



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 session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on February 3, 2025, the following provincial ordinance was approved:

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

PROVINCIAL ORDINANCE NO. 344-2025

AN ORDINANCE CREATING NEW POSITIONS IN PROVINCIAL LEGAL OFFICE IN THE PROVINCIAL, GOVERNMENT OF PANGASINAN AND PROVIDING FUNDS THEREFOR

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, in view of the foregoing, 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:

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

RAMON V. GUICO III
Governor

MARK RONALD DG. LAMBINO
Vice Governor/Presiding Officer

SHIELA MARIE F. BANQUED
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

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



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 Secretary to the Sanggunian

POSITION	SALARY/GRADE	
1. Legal Assistant III	SG 14/1	1 new position
2. Legal Assistant II	SG 12/1	2 new positions
3. Admin Aide (Driver I)	SG 3/1	1 new position

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

o f l o w s :	Position	Education	Experience	Training	Eligibility
1	Legal Assistant III	BS Legal Management, AB Paralegal Studies, Law, Political Science or Other Allied Courses	None Required	Four (4) hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	Career Service Professional/ Second-Level Eligibility
2	Legal Assistant II	BS Legal Management, AB Paralegal Studies, Law, Political Science or Other Allied Courses	None Required	Four (4) hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	Career Service Professional/ Second-Level Eligibility
3	Admin Aide III (Driver I)	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s.2013-Cat

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

1. Legal Assistant III

1. Research on laws, issuances, jurisprudence, rules and regulations;
2. Take action and/or prepare responses to queries and act on routine and simple legal issues;
3. Draft basic legal documents and instruments such as contracts, deeds, memoranda, correspondences, and affidavits;
4. Comment on the legality and appropriateness of contracts, deeds, memoranda, correspondences, and affidavits;
5. Assist in pertinent administrative and related committee/s as assigned by the Head of office;
6. Communicate and coordinate correspondences with various officials and offices; and



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Secretary to the Sanggunian

7. From time to time, the Head of Office may assign other related tasks and responsibilities.

2. Legal Assistant III

1. Performs various relatively difficult legal work;
2. Supports case preparation by preparing case summaries and materials;
3. Assists lawyers during representations in courts;
4. Research on laws, issuances, jurisprudence, rules and regulations;
5. Take action and/or prepare responses to queries and act on routine and simple legal issues;
6. Draft complicated legal documents and instruments such as but not limited to contracts, deeds, memoranda, correspondences, and affidavits;
7. Comment on the legality and appropriateness of contracts, deeds, memoranda, correspondences, and related documents submitted to the Provincial Legal Office;
8. Communicate and coordinate correspondences with various officials and offices;
9. Leads pertinent administrative and related committee/s as assigned by the Head of office; and
10. From time to time, the Head of Office may assign other related tasks and responsibilities.

3. Admin Aide III (Driver)

1. Drive the line motor vehicles to convey Officials and personnel to their authorized destination;
2. Conducts "BLOWBAGETS" (Battery', Light, Oil, Water, Air, gas. Engine, Tire, and Self) procedure on the assigned vehicle;
3. Fill up Drive's Trip Ticket and submit the same weekly;
4. Facilitate weekly Preventative Maintenance service on them assigned vehicle;
5. Perform any vehicular accident breakdown, or emergency and, if required, secure a Police Report and submit a narrative report on the incident;
6. Accomplish Vehicle Repair and maintenance request Form should there be any component or part that needs to be repaired or replaced;
7. Report any vehicular accident, breakdown or emergency and, if required, secure a Police Report and submit a narrative report on the incident;
8. Comply with all other policies, guidelines, procedures, and reminders to drivers on the proper use, maintenance, and security of vehicles;
9. Demonstrate respect and courtesy to supervisors, dispatchers, and passengers in the course of official duties as drivers;



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10. Demonstrate respect and courtesy to supervisors, dispatchers, and passengers in the course of official duties as drivers;
11. Display honesty, integrity, punctuality, personal hygiene, and neatness, in prescribed office uniform, and maintain the daily cleanliness, care, and maintenance of assigned vehicle;
12. Render services whether regular or overtime, as needed during disasters, emergencies, or other exigencies of the services;
13. Submit reports on statements of asset, income tax returns, updated personal data sheets, performance contracting, and appraisal daily time records, travel reports, liquidation reports, etc., as applicable;
14. Maintain good attendance and punctuality in reporting for duty; and
15. Perform other functions as may be assigned by immediate supervisors from time to time.

Section 4. Funding. The personal services requirements of the new positions shall be appropriated in the Supplemental Budget for Fiscal year 2025.

Section 5. 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