



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 February 17, 2025, the following provincial ordinance was approved:

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

PROVINCIAL ORDINANCE NO. 346-2025

AN ORDINANCE CREATING ONE (1) ADMINISTRATIVE OFFICER IV, SG-15 UNDER THE MANAOAG COMMUNITY HOSPITAL 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 a plantilla position 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

(On Official Business)
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

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

OSARY GRACIA P. PEREZ-TABABA
Sangguniang Panlalawigan Member

NICHOLI JAN LOUIE Q. SISON
Sangguniang Panlalawigan Member

(On Official Business)
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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Section 1. Creation. The following position is hereby created:

Position	Salary Grade/Level
(1) Administrative Officer IV	SG - 15

Section 2. Qualification. The Qualifications of the new position is as follows:

Position	Salary Grade	Education	Experience & Training	Eligibility
Administrative Officer IV	SG – 15	Bachelor's degree relevant to the job	1 year of relevant experience 4 hours of relevant training	Career Service (Professional) Second Level Eligibility

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

1. Administrative Officer IV

- Supervises and manages the implementation of administrative policies, practices, and systems.
- Coordinates, implements, and monitors hospital policies and procedures.
- Reviews and enhances hospital operations, policies, and standards.
- Reviews documents and records pertaining to the license to operate and accreditation and/or certification of the hospital in compliance with statutory requirements.
- Prepares and reviews pertinent reports with respect to hospital budget, supply, manpower, records, and other general support services.
- Performs other functions as may be assigned.

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



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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