

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 28, 2024 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. 333-2024

AN ORDINANCE CHANGING THE PARENTHETICAL POSITION TITLE OF SOME PLANTILLA POSITIONS IN THE OFFICE OF THE PROVINCIAL TREASURER IN THE PROVINCIAL GOVERNMENT

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;

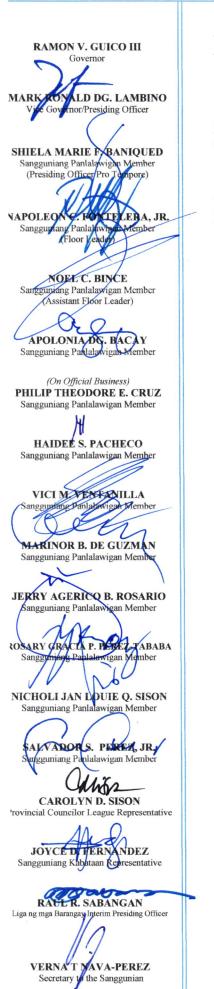
WHEREAS, there is a need to change the parenthetical position title position title of the following plantilla positions:

Item No.	Position Title	Parenthetical Position Title	Salary Grade
17	Administrative Aide IV	Clerk II	4
18	Administrative Aide IV	Clerk II	4
46	Administrative Aide III	Clerk I	3

WHEREAS, the change of the parenthetical position title of the said plantilla positions also conform with the approved plantilla of personnel as indicated in the Index of Occupational Services (IOS), Position Titles and Salary Grades;







Provincial Ordinance No. 333-2024 Page 2

WHEREAS, the Sangguniang Panlalaigan finds it meritorious to change the parenthetical position title in order that the office concerned could deliver more effective and efficient duties and responsibilities;

NOW, THEREFORE, on motion of SP Member Jerry Agerico B. Rosario, Chairman of the Committee on Human Resources and Development, Labor and Employment Concerns, duly seconded, it was -

Be it enacted by the Sangguniang Panlalawigan session assembled that:

Section. 1 The following parenthetical position title are hereby changed:

FROM					
Item	Position Title	Parenthetical	Salary Grade		
No.		Position title			
17	Administrative Aide IV	Clerk II	4		
18	Administrative Aide IV	Clerk II	4		
46	Administrative Aide III	Clerk I	3		
ТО	ТО				
Item	Position Title	Parenthetical	Salary Grade		
No.		Position title			
17	Administrative Aide IV	Reproduction	4		
		Machine			
		Operator II			
18	Administrative Aide IV	Bookbinder II	4		
46	Administrative Aide III	Utility Worker II	3		

Section 2. Qualifications. The qualifications of the new parenthetical position title are as follows:

	Position	Parenthetical Position Title	Education	Experience	Training	Eligibility
1	Administrative Aide IV	Reproduction Machine Operator II	Elementary School Graduate	None Required	None Required	None required (MCII, S. 96- Cat III)
2	Administrative Aide IV	Bookbinder II	Elementary School Graduate	None Required	None Required	None required (MCII, S. 96- Cat III)
3	Administrative Aide III	Utility Worker II	Must be able to read & Write	None Required	None Required	None required (MCII, S. 96- Cat III)







Provincial Ordinance No. 333-2024 Page 3

Section 3. Duties and Functions. The new Parenthetical position titles of the plantilla position will have the following duties and functions:

- 1. Administrative Aide IV (Reproduction Machine Operator II)- SG 4 -The position is responsible in providing general and support services for office operations- specifically in the operation of duplicating machine to produce different types of forms and other office materials and maintains the condition of the equipment.
 - a. Photocopies and sorts documents;
 - b. Maintains the good condition of the reproduction machine and contact reproduction technician, if necessary;
 - c. Replenishes toner of reproduction machine and requisition of photo copy paper to be used in reproduction; and
 - d. Performs other functions to be assigned by the Provincial Treasurer and Staff.
- 2. Administrative Aide IV (Bookbinder II)- SG 4 The position is responsible in providing general and support services for office operations- specifically in sorting, compiling, binding and safekeeping reports and other documents.
 - a. Responsible in the production and reproduction of copies of documents in the Office;
 - b. Do regular inventory and prepares necessary report/s related to the replenishment of bookbinding materials and equipment;
 - c. Replenishes toner of reproduction machine and requisition of photo copy paper to be used in reproduction; and
 - d. Performs other functions to be assigned by the Provincial Treasurer and Staff.
- **3.** Administrative Aide III (Utility Worker II)- SG 3 The position is responsible in providing general and support services for office operations- specifically the cleanliness and orderliness within the office surroundings.
 - a. Cleans & Maintains workplace/ assigned area;
 - b. Responsible in the production and reproduction of copies of documents in the Office;
 - c. Delivers/picks-up communications and documents for transmittal or approval (other official); and
 - d. Performs other functions to be assigned by the Provincial Treasurer and Staff.

Section 4. Required Core and Functional Competencies. The proposed change of parenthetical position titles shall have the following required Core and Functional Competencies:





Provincial Ordinance No. 333-2024 Page 4

1. Core Competencies

RAMON V. GUICO III

Governor

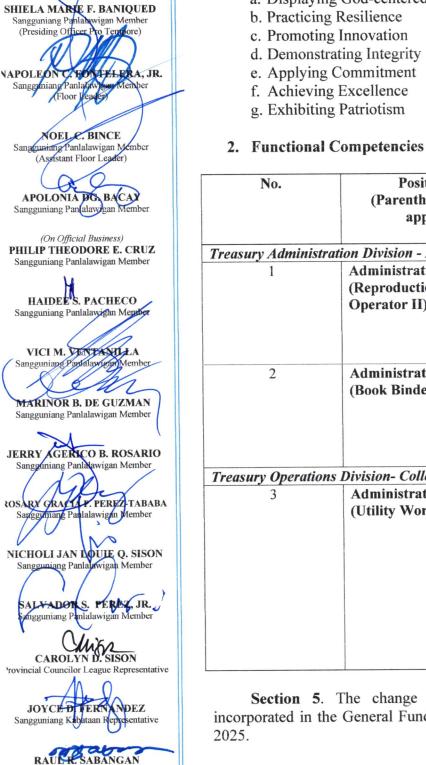
D DG. LAMBINO

or/Presiding Officer

a. Displaying God-centeredness

No.	Position Title (Parenthetical Title, if applicable)	Required Functional Competencies
Treasury Admini	stration Division - Management Inf	formation Services Section
1	Administrative Aide IV (Reproduction Machine Operator II)- SG 4	 Operation and Troubleshooting of Reproduction Machines Managing Communications
		3. Records Management
2	Administrative Aide IV (Book Binder II)- SG 4	1. Operation and Troubleshooting of Reproduction Machines
		 Managing Communications Records Management
Treasury Operati	ons Division- Collection Section	
3	Administrative Aide III (Utility Worker II)- SG 3	 Housekeeping Waste Management
		3. Operation and Troubleshooting of Reproduction Machines
		4. Managing Communications
-		5. Liaising Communications & Official Documents

Section 5. The change of the parenthetical position titles are already incorporated in the General Fund Annual Budget of the province for Calendar Year 2025.



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A-PEREZ

e Sanggunian

Liga ng mga B

VERNA

Secretary to





Section 6. Effectivity. This ordinance shall take effect on January 1, 2025.

Provincial Ordinance No. 333-2024 Page 5

RAMON V. GUICO III Governor

MARK RONALD DG. LAMBINO Vice Governor/Presiding Officer

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

NAPOLEON C.FONTELERA, JR. Sargguriang/Panjalawigan Member (Flyor Leader)

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

APOLONIADG. BACAY Sangguniang Panhalawigan Member

(On Official Business) PHILIP THEODORE E. CRUZ Sangguniang Panlalawigan Member

HAIDEE S. PACHECO Sangguniang Panlalawigan Membe

VICI M. VENTANTELA Sangguniang Pantalan Sigar Member

MARINOR B. DE GUZMAN Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO Sangguniang Panlahawigan Member

Sangguniarg Panlalawigan Member

NICHOLI JAN LOUIE Q. SISON Sanggamiang Panlalawigan Member

SALVADOR S. PEREZ, JR. Sangguniang Panalawigan Member

CAROLYN D. SISON

And

JOYCE D. PERNANDEZ Sangguniang Kabataan Representative

RAUL R. SABANGAN Liga ng mga Barangay Interim Presiding Officer

> VERNA T NAVA-PEREZ Secretary to the Sanggunian

CERTIFIED BY: VERDAT. NAVA-PEREZ Secretary to the Sanggunian

ATTESTED:

D DG. LAMBINO MARK RO Vice Governor (Presiding Officer)

APPROVED: N V. GUICO III RAMO Governor

