



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
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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 April 27, 2015 at Lingayen, Pangasinan, the following provincial ordinance was approved:

Authored by SP Member Generoso D. Tulagan, Jr.

PROVINCIAL ORDINANCE NO. 186-2015

AN ORDINANCE ABOLISHING VACANT POSITIONS IN SOME OFFICES IN THE PROVINCIAL GOVERNMENT AND CREATING POSITIONS IN THE DIFFERENT OFFICES IN THE PROVINCE

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 Committee on Infrastructure, Public Services & Utilities, Human Resources and Development, Labor and Employment Concerns after a study of the proposed organization of the provincial government of Pangasinan, find it meritorious to abolish and create plantilla positions in order that the office concerned could deliver more effective and efficient duties and responsibilities;

WHEREAS, the following positions in the different offices in the provincial government are vacant:

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	7	Human Resource Management & Development Office	Administrative Officer IV	15/1	298,644.00
2.	4	Provincial Budget Office	Administrative Assistant II (Budgeting Assistant)	8/1	179,172.00



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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 Title	Salary Grade/ Step	Salary per Annum
1.	10	Human Resource Management & Development Office	Development Management Officer III	18/1	376,212.00
2.	4	Provincial Budget Office	Administrative Assistant III (Computer Operator II)	9/1	192,612.00

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.

WHEREFORE, on motion of SP Member **Generoso D. Tulagan, Jr.**, duly seconded -

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

Section 1. The vacant positions herein above 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 Title	Salary Grade/ Step	Salary per Annum
1.	10	Human Resource Management & Development Office	Development Management Officer III	18/1	376,212.00
2.	4	Provincial Budget Office	Administrative Assistant III (Computer Operator II)	9/1	192,612.00

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

	Office/Position	Education	Experience	Eligibility
1.	HRMDO Development Management Officer III	Bachelor's Degree relevant to the job	2 years of relevant experience & 8 hours of relevant training	Career Service (Professional)/Second Level Eligibility
2.	Provincial Budget Office Administrative Assistant III (Computer Operator II)	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience & 4 hours of relevant training	Career Service (Subprofessional)/First Level Eligibility



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Section 4. The new positions shall have the following duties & responsibilities:

1. Human Resource Management & Development Office

1. Development Management Officer III

1. Develops the capability of the Provincial Government in meeting ISO requirements.
2. Smoothly implements the ISO-QMS.
3. Develops a system for maintaining and sustaining the established QMS.
4. Takes the lead among fellow employees in implementing and documenting.
5. Ensures that it is able to meet client requirements by providing quality services consistently and enhance customer satisfaction.
6. Installs complete and comprehensive awareness among employees on the ISO certification processes as well as interrelates process.


2. Provincial Budget Office

1. Administrative Assistant III (Computer Operator II)

1. Encodes memoranda, correspondence of the province, annual/supplemental budgets recommendation and resolutions/ordinances of LGUs.
2. Encodes and print monthly reports.
3. Evaluates allotment request and prepares corresponding recommendations.
4. Controls and records payrolls, vouchers, purchase requests and RIS of the different offices in the province and certifies as to availability of appropriations.
5. Perform other duties that maybe assigned by the superiors form time to time.

Section 5. The corresponding salaries and other benefits of the new positions created shall be charged to the salary savings of the office concerned.


Section 6. Effectivity. This Ordinance shall take effect on July 1, 2015.


VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:


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

APPROVED:


AMADO T. ESPINO, JR.
Governor