



Republic of the Philippines  
PROVINCE OF PANGASINAN  
Lingayen  
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## OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

# CERTIFICATION

### TO WHOM IT MAY CONCERN:

*THIS IS TO CERTIFY that at the regular (web-based/online) session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on January 27, 2025, the following provincial ordinance was approved:*

Authored by SP Members Jerry Agerico B. Rosario  
and Vici M. Ventanilla

### PROVINCIAL ORDINANCE NO. 339-2025

**AN ORDINANCE CREATING ONE (1) ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER II) SG-15, ONE (1) LOCAL LEGISLATIVE STAFF OFFICER II SG-13, ONE (1) LOCAL LEGISLATIVE STAFF OFFICER I SG-11 AND ONE (1) LOCAL LEGISLATIVE STAFF ASSISTANT II SG-8 UNDER THE OFFICE OF THE PROVINCIAL BOARD SECRETARY IN THE PROVINCIAL GOVERNMENT OF PANGASINAN**

**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 implements 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 Code provides that the Sangguniang Panlalawigan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the provincial government;

**WHEREAS**, the Committees on Human Resources and Development, Labor and Employment Concerns; and Appropriations, after a study of the proposed organization of the provincial government of Pangasinan, find it meritorious to create some plantilla positions in order that the office concerned could deliver more effective and efficient duties and responsibilities;

**WHEREFORE**, on motion of SP Members Jerry Agerico B. Rosario and Vici M. Ventanilla, duly seconded, it was –

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

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. FONTELETA, 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

(On Official Business)

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 GRACIE 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. HERNANDEZ  
Sangguniang Kabataan Representative

KAUL R. SABANGAN  
Liga ng mga Barangay Interim Presiding Officer

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Secretary to the Sanggunian



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**RAMON V. GUICO III**  
Governor

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**MARK RONALD DG. LAMBINO**  
Vice Governor/Presiding Officer

**Section 1. Creation.** The following positions are hereby created:

Position	Salary Grade/Level
(1) Administrative Officer IV (Human Resource Management Officer II)	SG - 15
(1) Local Legislative Staff Officer II	SG - 13
(1) Local Legislative Staff Officer I	SG - 11
(1) Local Legislative Staff Assistant II	SG - 8

**SHIELA MARIE SUBANIQUED**  
Sangguniang Panlalawigan Member  
(Presiding Officer Pro Tempore)

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

Positions	Salary Grade	Education	Experience & Training	Eligibility
Administrative Officer IV (Human Resource Management Officer II)	SG - 15	Bachelor's degree	1 year of relevant experience  4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Local Legislative Staff Officer II	SG - 13	Bachelor's degree relevant to the job	None Required	Career Service (Professional) Second Level Eligibility
Local Legislative Staff Officer I	SG - 11	Bachelor's degree relevant to the job	None Required	Career Service (Professional) Second Level Eligibility
Local Legislative Staff Assistant II	SG - 8	Completion of two years studies in college	1 year of relevant experience  4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility

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

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(Assistant Floor Leader)

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Sangguniang Panlalawigan Member

**MARINOR B. DE GUZMAN**  
Sangguniang Panlalawigan Member

**JERRY AGERICO B. ROSARIO**  
Sangguniang Panlalawigan Member

**ROSARY GRACIA P. PEREZ TABARA**  
Sangguniang Panlalawigan Member

**NICHOLI JAN LOUIE Q. SISON**  
Sangguniang Panlalawigan Member

**Section 3. Duties and Responsibilities.** The new positions shall have the following duties and responsibilities:

- 1. Administrative Officer IV (Human Resource Management Officer II)**
  1. Provides technical assistance pertaining to personnel matters.
  2. Takes charge of leave administration, all personnel actions and employees' welfare and benefits/incentives.
  3. Supervises staff in the Administrative Service in the performance of assigned tasks.
  4. Provides secretariat to the Personnel Selection Board (PSB) and Strategic Performance Management System (SPMS) of the office.
  5. Processes appointment and other personnel-related transactions in accordance with the law and organization policy.

**SALVADOR S. PEREZ, JR.**  
Sangguniang Panlalawigan Member

**CAROLYN D. SISON**  
Provincial Councilor League Representative

**JOYCE B. FERNANDEZ**  
Sangguniang Kabataan Representative

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*(On Official Business)*

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Sangguniang Panlalawigan Member

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Secretary to the Sanggunian

6. Drafts letters, memoranda, administrative/office orders and responses to various correspondences; and
7. Performs other duties the superior may assign from time to time.

**2. Local Legislative Staff Officer II**

1. Drafts agenda for committee hearings/meetings.
2. Drafts committee reports.
3. Drafts proposed resolutions for legislative measures of lower Sanggunians.
4. Prepares notices of committee hearings/meetings.
5. Refers to the different department heads city/municipal resolutions, ordinances and budgets for their opinion/recommendation to the Board.
6. Records/updates the status of city/municipal resolutions, ordinances and budgets from its date of receipt until the final action of the SP.
7. Collates documents needed for committee hearings.
8. Assists in receiving documents submitted by the different cities/municipalities.
9. Assist during special events of the province.
10. Coordinates with the different department of the province re: status of city/municipal resolutions, ordinances and budgets.

**3. Local Legislative Staff Officer I**

1. Provide assistance when the Provincial Board is in plenary session.
2. Record and transcribe the proceedings of the regular and special sessions.
3. Coordinates or follow through on invitations for question hours.
4. Assist in the drafting of the journal of the proceedings of the regular and special sessions.
5. Assist in the signing of the certifications of approved provincial resolutions and ordinances by the Vice Governor and the members of the Sangguniang Panlalawigan.
6. Assist in the preparation and sending through electronic mail of endorsements of certifications of approved provincial resolutions and ordinances to concerned entities.
7. Assist in the reproduction process of the Journal and orders of Business for distribution to the members of the Board and other Provincial Government offices.
8. Performs other tasks as may be assigned from time to time.



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**MARK RONALD DG. LAMBINO**  
Vice Governor/Presiding Officer

**4. Local Legislative Staff Assistant II**

1. Drafts agenda for committee hearings/meetings.
2. Drafts committee reports.
3. Drafts proposed resolutions for legislative measures of Sanggunian Bayan/Panlungsod.
4. Refers City/Municipal resolutions, ordinances and budgets to concerned department heads.
5. Collates documents needed for committee hearings.
6. Assist during special events of the province.

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

**NAPOLEON C. FONTELETA, JR.**  
Sangguniang Panlalawigan Member  
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(Assistant Floor Leader)

**APOLONIA DG. BACAY**  
Sangguniang Panlalawigan Member

**Section 4. Funding.** The personal services requirements of the new positions will be funded from Supplemental Budget Appropriation Ordinance for 2025.

**Section 5. Effectivity.** This Ordinance shall take effect upon approval by the Sangguniang Panlalawigan.

(On Official Business)

**PHILIP THEODORE E. CRUZ**  
Sangguniang Panlalawigan Member

(On Official Business)

**HAIDEE S. PACHECO**  
Sangguniang Panlalawigan Member

**VIC M. YENTANILLA**  
Sangguniang Panlalawigan Member

**MARINOR B. DE GUZMAN**  
Sangguniang Panlalawigan Member

CERTIFIED BY:

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

**JERRY AGERICO B. ROSARIO**  
Sangguniang Panlalawigan Member

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**RAUL R. SABANGAN**  
Liga ng mga Barangay Interim Presiding Officer

ATTESTED:

**MARK RONALD DG. LAMBINO**  
Vice Governor  
(Presiding Officer)

APPROVED:

**RAMON V. GUICO III**  
Governor

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