

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 December 3, 2007, at Lingayen, Pangasinan, the following provincial ordinance was approved:

Sponsored by SP Members Tyrone D. Agabas and Romeo H. Dadacay

PROVINCIAL ORDINANCE NO. 133-2007

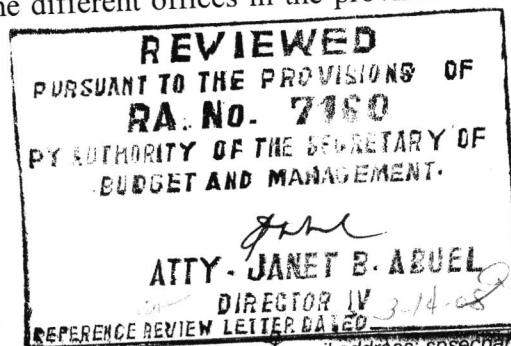
AN ORDINANCE ABOLISHING VACANT POSITIONS AND CREATING NEW POSITIONS IN SOME OFFICES OF THE PROVINCIAL GOVERNMENT OF PANGASINAN

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 Appropriations, Economic Affairs and Ways and Means; and Human Resources and Development, 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 various offices concerned could deliver more effective and efficient duties and responsibilities;

WHEREAS, the following positions in the different offices in the province are vacant:



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	Office	Item No.	Position	Salary Grade	Salary per Annum
1.	Office of the Governor - Administrative	31	Community Affairs Assistant II	8/1	114,960.00
2.	Office of the Governor - Administrative	33	Community Affairs Assistant II	8/1	114,960.00
3.	Office of the Governor - Administrative	44	Project Development Officer II	15/1	175,560.00
4.	Office of the Governor - Housing	15	Housing & Homesite Regulation Officer V	22/1	254,112.00
5.	Office of the Provincial Treasurer	17	Supervising Administrative Officer	22/1	254,112.00
6.	Office of the Provincial Agriculturist	108	Agriculturist Technologist	10/1	131,196.00
7.	Office of the Provincial Environmental & Natural Resources	4	Environmental Management Specialist I	11/1	139,068.00
8.	Office of the Provincial Environmental & Natural Resources	20	Administrative Aide IV	4/1	86,088.00
9.	Provincial Health Office	13	Medical Specialist II	22/1	254,112.00
10.	Provincial Health Office	30	Dentist III	19/1	221,652.00
11.	Provincial Health Office	75	Sanitation Inspector I	6/1	100,404.00
12.	Provincial Health Office	117	Administrative Assistant II	8/1	114,960.00
13.	Provincial Health Office	92	Sanitation Inspector I	6/1	100,404.00
14.	Provincial Health Office	95	Sanitation Inspector I	6/1	100,404.00
15.	Provincial Health Office	97	Sanitation Inspector I	6/1	100,404.00
16.	Provincial Health Office	104	Sanitation Inspector I	6/1	100,404.00
17.	Provincial Health Office	110	Sanitation Inspector I	6/1	100,404.00

WHEREAS, there is a need to abolish the above-mentioned positions and create the following positions in the different offices in provincial government;

	Office	Item No.	Position	Salary Grade	Salary per Annum
1.	Office of the Governor -MISO	125	Data Entry Machine Operator II	8/1	114,960.00
2.	Office of the Governor -MISO	126	Data Entry Machine Operator II	8/1	114,960.00
3.	Office of the Governor -MISO	124	Computer Programmer II	15/1	175,560.00
4.	Office of the Governor -Housing	132	Planning Officer I	11/1	139,068.00
5.	Office of the Governor -Housing	133	Draftsman I	6/1	100,404.00
6.	General Services Office - PSSSG	50	Public Services Officer IV	22/1	254,112.00
7.	Office of the Provincial Environmental & Natural Resources	1	Supervising Environmental Mgt. Specialist	22/1	254,112.00
8.	Office of the Provincial Environmental & Natural Resources	4	Community Development Assistant I	7/1	107,436.00
9.	Office of the Provincial Environmental & Natural Resources	20	Administrative Aide VI (Data Controller I)	6/1	100,404.00
10.	Western Pangasinan District	130	Medical Specialist II	22/1	254,112.00
11.	Provincial Health Office	60	Pharmacist I	10/1	131,196.00
12.	Provincial Health Office	61	Administrative Officer II	11/1	139,068.00
13.	Provincial Health Office	62	Administrative Aide VI (Data Controller I)	6/1	100,404.00
14.	Provincial Health Office	63	Administrative Aide VI (Data Controller I)	6/1	100,404.00
15.	Provincial Health Office	64	Administrative Aide VI (Data Controller I)	6/1	100,404.00
16.	Provincial Health Office	65	Administrative Aide VI (Data Controller I)	6/1	100,404.00
17.	Provincial Health Office	66	Administrative Aide VI (Data Controller I)	6/1	100,404.00

BY AUTHORITY OF THE SECRETARY OF
 BUDGET AND MANAGEMENT.

Janet B. Abuel
ATTY. JANET B. ABUEL
 DIRECTOR IV

REFERENCE REVIEW LETTER DATED

Republic of the Philippines
PROVINCE OF PANGASINAN
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WHEREAS, the appropriation for salaries and other benefits of the abolished positions will be used for the salaries and other benefits of the new positions and that there will be no increase in appropriation for personal services.

WHEREFORE, on motion of SP Members Tyrone D. Agabas and Romeo H. Dadacay, duly seconded.

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

Section 1. The vacant positions hereinabove mentioned are hereby abolished.

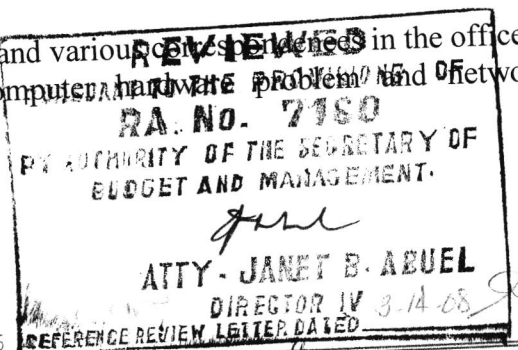
Section 2. The following positions are hereby created in lieu of the abolished positions in the different offices in the province.

	Office	Item No.	Position	Salary Grade	Salary per Annum
1.	Office of the Governor -MISO	125	Data Entry Machine Operator II	8/1	114,960.00
2.	Office of the Governor -MISO	126	Data Entry Machine Operator II	8/1	114,960.00
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17.	Provincial Health Office	66	Administrative Aide VI (Data Controller I)	6/1	100,404.00

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

1. Data Entry Machine Operator I

1. Encodes memoranda, circulars and various correspondence in the office.
2. Assists in troubleshooting computer hardware and network connection.



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2. Computer Programmer II

1. Ensures that office equipment are functioning operational, control the sequence of job execution and performs regular back-up accordingly.
2. Perform technical jobs such as encoding and systems documentation of application software programs.
3. Systems analysis, design, testing and installations.

3. Planning Officer I

1. Analysis and interprets data and other information gathered for use in planning studies.
2. Evaluates performance reports and integrated project implication for aggregation planning.
3. Gather necessary information and statistical data needed in the formation of policies, plans and programs.

4. Draftsman I

1. Prepares clean, complete and accurate working plan for project studies.
2. Draw charts for presentation of statistical data & prepares graphic illustration such as graphs, diagrams & maps based on factual data.

5. Public Service Officer IV

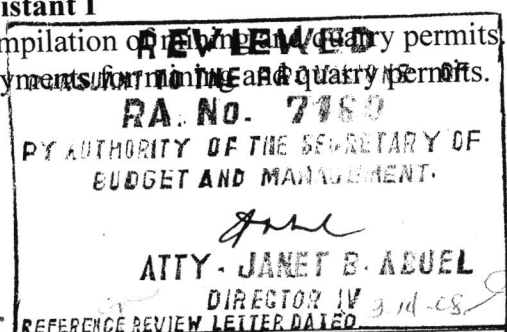
1. Supervise the janitorial, security, landscaping and the implementation of waste management program of the province.
2. Recommend to the General Services Officer on matters regarding the maintenance of peace and order, cleanliness and orderliness of various offices within the Capitol and its environment.
3. Inspects and monitor various development projects and beautification of the provincial parks and gardens.

6. Supervising Environmental Management Specialist

1. Directs evaluation of project performance, identification of problem areas, preparation of project feedback reports and recommends appropriate action.
2. Supervises the setting of standards and criteria of performance for approved plans and programs.
3. Directs the verification of on-going projects as the need arises.

7. Community Development Assistant I

1. Assists the head of office in the compilation of reports and permits.
2. Take charge in the collection of payments for mining and quarry permits.



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**8. Administrative Aide VI
(Data Controller I)**

1. Provides technical assistance in the preparation of different multimedia presentation materials.
2. Repairs & maintaining software & hardware of computers in the office.
3. Encodes data in the various programs and projects of the office.

9. Pharmacist I


1. Makes monthly inventory of medicines and checks expiration date of medicines in the pharmacy.
2. Checks & prepares requests for medicines needed in the hospital.

10. Administrative Officer II

1. Supervises subordinates in the performance of clerical, records keeping and other general administrative duties.
2. Prepares correspondence for signature of immediate supervisor.
3. Assists the immediate supervisor in the preparation of periodic reports.

Section 4. The corresponding salaries and other benefits of the new positions created shall be appropriated in the Calendar Year 2008 Annual Budget.

Section 5. Effectivity. This Ordinance shall take effect on January 1, 2008.


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

ATTESTED:


VICE GOVERNOR MARLYN L. PRIMICIAS-AGABAS
Presiding Officer

APPROVED:


AMADO T. ESPINO, JR.
Governor

