



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

**RAMON V. GUICO III**  
Governor

(On Official Business)

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

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

(On Official Business)

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(Floor Leader)

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**RAUL R. SABANGAN**

Liga ng mga Barangay Interim Presiding Officer

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

# 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 24, 2025, the following provincial ordinance was approved:*

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

## PROVINCIAL ORDINANCE NO. 347-2025

**AN ORDINANCE ABOLISHING THE POSITIONS OF TWO (2) ASSESSMENT CLERK II, SG-6, AND ADMINISTRATIVE AIDE I (UTILITY WORKER I), SG-1 AND CREATING ONE (1) ADMINISTRATIVE OFFICER II, SG-11, FOUR (4) ADMINISTRATIVE AIDE III (CLERK I), SG-3, AND ONE (1) TAX MAPPER I, SG-11 UNDER THE PROVINCIAL ASSESSMENT OFFICE 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 abolish and 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:





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**Section 1.** The following positions are hereby abolished:

Position	Salary Grade/ Level
Assessment Clerk II	SG-6
Assessment Clerk II	SG-6
Administrative Aide I (Utility Worker I)	SG-1

**Section 2. Creation.** The following positions are hereby created in lieu of the abolished positions:

Position	Salary Grade/ Level
(1) Administrative Officer II	SG-11
(4) Administrative Aide III (Clerk I)	SG-3
(1) Tax Mapper I	SG-11

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

Positions	Salary / Grade	Education	Experience & Training	Eligibility
1. Administrative Officer II	SG-11	Bachelor's Degree	None Required	Career Service (Professional)/ Second Level Eligibility
2. Administrative Aide III (Clerk I)	SG-3	Completion of 2-year studies in college/associate secretarial/Computer course	None Required	Career Service (Subprofessional)/ First Level Eligibility
3. Tax Mapper I	SG-11	Bachelor's Degree relevant to the job	None Required	Career Service (Professional)/ Second Level Eligibility

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

**1. Administrative Officer II**

1. Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous and professional manner.
2. Ensuring office supplies are maintained, including checking inventory, to ensure adequate levels of necessary supplies at all times.
3. Ensuring the confidentiality and security of employee files and filing systems.
4. Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary office news and information.
5. Operating copier equipment, fax machines, printers or other equipment necessary.
6. Prepares reports, memorandum and communication letters.
7. Performs such other duties as may be assigned by the immediate supervisor.

**2. Administrative Aide III (Clerk I)**

1. Assists in drafting and preparing Tax mapping communications, reports, SMVs and other related matters.
2. Receives, records, and releases incoming and outgoing communications and other documents.
3. Encodes and prepares SMV related documents.
4. Performs other related functions as may be assigned.

**3. Tax Mapper I**

1. Draw and revise tax assessment maps from detailed sketches, drawings, maps, diagrams and deed descriptions.
2. Interpret deed descriptions in terms of tax maps and change assessment records.
3. Assist the Municipal Assessor in updating records on tax mapping for assessment and real property tax collection.
4. Do related work that may be assigned by his/her supervisor.

**Section 5. Funding.** The personal services requirements of the new positions will come from the abolished positions and available savings from vacant positions.





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**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:

**SP MEMBER SHIELA MARIE F. BANIQUED**  
*(Presiding Officer Pro Tempore)*

APPROVED:

**RAMON V. GUICO III**  
*Governor*