JEROME VIC O. ESPINO Sangguniang Kabataan Representative

JEANNE SISON C. ZAPLAN Liga ngunga Bluangay Representative

ARTHUR C. CHAESTE, JR. 'rovincial Councilor League Representative

VERNAT. NAVA-PEREZ



Lingayen www.pangasinan.gov.ph

## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

RAMON V. GUICO III
Governor

MARK RONALD DG. LAMBINO
Vice Governor/Presiding Officer

(On Official Business)

SHIELA MARIE F. BANIQUED

Sangguniang Panlalawigan (ember (Presiding Office Profession)

NAPOLION FOR ERA Sanggurian yana swigan Member

NOF C. DINCE Sangguniang Papalawigan Membe (Assistant Floor Leader)

APOLONIA DO BACAV angguniang Panlalawagan Member

PHILIP THEODORE E. CRUZ Sangguniang Panlalawigan Member

HAIDEE'S, PACHECO Sangguniang Panlalawigan Member

VICLM. VENTANILLA Sanggamang Pantanwigan Membe

MARINOR B. DE GUZMAN Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO Sangguniang Panlalawigan Member

COSAR TOTAL COAP. DEREZ-TABABA Sanggying Pinlalawigan Member

NICHOLI JAN LOUIE Q. SISON

SAVANOR S. MAREZ, JR. Sanggimang Panlalawigan Member

(On Official Business)

JEROME VIC O. ESPINO Sangguniang Kabataan Representative

JEANNE JILKY C. ZAPLAN Liga ng mga Barangay Representative

ARTHUR C. CELESTE, JR. ovincial Councilor Ledgue Representative

VERNA T. NAVA-PEREZ Secretary to the Sanggunian Provincial Ordinance No. 308-2023 Page 13

#### ARTICLE VII

#### SEPARABILITY, REPEALING CLAUSE & EFFECTIVITY

**SECTION 10**. Separability Clause - If any part of the 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 11.** Repealing Clause - All ordinances and administrative circulars and executive orders or parts thereof which shall be found to be inconsistent with provision of this Ordinance shall hereby be repealed and amended accordingly.

SECTION 12. Approval and Effectivity - The renaming of the Provincial Information Office into Pangasinan Information and Media Relations Office shall take effect upon approval of the Sangguniang Panlalawigan of the Province of Pangasinan.

CERTIFIED BY:

VERNAZ. NAVA-PEREZ Secretary to the Sanggunian

ATTESTED:

MARK ROYALD DG. LAMBINO

Vice Governor residing Officer)

APPROVED:

RAMON V. GUICO III

Governo