

# 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, 2010 at Lingayen, Pangasinan, the following provincial ordinance was approved:*

Sponsored by SP Members Von Mark R. Mendoza and Angel G. Baniqued

**PROVINCIAL ORDINANCE NO. 145-2010**

**AN ORDINANCE ABOLISHING VACANT POSITIONS AND CREATING NEW POSITIONS IN SOME OFFICES 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 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:

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	9	Office of the Governor-Administrative Division	Supervising Administrative Officer	22/1	395,676.00
2.	11	Office of the Governor-Library Division	Administrative Aide IV	4/1	228,864.00
3.	12	Office of the Governor-Library Division	Administrative Aide IV	4/1	228,864.00

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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.	11	Office of the Provincial Governor- Administrative Division	Administrative Officer II	11/1	187,788.00
2.	25	Office of the Provincial Governor- Administrative Division	Administrative Aide III	3/1	106,248.00
3.	2	Office of the Provincial Governor- Library Division	Administrative Officer III	14/1	229,344.00

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 Von Mark R. Mendoza and Angel G. Baniqued, 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.

	Item No.	Office	Position	Salary Grade/ Step	Salary per Annum
1.	11	Office of the Provincial Governor- Administrative Division	Administrative Officer II	11/1	187,788.00
2.	25	Office of the Provincial Governor- Administrative Division	Administrative Aide III	3/1	106,248.00
3.	2	Office of the Provincial Governor- Library Division	Administrative Officer III	14/1	229,344.00

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

**1. Administrative Officer II**

- Supervises a small staff in records operation and management.
- Reviews important records on documents substantial elements for the departments and keeps complete files of each.
- Preserves all official documents against unscrupulous persons or any unauthorized parties and will never issue any copies thereof without proper permission of authorities concerned.
- Performs other duties as may be assigned by his immediate supervisor

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**2. Administrative Aide III**

(Clerk I)

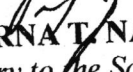
1. Types correspondences, memorandum, administrative orders and others.
2. Assist and/or coordinate in sorting and filling of various paper works in the Administrative Division.
3. Performs other duties as may be assigned by his immediate supervisor

**3. Administrative Officer III**

1. Implements and coordinates office policies and procedures for the smooth flow of office operation.
2. Supervises the administration of the office including the maintenance of records.
3. Prepares various communications, memoranda for the approval of the head.
4. Performs other duties/ functions that maybe assigned by the superior from time to time.

**Section 4.** The corresponding salaries and other benefits of the new positions created shall be appropriated in the Calendar Year 2011 Annual Budget.

**Section 5. Effectivity.** This Ordinance shall take effect on January 1, 2011.

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

ATTESTED:

  
VICE GOVERNOR JOSE FERDINAND Z. CALIMLIM, JR.  
Presiding Officer

APPROVED:

  
AMADO T. ESPINO, JR.  
Governor