



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 December 14, 2009 at Lingayen, Pangasinan, the following provincial resolution was approved:

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

PROVINCIAL ORDINANCE NO. 139-2009

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, 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:



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 139-2009
Page 2

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	76	Office of the Provincial Agriculturist	Farm Foreman	6/1	121,596.00
2.	101	-do-	Administrative Aide IV	4/1	104,556.00
3.	108	-do-	Agricultural Technologist	10/1	159,996.00
4.	116	-do-	Agricultural Center Chief II	20/1	303,540.00
5.	127	-do-	Agricultural Center Chief II	20/1	303,540.00
6.	129	-do-	Agricultural Technologist	10/1	159,996.00
7.	178	-do-	Agricultural Technologist	10/1	159,996.00
8.	194	-do-	Agricultural Technologist	10/1	159,996.00
9.	5	Office of the Provincial Veterinarian	Farm Worker II	4/1	104,556.00
10.	15	-do-	Farm Worker I	2/1	89,352.00
11.	24	Office of the Provincial Health Officer	Nutritionist Dietitian II	15/1	219,504.00
12.	41	-do-	Administrative Assistant III	9/1	149,628.00
13.	46	-do-	Administrative Aide IV	4/1	104,556.00
14.	49	-do-	Administrative Aide IV	4/1	104,556.00
15.	54	-do-	Administrative Aide I	1/1	82,344.00
16.	5	Manaoag Community Hospital	Nurse I	15/1	219,504.00

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

	Item No.	Office	Position	Salary Grade/ Step	Salary per Annum
1.	1	Office of the Provincial Governor- <i>Internal Audit Division</i>	Internal Auditor IV	22/1	337,608.00
2.	2	-do-	Internal Auditor II	15/1	219,504.00
3.	16	Office of the Provincial Governor- <i>HRMO</i>	Administrative Officer IV <i>(Public Relations Officer II)</i>	15/1	219,504.00
4.	18	-do-	Administrative Aide IV <i>(Human Resource Management Aide)</i>	4/1	104,556.00
5.	19	-do-	Administrative Aide III <i>(Driver I)</i>	3/1	96,960.00
6.	2	Office of the Provincial Budget Officer	Administrative Officer II <i>(Budget Officer I)</i>	11/1	170,376.00
7.	33	Office of the Provincial Agriculturist	Engineer III <i>(Chemical)</i>	19/1	284,436.00
8.	49	-do-	Administrative Aide III <i>(Driver I)</i>	3/1	96,960.00
9.	10	Office of the Provincial Veterinarian	Statistician I	11/1	170,376.00
10.	163	Pangasinan Provincial Hospital	Nursing Attendant II	6/1	121,596.00
11.	68	Western Pangasinan District Hospital	Nurse I	11/1	170,376.00
12.	44	Urdaneta District Hospital	Nurse I	11/1	170,376.00
13.	36	Bayambang District Hospital	Nurse I	11/1	170,376.00
14.	16	Manaoag Community Hospital	Nursing Attendant I	4/1	104,556.00
15.	17	-do-	Administrative Aide IV	4/1	104,556.00



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
 www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 139-2009
Page 3

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.

1.	1	Office of the Provincial Governor- <i>Internal Audit Division</i>	Internal Auditor IV	22/1	337,608.00
2.	2	-do-	Internal Auditor II	15/1	219,504.00
3.	16	Office of the Provincial Governor- <i>HRMO</i>	Administrative Officer IV <i>(Public Relations Officer II)</i>	15/1	219,504.00
4.	18	-do-	Administrative Aide IV <i>(Human Resource Management Aide)</i>	4/1	104,556.00
5.	19	-do-	Administrative Aide III <i>(Driver I)</i>	3/1	96,960.00
6.	2	Office of the Provincial Budget Officer	Administrative Officer II <i>(Budget Officer I)</i>	11/1	170,376.00
7.	33	Office of the Provincial Agriculturist	Engineer III <i>(Chemical)</i>	19/1	284,436.00
8.	49	-do-	Administrative Aide III <i>(Driver I)</i>	3/1	96,960.00
9.	10	Office of the Provincial Veterinarian	Statistician I	11/1	170,376.00
10.	163	Pangasinan Provincial Hospital	Nursing Attendant II	6/1	121,596.00
11.	68	Western Pangasinan District Hospital	Nurse I	11/1	170,376.00
12.	44	Uradneta District Hospital	Nurse I	11/1	170,376.00
13.	36	Bayambang District Hospital	Nurse I	11/1	170,376.00
14.	16	Manaoag Community Hospital	Nursing Attendant I	4/1	104,556.00
15.	17	-do-	Administrative Aide IV	4/1	104,556.00

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

1. Internal Auditor IV

1. Assist in supervising a division tasked with internal audit functions, reviews internal audit plans, and discusses internal audit plans with the concerned internal audit staff.
2. Advices staff on need for changes in scope, objectives, audit procedures and how to resolve audit issues encountered.
3. Reviews status report of audit being conducted, reviews written internal audit reports.
4. Trains new internal auditors, rates performance of audit staff and does related work.



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 139-2009
Page 4

2. Internal Auditor II

1. Drafts audit plans for review of immediate supervisor, discusses internal audit scope and objectives with affected agency personnel prior to conduct of audit.
2. Performs difficult financial and/or operations auditing work.
3. Drafts report on the results of the audit completed, discusses audit results with auditee/s before the draft of the report is finalized.
4. Makes appropriate recommendations based on the results of the audit.
5. Follows-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation and does related work.

3. Administrative Aide IV

(Human Resource Management Aide I)

1. Under immediate supervision performs a variety of skilled clerical tasks.
2. Supervises and participates in the work of a small group of clerks performing lower level work.
3. Receives incoming and outgoing communications, reports, compile circular, memoranda, orders rules and regulations and other papers and/ or documents for references.

4. Administrative Officer IV

(Public Relations Officer II)

1. Fostering wholesome and positive relationship between the provincial government employees and the public to promote factual and truthful appreciation of development program of the province.
2. Provide trainings and seminars for professional development of employees.
3. Make linkages to NGO's for government projects.

5. Administrative Officer II

(Budget Officer I)

1. Assists the Administrative Officer IV (Budget Officer II) in making preliminary review on Municipal Annual and Supplemental Budgets.
2. Assists the Administrative Officer IV (Budget Officer II) in making projections of current and future expenditures pattern from the provincial budget.
3. Controls and processes vouchers, payrolls, purchase requests and check & balance purposes as to allotment.
4. Evaluates quarterly and additional allotment request and prepares the corresponding advice of allotment.
5. Performs other functions as maybe directed by the Provincial Budget Officer.



Provincial Ordinance No. 139-2009
Page 5

6. Engineer III
(Chemical I)

1. Has professional administrative and technical supervision in the various sections namely: soils, bio-control, fishery and food processing laboratories of the province.
2. Prepares and submit plans, researches and program of work relative to soil, crop and fishery protection, conservation, preservation and management measures and on food processing technologies.
3. Interprets the result of laboratory analysis and submit recommendations.
4. Monitor laboratory activities and evaluates the performance of subordinates and as well as of the various sections.
5. Prepares the budget of the various sections, periodic and semi-annual/annual accomplishment report.
6. Prepare proposal to improve precision and accuracy of work and services of the various section.
7. Performs other functions assigned by the immediate supervisor.

7. Administrative Aide III
(Driver I)

1. Drives RP vehicles of the office whenever official of employees goes on official travel to various municipalities, cities and province.
2. When not driving, adjust, minor defects, checks, replace worn parts, lubricate and clean the vehicle.

8. Statistician I

1. Studies and devices methods and techniques to obtain statistical data or to reduce them to appropriate form.
2. Analyzes available materials relative to particular area of concern, methods employed and limitations; evaluates result of statistical surveys similar inquiries for accuracy; consistency and conformity to standards.
3. Develops production levels for and coordinates various phases of processing work.
4. Prepare work distribution charts and checks efficiency of quality control measures.
5. Reviews, edit field returns and responsible for the reliability of data gathered in the field.
6. Exercises initiative and discretion in maintaining proper public relations with local officials for the proper execution of survey work.

9. Nursing Attendant II

1. Performs various patient-care services, records patient temperature, and pulse and respiration rate.
2. Escorts newly admitted patients from admitting office to hospital room or ward, assists her in dressing and provides necessary hospital clothing.



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 139-2009
Page 6

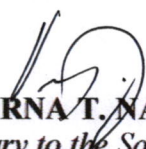
3. Assists patients with their meals, provides nourishments when it is indicated.
4. Empties bed pans and collects urine and local specimen.
5. Keeps records of patient's intake and output when ordered.
6. Performs related duties that may be assigned by superior.

10. Nurse I

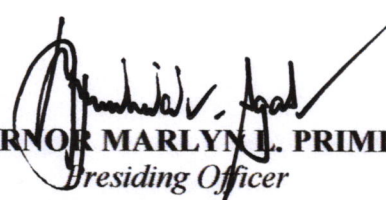
1. Observes, takes records and reports symptoms and conditions of patients and administers medications and as well as notes reactions.
2. Sets up treatment trays, prepares instruments and other equipments and assist physicians in the treatment.
3. Assist in administering highly specialized therapy with complicated equipments and maintain records reflecting patient's conditions medical and treatment bathes and feeds acute ill patients.
4. Assist in research related to the improvement of nursing care.

Section 4. The corresponding salaries and other benefits of the new positions created shall be appropriated in the Calendar Year 2010 Annual Budget.

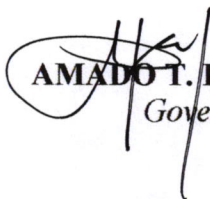
Section 5. Effectivity. This Ordinance shall take effect on January 1, 2010.


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

ATTESTED:


VICE GOVERNOR MARLYN J. PRIMICIAS-AGABAS
Presiding Officer

APPROVED:


AMADO T. ESPINO, JR.
Governor