



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 (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. 341-2025

AN ORDINANCE ABOLISHING THE POSITION OF TWO (2) ADMINISTRATIVE AIDE IV, SG-4 AND CREATING ONE (1) ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I), SG-7 UNDER THE OFFICE OF THE PROVINCIAL HUMAN SETTLEMENTS AND URBAN DEVELOPMENT AUTHORITY 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 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, 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 the 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. BONTELERA, 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

OSARY GRACIA P. PEREZ-LABABA
Sangguniang Panlalawigan Member

ICHOLI JAN LOUIE Q. SISON
Sangguniang Panlalawigan Member

SALVADOR S. PEREZ, JR.
Sangguniang Panlalawigan Member

CAROLYN D. SISON
Provincial Councilor League Representative

JOYCE B. FERNANDEZ
Sangguniang Kabataan Representative

RAUL R. SABANGAN
Pangmga Barangay Interim Presiding Officer

VERNA T. NAVA-PEREZ
Secretary to the Sanggunian



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Section 1. The following positions are hereby abolished:

Position	Salary Grade/ Level
(2) Administrative Aide IV	SG- 4

Section 2. Creation. The following position is hereby created in lieu of the abolished position:

Position	Salary Grade/ Level
(1) Administrative Assistant I (Computer Operator I)	SG- 7

Section 3. Qualification. The Qualifications of the new positions are as follows:

Positions	Salary/ Grade	Education	Experience & Training	Eligibility
Administrative Assistant I (Computer Operator I)	SG 7	Completion of two (2) years studies in College or High School Graduate with relevant vocational/ trade Course	None Required	DATA Encoder Eligibility CSC MC No.11

Section 4. Duties and Responsibilities. The new position shall have the following duties and responsibilities:

1. Administrative Assistant I (Computer Operator I)

1. Recording of incoming and outgoing communications, memos etc. and encoding of letters reports and other communications/ official papers under the Finance Sector;
2. Encode and assist in the presentation of reports during meetings and conferences and reproduce hard copies/soft copies of documents;
3. Encode and assist in the preparation of financial reports;
4. Assist the Accounting Division Manager in the intranet sharing of files/ reports thru Local Area Network (LAN);
5. Assist during repair and troubleshooting of CPUs with the minor defects under Accounting Division;
6. Perform other related functions.

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Secretary to the Sanggunian

Section 5. Funding. The personal services requirements of the new position will come from the abolished positions.

Section 6. Effectivity. This Ordinance shall take effect upon approval by the Sangguniang Panlalawigan.

CERTIFIED BY:

VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:

MARK RONALD DG. LAMBINO
Vice Governor
(Presiding Officer)

APPROVED:

RAMON V. GUICO III
Governor