



Republic of the Philippines
PROVINCE OF PANGASINAN
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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. 187-2015

AN ORDINANCE CREATING THE POSITIONS OF PHARMACIST I, SALARY GRADE 11 AND ADMINISTRATIVE OFFICER I (CASHIER I) SALARY GRADE 10 IN SOME COMMUNITY HOSPITALS IN THE PROVINCIAL GOVERNMENT

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, 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, there is a need to create the following positions in the some community hospitals in the provincial government:



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	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	10	Asingan Community Hospital	Pharmacist I	11/1	222,588.00
	11	Asingan Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00
2.	8	Bolinao Community Hospital	Pharmacist I	11/1	222,588.00
	9	Bolinao Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00
3.	7	Umingan Community Hospital	Pharmacist I	11/1	222,588.00
	8	Umingan Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00
4.	8	Dasol Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00
5.	11	Manaoag Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00
6.	12	Mapandan Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00
7.	13	Pozorrubio Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00

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 following positions are hereby created in some community hospitals positions in the provincial government.

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	10	Asingan Community Hospital	Pharmacist I	11/1	222,588.00
	11	Asingan Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00
2.	8	Bolinao Community Hospital	Pharmacist I	11/1	222,588.00
	9	Bolinao Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00
3.	7	Umingan Community Hospital	Pharmacist I	11/1	222,588.00
	8	Umingan Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00
4.	8	Dasol Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00
5.	11	Manaoag Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00
6.	12	Mapandan Community Hospital	Administrative Officer I (Cashier I)	10/1	207,060.00
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Section 2. The Qualifications of the new positions are as follows:

	Community Hospitals/Position	Education	Experience	Eligibility
1.	Pharmacist I	Bachelor's degree in Pharmacy	none required	RA 1080
2.	Administrative Officer I (Cashier I)	Bachelor's Degree	none required	Career Service (Professional)/Second Level Eligibility

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

1. Pharmacist I

7. Plan, organizes and implements pharmacy policies and procedures in accordance with established policies of the hospital.
8. Works with the pharmacy and therapeutic committee or requisitioning committee of the hospital, and requisitions drugs, medicines, chemicals and additional supplies needs in the pharmacy.
9. Checks incoming drugs, medicines, chemicals and other medical supplies for quality and quantity.
10. Checks authenticity of narcotics records, poison book and the safekeeping and prescription book.
11. Records prescriptions requiring narcotics in the narcotic books and is accountable for stocks of narcotics.
12. Supervises pharmacy aide and records the disposition of poison in the poison book.
13. Studies new pharmaceutical products, especially these described entirely in chemical terms.
14. Records prescription in the prescription book, and fills requisitions for wards and supervises distribution of the same by the pharmacy aides.

2. Administrative Officer I (Cashier I)

1. Under supervision, directs and supervision, directs and supervise the cashier and billing section of the hospital.
2. Post and totals in each cash book either by hand or machine all hospital receipts and transactions and transactions received according to classification of accounts.
3. Balances cash everyday against receipts and submit totals to the bookkeeper of accountant.
4. Makes report of cash accountability.
5. Reviews payrolls; pays salaries to employees.
6. Issue checks to various creditors covering approved disbursements vouchers.
7. Receives and check collections.
8. Deposit collection from time to time.
9. Prepares various monthly reports.
10. Other functions as maybe assigned by her superiors from time to time.




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Section 4. The corresponding salaries and other benefits of the new positions created shall be appropriated in the Supplemental Budget No. 1, Calendar Year 2015.

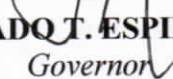
Section 5. Effectivity. This Ordinance shall take effect on July 1, 2015.


VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:


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

APPROVED:


AMADO T. ESPINO, JR.
Governor