



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 November 20, 2017 at Lingayen, Pangasinan, the following provincial ordinance was approved:

Authored by SP Members Angel M. Baniqued, Jr. and Generoso D. Tulagan, Jr.

PROVINCIAL ORDINANCE NO. 214-2017

AN ORDINANCE ABOLISHING VACANT POSITIONS IN SOME OFFICES/HOSPITALS AND CREATING POSITIONS IN THE DIFFERENT OFFICES/HOSPITALS 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 plantilla positions in order that the offices/hospitals concerned could deliver more effective and efficient duties and responsibilities;

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



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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 214-2017

Page 2

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	27 43	Provincial Treasurer's Office	Accountant III Administrative Aide IV	19/1 4/1	469,812.00 145,860.00
2.	43 44 46	Provincial Assessor's Office	Assessment Clerk II Assessment Clerk II Provincial Government Assistant Department Head (Assistant Provincial Assessor)	6/1 6/1 24/1	166,212.00 166,212.00 772,992.00
3.	30 31	Provincial Health Office	Medical Laboratory Technician I Laboratory Aide II	6/1 4/1	166,212.00 145,860.00
4.	9 15	Eastern Pangasinan District Hospital (Tayug)	Administrative Aide VI Administrative Aide III	6/1 3/1	166,212.00 136,644.00

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

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	1	Prov'l. Disaster Risk Reduction & Management Office	Provincial Government Department Head (LDRRMO)	26/1	1,105,296.00
2.	1 2	Provincial Governor Office- Sports Development Division	Sports Development Officer III Sports Development Officer II	18/1 14/1	457,020.00 317,928.00
3.	38	Prov'l. Planning & Development Coordinator Office	Project Development Officer III	18/1	457,020.00
4.	8	Provincial Employment Services Office	Labor and Employment Assistant	8/1	195,384.00
5.	2	Provincial Treasurer's Office	Supervising Administrative Officer	22/1	704,604.00
6.	3	Provincial Legal Office	Attorney III	20/1	564,444.00
7.	15	Provincial Budget Office	Administrative Aide IV (Bookbinder II)	4/1	152,088.00
8.	2 46	Provincial Assessor's Office	Local Assessment Operations IV Tax Mapper IV	22/1 22/1	704,604.00 704,604.00
9.	33	Provincial Health Office	Medical Technologist I	11/1	242,148.00
10.	3	Pangasinan Provincial Hospital (PPH)	Accountant II	16/1	381,180.00
11.	89	Eastern Pangasinan District Hospital (Tayug)	Radiologic Technologist II	13/1	290,688.00
12.	32	Urdaneta District Hospital	Radiologic Technologist II	13/1	290,688.00



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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 214-2017
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;

WHEREFORE, on motion of SP Members Angel M. Baniqued, Jr. and Generoso 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/hospitals in the province.

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	1	Prov'l. Disaster Risk Reduction & Management Office	Provincial Government Department Head (LDRRMO)	26/1	1,105,296.00
2.	1	Provincial Governor Office-	Sports Development Officer III	18/1	457,020.00
	2	Sports Development Division	Sports Development Officer II	14/1	317,928.00
3.	38	Prov'l. Planning & Development Coordinator Office	Project Development Officer III	18/1	457,020.00
4.	8	Provincial Employment Services Office	Labor and Employment Assistant	8/1	195,384.00
5.	2	Provincial Treasurer's Office	Supervising Administrative Officer	22/1	704,604.00
6.	3	Provincial Legal Office	Attorney III	20/1	564,444.00
7.	15	Provincial Budget Office	Administrative Aide IV (Bookbinder II)	4/1	152,088.00
8.	2	Provincial Assessor's Office	Local Assessment Operations IV	22/1	704,604.00
	46		Tax Mapper IV	22/1	704,604.00
9.	33	Provincial Health Office	Medical Technologist I	11/1	242,148.00
10.	3	Pangasinan Provincial Hospital (PPH)	Accountant II	16/1	381,180.00
11.	89	Eastern Pangasinan District Hospital (Tayug)	Radiologic Technologist II	13/1	290,688.00
12.	32	Urdaneta District Hospital	Radiologic Technologist II	13/1	290,688.00

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



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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 214-2017
 Page 4

	Office/Position	Education	Experience	Eligibility
1.	Provincial Disaster Risk Reduction & Management Office Provincial Government Department Head (LDRRMO)	Bachelor's Degree	5 yrs. In position involving management & supervision	Career Service (Professional)/Second Level Eligibility
2.	PGO -Sports Development Division Sports Development Officer III	Bachelor's Degree	2 yrs. of relevant experience	Career Service (Professional)/Second Level Eligibility
	Sports Development Officer II	Bachelor's Degree	1 yr. of relevant experience	Career Service (Professional)/Second Level Eligibility
3.	Provincial Planning & Development Coordinator Office Project Development Officer III	Bachelor's Degree relevant to the job	2 yrs. of relevant experience	Career Service (Professional)/Second Level Eligibility
4.	Provincial Employment Services Office Labor and Employment Assistant	Completion of two years studies in college	1 yr. of relevant experience	Career Service (Subprofessional)/First Level Eligibility
5.	Provincial Treasurer's Office Supervising Administrative Officer	Bachelor's Degree relevant to the job	3 yrs. of relevant experience	Career Service (Professional)/Second Level Eligibility
6.	Provincial Legal Office Attorney III	Bachelor of Laws	1 yr. of relevant experience	RA 1080
7.	Provincial Budget Office Administrative Aide IV (Bookbinder II)	Completion of 2 years studies in college	1 year of relevant experience	None-required (MCII, s.96)
8.	Provincial Assessor's Office Local Assessment Operations IV	Bachelor's Degree	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility
	Tax Mapper IV	Bachelor's Degree relevant to the job	3 yrs. Relevant experience	Career Service (Professional)/Second Level Eligibility
9.	Provincial Health Office Medical Technologist I	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	none required	RA 1080
10.	Pangasinan Provincial Hospital (PPH) Accountant II	Bachelor's degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	RA 1080
11.	Eastern Pangasinan District Hospital (Tayug) Radiologic Technologist II	Bachelor's degree in Radiologic Technology	none required	RA 1080
12.	Urdaneta District Hospital Radiologic Technologist II	Bachelor's degree in Radiologic Technology	none required	RA 1080



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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 214-2017
Page 5

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

1. Provincial Government Department Head (LDRRMO)

1. Shall be responsible for setting the direction, development, implementation and coordination of disaster risk reduction and management.
2. Design, program and coordinate Disaster Risk Reduction Management activities consistent with the NDRRMC's standards and guidelines.
3. Prepare and submit to the Sangguniang Panlalawigan, through the Local Disaster Risk Reduction Management Council and the LDC, the annual LDRRMO Plan and budget, the proposed programming of the LDRRMF, other dedicated DRRM resources and other regular funding source/s & budgetary support of the LDRRMO.
4. Develop, strengthen and operationalize mechanism for partnership or networking with the private sector, CSOs and volunteer groups.
5. Conduct continuous disaster monitoring and mobilized instrumentalities and entities of the LGU, CSOs private group and organized volunteers to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures.

2. PGO-Sports Development Division

1. Sports Development Officer III

1. Organize, develop and plan varied ranges of sporting activities and programs in support/in line with the sports initiative of the Provincial Government.
2. Coordinate with various relevant organizations, agencies including Local/National Sports Associations (NSAs) for the promotion of sports.
3. Assist in supervision management, implementation and evaluation of Pangasinan Sports Development and Management Council's (PSDMC) plans, programs and projects.

2. Sports Development Officer II

1. Develop programs that will generate interests and increasing participation of sports and multi-levels, ie: grassroots or school-based.
2. Assist in supervision management and evaluation of Pangasinan Sports Development and Management Council.
3. Perform other duties as assigned by his immediate supervisor.

3. Provincial Planning and Development Coordinator Office

1. Project Development Officer III

1. Participate in the preparation of preliminary and final project execution.
2. Analyze the objectives, policies, work operation and progress, resources estimates and utilization and other related aspects of the development project.



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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 214-2017
Page 6

3. Identify actual or potential problem areas, trends, significant programs/accomplishments and deficiency situations or similar factors in the program involved.
4. Evaluate alternative or corrective actions in terms of effect on the project under consideration of resources.
5. Attend meetings and conferences.

4. Provincial Employment Services Office

1. Labor and Employment Assistant

1. Identify and assess clients assistance requirements.
2. Interview and refer qualified applicants to different companies.
3. Assist in preparing monthly monitoring reports.
4. Inform applicants of new job opportunities and follow-ups status of applicants.

5. Provincial Treasurer's Office

1. Supervising Administrative Office

1. Supervise the Administrative Services Division.
2. Develop and implement Quality Standards and Procedures.
3. Prepare correspondence, documents and reports.

6. Provincial Legal Office

1. Attorney III

1. Receive questions and prepare legal studies/research on queries propounded, wherein the Province, component LGUs, various departments of the Provincial Government and government officials are involved.
2. Prepare written legal opinions for the Governor, Sangguniang Panlalawigan Members and other offices/departments of the Province, upon order of the superior and/or the Provincial Legal Officer.
3. Participate in administrative proceedings, evaluate an administrative cases and prepare findings and recommendations pursuant to the Revised Rules on Administrative Cases in the Civil Service.
4. Review and analyze contracts, memoranda and other related legal documents such as MOA and MOU and recommend its approval to his/her superior, the Provincial Legal Officer or the Governor.
5. Perform such other related functions as may be assigned by superior, the Provincial Legal Officer or the Governor.



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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 214-2017
Page 7

7. Provincial Budget Office

1. Administrative Aide IV (Bookbinder II)

1. Assist and/or coordinate in sorting and filling of various paper works in the Administrative Division.
2. Receive incoming and outgoing communications, reports, compile circular, memoranda, orders rules and regulations and other papers and/ or documents for references.
3. Type correspondences, memorandum, administrative orders and others.
4. Perform other duties as may be assigned by his immediate supervisor.

8. Provincial Assessor's Office

1. Local Assessment Operations IV

1. Examine and review documents (transfer of ownership of real properties for taxation purposes) prepared by Local Assessment Operations Officers and Municipal Assessors and thereby recommend for approval by the Provincial Assessor or Assistant Provincial Assessor.
2. Act on the request for inspection and appraisal of real properties for taxation purposes and prepare inspection/appraisal report, perform assessment and appraisal functions.
3. Assist in the supervision of RPTA activities in the different municipal assessment offices, monitor submission of appraisal reports (e.g QRRPA, etc.).

2. Tax Mapper IV

1. Supervise, monitor and direct all phases of Tax Mapping operations for municipalities undergoing Tax Mapping projects , conduct surveys, field inspection and lot identification.
2. Review schedule of market values submitted by Municipal Assessor for approval of Provincial Assessor, perform assessment and appraisal functions.
3. Attend to any work as directed by the Provincial Government Department Head, Provincial Government Assistant Department Head and the Local Assessment Operations Officer IV.

9. Provincial Health Office

1. Medical Technologist I

1. Prepare blood/blood component for transfusions by conducting blood group, type, and compatibility.
2. Ensure operation of laboratory equipment by calibrating; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repair; maintaining equipment inventories; evaluating new equipment and techniques.
3. Maintain laboratory supplies inventory by checking the stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.



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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

Provincial Ordinance No. 214-2017
Page 8

10. Pangasinan Provincial Hospital (PPH)

1. Accountant II

1. Maintain financial records and ensure that financial transactions are properly recorded.
2. Ensure the accuracy of entries to ledger accounts and reconcile subsidiary ledger accounts to the general ledger.
3. Prepare balance sheets, profit and loss statements and other financial reports.
4. Analyze current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses.

11. Eastern District Hospital (Tayug)

1. Radiologic Technologist II

1. Use radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients and staff.
2. Operate or oversee operation of radiologic and magnetic imaging equipment to produce images of the body for diagnostic purposes.
3. Prepare and administer oral or injected contrast media to patients.
4. Record, process and maintain patient data and treatment records, and prepare reports.

12. Urdaneta District Hospital

1. Radiologic Technologist II

1. Use radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients and staff.
2. Operate or oversee operation of radiologic and magnetic imaging equipment to produce images of the body for diagnostic purposes.
3. Prepare and administer oral or injected contrast media to patients.

Section 5. The corresponding salaries and other benefits of the new positions created shall be appropriated in the Calendar Year 2018 Annual Budget.



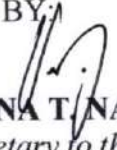
Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY


Provincial Ordinance No. 214-2017
Page 9

Section 6. Effectivity. This Ordinance shall take effect on January 1, 2018.

CERTIFIED BY:


VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:


JOSE FERDINAND Z. CALIMLIM, JR.
Vice Governor
(Presiding Officer)

APPROVED:


AMADO I. ESPINO III
Governor