



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
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 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;

RAMON V. GUICO III
Governor

MARK RONALD DG. LAMBINO
Vice Governor/Presiding Officer

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

NAPOLEON C. FONTELERA, JR.
Sangguniang Panlalawigan Member
(Floor Leader)

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

APOLONIA DG. BACAY
Sangguniang Panlalawigan Member

(On Official Business)

PHILIP THEODORE E. CRUZ
Sangguniang Panlalawigan Member

HAIDEE S. PACHECO
Sangguniang Panlalawigan Member

VICI M. VENTANILLA
Sangguniang Panlalawigan Member

MARINOR B. DE GUZMAN
Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO
Sangguniang Panlalawigan Member

ROSARY GRACIA P. PEREZ-TABABA
Sangguniang Panlalawigan Member

NICHOLI JAN LOUIE Q. SISON
Sangguniang Panlalawigan Member

SALVADOR S. PEREZ, JR.
Sangguniang Panlalawigan Member

CAROLYN D. SISON
Provincial Councilor League Representative

JOYCE D. FERNANDEZ
Sangguniang Kabataan Representative

RAUL R. SABANGAN
Liga ng mga Barangay Interim Presiding Officer

VERITA T. NAVA-PEREZ
Secretary to the Sanggunian



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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 333-2024
Page 2

RAMON V. GUICO III
 Governor

MARK RONALD DG. LAMBINO
 Vice Governor/Presiding Officer

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

NAPOLEON C. MONTELEBA, JR.
 Sangguniang Panlalawigan Member
 (Floor Leader)

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

APOLONIA DG. BACAY
 Sangguniang Panlalawigan Member

(On Official Business)

PHILIP THEODORE E. CRUZ
 Sangguniang Panlalawigan Member

HAIDEE S. PACHECO
 Sangguniang Panlalawigan Member

VICI M. VENTANILLA
 Sangguniang Panlalawigan Member

MARINOR B. DE GUZMAN
 Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO
 Sangguniang Panlalawigan Member

ROSARY GRACIA P. PEREZ TABABA
 Sangguniang Panlalawigan Member

NICHOLI JAN LOUIE Q. SISON
 Sangguniang Panlalawigan Member

SALVADOR S. PEREZ, JR.
 Sangguniang Panlalawigan Member

CAROLYN D. SISON
 Provincial Councilor League Representative

JOYCE D. FERNANDEZ
 Sangguniang Kabataan Representative

RAUL R. SABANGAN
 Liga ng mga Barangay Interim Presiding Officer

VERNA T. NAVA-PEREZ
 Secretary to the Sanggunian

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 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
TO			
Item No.	Position Title	Parenthetical Position title	Salary Grade
17	Administrative Aide IV	Reproduction Machine Operator II	4
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)



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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 333-2024

Page 3

RAMON V. GUICO III
Governor

MARK RONALD DG. LAMBINO
Vice Governor/Presiding Officer

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

NAPOLEON C. FONTALERA, JR.
Sangguniang Panlalawigan Member
(Floor Leader)

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

APOLONIA DG. BACAY
Sangguniang Panlalawigan Member

(On Official Business)

PHILIP THEODORE E. CRUZ
Sangguniang Panlalawigan Member

HAIDEE S. PACHECO
Sangguniang Panlalawigan Member

VICIM VENTANILLA
Sangguniang Panlalawigan Member

MARINOR B. DE GUZMAN
Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO
Sangguniang Panlalawigan Member

ROSARY GRACIA P. PEREZ-TABABA
Sangguniang Panlalawigan Member

NICHOLI JAN LOUIE Q. SISON
Sangguniang Panlalawigan Member

SALVADOR S. PEREZ, JR.
Sangguniang Panlalawigan Member

CAROLYN D. SISON
Provincial Councilor League Representative

JOYCE D. FERNANDEZ
Sangguniang Kabataan Representative

RAUL R. SABANGAN
Liga ng mga Barangay Interim Presiding Officer

VERNA T NAVA-PEREZ
Secretary to the Sanggunian

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:



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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 333-2024

Page 4

RAMON V. GUICO III
 Governor

MARK RONALD DG. LAMBINO
 Vice Governor/Presiding Officer

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

NAPOLEON C. FONTELERA, JR.
 Sangguniang Panlalawigan Member
 (Floor Leader)

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

APOLONIA DG. BACAY
 Sangguniang Panlalawigan Member

(On Official Business)

PHILIP THEODORE E. CRUZ
 Sangguniang Panlalawigan Member

HAIDEE S. PACHECO
 Sangguniang Panlalawigan Member

VICI M. VENTANILLA
 Sangguniang Panlalawigan Member

MARINOR B. DE GUZMAN
 Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO
 Sangguniang Panlalawigan Member

ROSARY GRACIA T. PEREZ-TABABA
 Sangguniang Panlalawigan Member

NICHOLI JAN LOUIE Q. SISON
 Sangguniang Panlalawigan Member

SALVADOR S. PEREZ, JR.
 Sangguniang Panlalawigan Member

CAROLYN D. SISON
 Provincial Councilor League Representative

JOYCE D. FERNANDEZ
 Sangguniang Kabataan Representative

RAUL R. SABANGAN
 Liga ng mga Barangay Interim Presiding Officer

VERNA T. NAVA-PEREZ
 Secretary to the Sanggunian

1. Core Competencies

- a. Displaying God-centeredness
- b. Practicing Resilience
- c. Promoting Innovation
- d. Demonstrating Integrity
- e. Applying Commitment
- f. Achieving Excellence
- g. Exhibiting Patriotism

2. Functional Competencies

No.	Position Title (Parenthetical Title, if applicable)	Required Functional Competencies
Treasury Administration Division - Management Information Services Section		
1	Administrative Aide IV (Reproduction Machine Operator II)- SG 4	1. Operation and Troubleshooting of Reproduction Machines 2. Managing Communications 3. Records Management
2	Administrative Aide IV (Book Binder II)- SG 4	1. Operation and Troubleshooting of Reproduction Machines 2. Managing Communications 3. Records Management
Treasury Operations Division- Collection Section		
3	Administrative Aide III (Utility Worker II)- SG 3	1. Housekeeping 2. 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.



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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

RAMON V. GUICO III
Governor

Provincial Ordinance No. 333-2024
Page 5

MARK RONALD DG. LAMBINO
Vice Governor/Presiding Officer

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

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

CERTIFIED BY:

NAPOLEONG FONTELERA, JR.
Sangguniang Panlalawigan Member
(Floor Leader)

VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

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

ATTESTED:

MARK RONALD DG. LAMBINO
Vice Governor
(Presiding Officer)

APOLONIA DG. BACAY
Sangguniang Panlalawigan Member

(On Official Business)

PHILIP THEODORE E. CRUZ
Sangguniang Panlalawigan Member

APPROVED:

HAIDEE S. PACHECO
Sangguniang Panlalawigan Member

RAMON V. GUICO III
Governor

VICI M. VENTANILLA
Sangguniang Panlalawigan Member

MARINOR B. DE GUZMAN
Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO
Sangguniang Panlalawigan Member

ROSARY ERACIA P. PEREZ-TABABA
Sangguniang Panlalawigan Member

NICHOLI JAN LOUIE O. SISON
Sangguniang Panlalawigan Member

SALVADOR S. PEREZ, JR.
Sangguniang Panlalawigan Member

CAROLYN D. SISON
Provincial Councilor League Representative

JOYCE D. FERNANDEZ
Sangguniang Kabataan Representative

RAUL R. SABANGAN
Liga ng mga Barangay Interim Presiding Officer

VERNA T NAVA-PEREZ
Secretary to the Sanggunian