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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 18, 2019 at Lingayen, Pangasinan, the following provincial ordinance was approved:

Authored by SP Member Angel M. Baniqued, Jr.

PROVINCIAL ORDINANCE NO. 231-2019

AN ORDINANCE ABOLISHING VACANT POSITIONS IN SOME OFFICES/HOSPITALS IN THE PROVINCIAL GOVERNMENT OF PANGASINAN AND CREATING POSITIONS IN THE DIFFERENT OFFICES/HOSPITALS THEREAT

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, Economic Affairs and 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, the following positions in the different offices/hospitals in the provincial government are vacant:



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	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	34	Office of the Provincial Planning & Development Coordinator	Project Development Officer II	15/1	366,372.00
2.	14	Office of the Provincial Tourism, Culture and Arts	Administrative Aide III	3/1	149,592.00
3.	13	Office of the Provincial Social Welfare and Development	Social Welfare Officer V	24/1	1,000,872.00
4.	11	Office of the Provincial Engineer	Administrative Aide IV (CLERK II)	4/1	158,568.00
	9		Administrative Aide IV (CLERK II)	4/1	158,568.00
	88		Administrative Aide VI (CLERK III)	6/1	178,164.00
	244		Mechanic III	9/1	215,700.00
5.	82	Urdaneta District Hospital	Sanitation Inspector I	6/1	178,164.00
	88		Sanitation Inspector I	6/1	178,164.00
	89		Sanitation Inspector I	6/1	178,164.00
6.	46	Lingayen District Hospital	Sanitation Inspector I	6/1	178,164.00
7.	47	Bayambang District Hospital	Sanitation Inspector I	6/1	178,164.00
	48		Sanitation Inspector I	6/1	178,164.00

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



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	Item No.	Offices/Hospitals	Position Title	Salary Grade/ Step	Salary per Annum
1.	9 39	Provincial Governor Office- Administrative Division	Supervising Administrative Officer Project Development Officer II	22/1 15/1	783,828.00 366,372.00
2.	3 4	Prov'l. Governor Office-Sports Development Office	Sports Development Officer I Administrative Assistant II	10/1 8/1	230,796.00 201,096.00
3.	3	Prov'l. Governor Office- Management Information Services Office	Computer Programmer III	18/1	487,644.00
4.	13	Provincial Governor Office- Library Division	Librarian II	15/1	366,372.00
5.	12 11 14	Prov'l. Governor Office-Prov'l. Disaster Risk Reduction & Management Office	Local Disaster Risk Reduction & Management Officer III Local Disaster Risk Reduction & Management Officer I Local Disaster Risk Reduction & Management Assistant	18/1 11/1 8/1	487,644.00 249,048.00 201,096.00
6.	11 16 34	Provincial Accounting Office	Accountant IV Administrative Assistant II Administrative Aide VI	22/1 8/1 6/1	783,828.00 201,096.00 178,164.00
7.	2 11 10	Prov'l. Planning & Development Coordinator Office	Administrative Officer V Administrative Aide III (Driver) Administrative Aide III (Utility Worker III)	18/1 3/1 3/1	487,644.00 149,592.00 149,592.00
8.	7 3 4 9 10 15	Provincial Information Office	Administrative Officer IV Administrative Officer I Administrative Assistant III Administrative Assistant II Administrative Assistant II Administrative Aide III	15/1 10/1 9/1 8/1 8/1 3/1	366,372.00 230,796.00 215,700.00 201,096.00 201,096.00 149,592.00
9.	3 12	Provincial Legal Office	Attorney IV Legal Assistant I	23/1 10/1	885,732.00 230,796.00
10.	15 21 26	Provincial Population, Livelihood and Cooperatives Development Office	Supervising Cooperative Development Specialist Administrative Officer I Administrative Aide III (Driver)	22/1 10/1 3/1	783,828.00 230,796.00 149,592.00
11.	3 5 11	Provincial Employment Services Office	Administrative Officer V Labor and Employment Officer III Administrative Aide VI	18/1 16/1 6/1	487,644.00 403,000.00 178,164.00
12.	26	Provincial Veterinarian Office	Veterinarian III	19/1	543,228.00
13.	9	Provincial Tourism, Culture and Arts Office	Culture and Arts Officer III	15/1	366,372.00
14.	15	Provincial Social Welfare and Development Office	Social Welfare Officer IV	22/1	783,828.00
15.	11 13 88 245	Provincial Engineering Office	Administrative Assistant II (Clerk IV) Administrative Assistant II (Clerk IV) Administrative Aide III (Clerk I) Mechanic I	8/1 8/1 3/1 4/1	201,096.00 201,096.00 149,592.00 158,568.00



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	Item No.	Offices/Hospitals	Position Title	Salary Grade/ Step	Salary per Annum
16.	1	Provincial Environment and Natural Resources Office (ENRO) Natural Resources Regulatory Group (NRRG)	Provincial Government Assistant Department Head (Assistant Environment and Natural Resources Officer)	24/1	1,000,872.00
17.	6	Provincial Health Office	Pharmacist I	11/1	249,048.00
	7		Nurse I	11/1	249,048.00
	41		Nurse I	11/1	249,048.00
18.	4	Provincial Treasurer Office	Administrative Officer I	10/1	230,796.00
	39		Local Treasury Operations Officer I	11/1	249,048.00
HOSPITALS:					
19.	9	Provincial Provincial Hospital	Statistician II	15/1	366,372.00
20.	32	Urdaneta District Hospital	Pharmacist I	11/1	249,048.00
	13		Administrative Aide III	3/1	149,592.00
21.	6	Bayambang District Hospital	Administrative Assistant II	8/1	201,096.00
	24		Midwife I	9/1	215,712.00
	25		Midwife I	9/1	215,712.00
	3		Social Welfare Officer I	11/1	249,048.00
22.	16	Mangatarem District Hospital	Radiologic Technologist I	11/1	249,048.00
	17		Social Welfare Officer I	11/1	249,048.00
23.	28	Lingayen District Hospital	Social Welfare Officer I	11/1	249,048.00
	29		Midwife I	9/1	215,712.00
24.	11	Asingan Community Hospital	Nutritionist Dietitian I	11/1	249,048.00
	16		Administrative Officer I	10/1	230,796.00
	12		Radiologic Technologist I	11/1	249,048.00
	13		Medical Technologist I	11/1	249,048.00
	14		Social Welfare Officer I	11/1	249,048.00
25.	9	Bolinao Community Hospital	Nurse I	11/1	249,048.00
	12		Midwife I	9/1	215,712.00
26.	6	Umingan Community Hospital	Radiologic Technologist I	11/1	249,048.00
	5		Medical Technologist I	11/1	249,048.00
	7		Nutritionist Dietitian I	11/1	249,048.00
	8		Social Welfare Officer I	11/1	249,048.00
	13		Administrative Officer I	10/1	230,796.00
27.	14	Manaoag Community Hospital	Administrative Officer I	10/1	230,796.00
	11		Social Welfare Officer I	11/1	249,048.00
	12		Radiologic Technologist I	11/1	249,048.00
28.	12	Mapandan Community Hospital	Radiologic Technologist I	11/1	249,048.00
	13		Social Welfare Officer I	11/1	249,048.00
	15		Midwife I	9/1	215,712.00
29.	12	Pozorrubio Community Hospital	Social Welfare Officer I	11/1	249,048.00
	13		Radiologic Technologist I	11/1	249,048.00

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 Angel M. Baniqued, Jr., duly seconded -



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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.	Offices/Hospitals	Position Title	Salary Grade/ Step	Salary per Annum
1.	9 39	Provincial Governor Office- Administrative Division	Supervising Administrative Officer Project Development Officer II	22/1 15/1	783,828.00 366,372.00
2.	3 4	Prov.I. Governor Office-Sports Development Office	Sports Development Officer I Administrative Assistant II	10/1 8/1	230,796.00 201,096.00
3.	3	Prov.I. Governor Office- Management Information Services Office	Computer Programmer III	18/1	487,644.00
4.	13	Provincial Governor Office- Library Division	Librarian II	15/1	366,372.00
5.	12 11 14	Prov.I. Governor Office-Prov'I. Disaster Risk Reduction & Management Office	Local Disaster Risk Reduction & Management Officer III Local Disaster Risk Reduction & Management Officer I Local Disaster Risk Reduction & Management Assistant	18/1 11/1 8/1	487,644.00 249,048.00 201,096.00
6.	11 16 34	Provincial Accounting Office	Accountant IV Administrative Assistant II Administrative Aide VI	22/1 8/1 6/1	783,828.00 201,096.00 178,164.00
7.	2 11 10	Prov'I. Planning & Development Coordinator Office	Administrative Officer V Administrative Aide III (Driver) Administrative Aide III (Utility Worker III)	18/1 3/1 3/1	487,644.00 149,592.00 149,592.00
8.	7 3 4 9 10 15	Provincial Information Office	Administrative Officer IV Administrative Officer I Administrative Assistant III Administrative Assistant II Administrative Assistant II Administrative Aide III	15/1 10/1 9/1 8/1 8/1 3/1	366,372.00 230,796.00 215,700.00 201,096.00 201,096.00 149,592.00
9.	3 12	Provincial Legal Office	Attorney IV Legal Assistant I	23/1 10/1	885,732.00 230,796.00
10.	15 21 26	Provincial Population, Livelihood and Cooperatives Development Office	Supervising Cooperative Development Specialist Administrative Officer I Administrative Aide III (Driver)	22/1 10/1 3/1	783,828.00 230,796.00 149,592.00
11.	3 5 11	Provincial Employment Services Office	Administrative Officer V Labor and Employment Officer III Administrative Aide VI	18/1 16/1 6/1	487,644.00 403,000.00 179,164.00
12.	26	Provincial Veterinarian Office	Veterinarian III	19/1	543,228.00
13.	9	Provincial Tourism, Culture and Arts Office	Culture and Arts Officer III	15/1	366,372.00
14.	15	Provincial Social Welfare and Development Office	Social Welfare Officer IV	22/1	783,828.00
15.	11 13 88 245	Provincial Engineering Office	Administrative Assistant II (Clerk IV) Administrative Assistant II (Clerk IV) Administrative Aide III (Clerk I) Mechanic I	8/1 8/1 3/1 4/1	201,096.00 201,096.00 149,592.00 158,568.00



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17.	6	Provincial Health Office	Pharmacist I	11/1	249,048.00
	7		Nurse I	11/1	249,048.00
	41		Nurse I	11/1	249,048.00
18.	4	Provincial Treasurer Office	Administrative Officer I	10/1	230,796.00
	39		Local Treasury Operations Officer I	11/1	249,048.00
		HOSPITALS:			
19.	9	Provincial Provincial Hospital	Statistician II	15/1	366,372.00
20.	32	Urdaneta District Hospital	Pharmacist I	11/1	249,048.00
	13		Administrative Aide III	3/1	149,592.00
21.	6	Bayambang District Hospital	Administrative Assistant II	8/1	201,096.00
	24		Midwife I	9/1	215,712.00
	25		Midwife I	9/1	215,712.00
	3		Social Welfare Officer I	11/1	249,048.00
22.	16	Mangatarem District Hospital	Radiologic Technologist I	11/1	249,048.00
	17		Social Welfare Officer I	11/1	249,048.00
23.	28	Lingayen District Hospital	Social Welfare Officer I	11/1	249,048.00
	29		Midwife I	9/1	215,712.00
24.	11	Asingan Community Hospital	Nutritionist Dietitian I	11/1	249,048.00
	16		Administrative Officer I	10/1	230,796.00
	12		Radiologic Technologist I	11/1	249,048.00
	13		Medical Technologist I	11/1	249,048.00
	14		Social Welfare Officer I	11/1	249,048.00
25.	9	Bolinao Community Hospital	Nurse I	11/1	249,048.00
	12		Midwife I	9/1	215,712.00
26.	6	Umingan Community Hospital	Radiologic Technologist I	11/1	249,048.00
	5		Medical Technologist I	11/1	249,048.00
	7		Nutritionist Dietitian I	11/1	249,048.00
	8		Social Welfare Officer I	11/1	249,048.00
	13		Administrative Officer I	10/1	230,796.00
27.	14	Manaoag Community Hospital	Administrative Officer I	10/1	230,796.00
	11		Social Welfare Officer I	11/1	249,048.00
	12		Radiologic Technologist I	11/1	249,048.00
28.	12	Mapandan Community Hospital	Radiologic Technologist I	11/1	249,048.00
	13		Social Welfare Officer I	11/1	249,048.00
	15		Midwife I	9/1	215,712.00
29.	12	Pozorrubio Community Hospital	Social Welfare Officer I	11/1	249,048.00
	13		Radiologic Technologist I	11/1	249,048.00



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

	Office/Position	Education	Experience	Eligibility
1.	<u>PGO -Administrative Division</u>			
	Supervising Administrative Officer	Bachelor's Degree relevant to the job	3 yrs of relevant experience	Career Service (Professional)/Second Level Eligibility
	Project Development Officer III	Bachelor's Degree relevant to the job	2 yrs of relevant experience	Career Service (Professional)/Second Level Eligibility
2.	<u>PGO -Sports Development Division</u>			
	Sports Development Officer I	Bachelor's Degree	none required	Career Service (Professional)/Second Level Eligibility
	Administrative Assistant II	Must be able to read & write with Elem./High School Graduate	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility
3.	<u>PGO -MISO</u>			
	Computer Programmer III	Bachelor's Degree relevant to the job	2 yrs of relevant experience	Career Service (Professional)/Second Level Eligibility
4.	<u>PGO-Library Division</u>			
	Librarian II	Bachelor's Degree in Education or Library Science	1 year relevance experience	Career Service (Professional)/Second Level Eligibility
5.	<u>PGO-PDRRMDO</u>			
	Local Disaster Risk Reduction & Management Officer III	Bachelor's Degree	4 yrs. In position involving management & supervision, 1 yr. of w/c is relevant to DRRM	Career Service (Professional)/Second Level Eligibility
	Local Disaster Risk Reduction & Management Officer I	Bachelor's Degree	1 yrs in position which is relevant to DRRM	Career Service (Professional)/Second Level Eligibility
	Local Disaster Risk Reduction & Management Assistant	Bachelor's Degree	1 yrs in position which is relevant to DRRM	Career Service (Professional)/First Level Eligibility
6.	<u>Provincial Accounting Office</u>			
	Accountant IV	Bachelor's Degree in Commerce major in Accounting	3 years relevance experience	Career Service (Professional)/Second Level Eligibility
	Administrative Assistant II	Must able to read & write/ Elem./High School graduate	1 year of relevant experience	Career Service (Professional)/First Level Eligibility
	Administrative Aide VI	Must able to read & write/ Elem./High School graduate	none required	Career Service (Professional)/First Level Eligibility
7.	<u>Provincial Planning and Development Office</u>			
	Administrative Officer V	Bachelor's Degree relevant to the job	2 years relevance experience	Career Service (Professional)/Second Level Eligibility
	Administrative Aide III (Driver)	Must be able to read & write	none required	none required (MC 11 s.96-CAT III)



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7.	PPDO Administrative Aide III (Utility Worker II)	Must be able to read & write	none required	none required (MC 11 s.96-CAT III)
8.	Provincial Information Office Administrative Officer IV	Bachelor's Degree relevant to the job	1 year relevant experience	Career Service (Professional)/Second Level Eligibility
	Administrative Officer I	Bachelor's Degree relevant to the job	none required	Career Service (Professional)/Second Level Eligibility
	Administrative Assistant III	Must be able to read & write w/ Elem./High School graduate	1 year relevant experience	Career Service (SubProfessional)/First Level Eligibility
	Administrative Assistant II	Must be able to read & write w/ Elem./High School graduate	1 year relevant experience	Career Service (SubProfessional)/First Level Eligibility
	Administrative Assistant II	Must be able to read & write w/ Elem./High School graduate	1 year relevant experience	Career Service (SubProfessional)/First Level Eligibility
	Administrative Aide III	Must be able to read & write w/ Elem./High School graduate	none required	none required (MC 11 s.96-CAT III)
9.	Provincial Legal Office			
	Attorney III	Bachelor of Laws	1 year relevant experience	RA 1080
	Legal Assistant I	Bachelor's Degree	none required	Career Service (Professional)/Second Level Eligibility
10.	Provincial Population, Livelihood and Cooperatives Development Office			
	Supervising Cooperative Development Specialist	Bachelor's Degree relevant to the job	3 years relevant experience	Career Service (Professional)/Second Level Eligibility
	Administrative Officer I	Bachelor's Degree relevant to the job	none required	Career Service (Professional)/Second Level Eligibility
	Administrative Aide III (Driver)	Must be able to read & write	none required	none required (MC 11 s.96-CAT III)
11.	Provincial Employment Services Office			
	Administrative Officer V	Bachelor's Degree relevant to the job	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility
	Labor & Employment Officer III	Bachelor's Degree	none required	Career Service (Professional)/Second Level Eligibility
	Administrative Aide VI	Completion of 2 years studies in college	1 year relevant experience	Career Service (SubProfessional)/First Level Eligibility
12.	Provincial Veterinarian Office			
	Veterinarian III	Doctor of Veterinary Medicines	2 years of relevant experience	RA 1080
13.	Provincial Tourism, Culture and Arts Office			
	Culture and Arts Officer III	Bachelor's Degree relevant to the job	1 year relevant experience	Career Service (Professional)/Second Level Eligibility



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	Office/Position	Education	Experience	Eligibility
14	Provincial Social Welfare and Development Office			
	Social Welfare Officer IV	Bachelor's Degree relevant to the job	3 years of relevant experience	Career Service (Professional)/Second Level Eligibility
15.	Provincial Engineering Office			
	Administrative Assistant II (Clerk IV)	Must be able to read & write with Elem. & High School Graduate	3 years of relevant experience	Career Service (SubProfessional)/First Level Eligibility
	Administrative Assistant II (Clerk IV)	Must be able to read & write with Elem. & High School Graduate	3 years of relevant experience	Career Service (SubProfessional)/First Level Eligibility
	Administrative Aide III (Clerk III)	Must be able to read & write with Elem. & High School Graduate	none required	Career Service (SubProfessional)/First Level Eligibility
	Mechanic I	High School Graduate	none required	Mechanic (MC 11, s 96-Cat I)
16.	Environment & Natural Resources Office (ENRO)/Natural Resources Regulatory Group (NRRG)			
	Provincial Government Assistant Department Head (Assistant Environment & Natural Resources Officer)	Bachelor's Degree	4 years in positions involving management/supervision	Career Service (Professional)/Second Level Eligibility
17.	Provincial Health Office			
	Pharmacist I	Bachelor's Degree in Pharmacy	none required	RA 1080
	Nurse I	Bachelor of Science in Nursing	none required	RA 1080
18.	Provincial Treasurer Office			
	Administrative Officer I	Bachelor's Degree relevant to the job	none required	Career Service (Professional)/Second Level Eligibility
	Local Treasury Operations Officer I	Bachelor's Degree	none required	Career Service (Professional)/Second Level Eligibility
	HOSPITALS:			
19.	Provincial Provincial Hospitals			
	Statistician II	Bachelor's Degree	relevant	CSC Professional
20.	Urdaneta District Hospital			
	Pharmacist I	Bachelor's Degree in Pharmacy	none required	RA 1080
	Administrative Aide III	Elementary School Graduate	none required	none required
21.	Bayambang District Hospital			
	Administrative Assistant II	Completion of 2 years studies in College	4 hours of relevant training	Career Service Subprofessional
	(2) -Mid wife I	Completion of Midwifery Course	none required	RA 1080
	Social Welfare Officer I	Bachelor's Degree in Social Work	none required	RA 1080
22.	Mangatarem District Hospital			
	Radiologic Technologist I	Bachelor's Degree in Radiology Technology	none required	RA 1080
	Social Welfare Officer I	Bachelor's Degree in Social Work	none required	RA 1080



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23.	<u>Lingayen District Hospital</u>			
	Social Welfare Officer I	Bachelor's Degree in Social Work	none required	RA 1080
	Mid wife I	Completion of Midwifery Course	none required	RA 1080
24.	<u>Asingan Community Hospital</u>			
	Nutritionist Dietitian I	Bachelor's Degree in Nutrition and Dietetics	none required	RA 1080
	Administrative Officer I	Bachelor's Degree	none required	Career Service Professional
	Radiologic Technologist I	Bachelor's Degree in Radiology Technology	none required	RA 1080
	Medical Technologist I	Bachelor's Degree in Medical Technology	none required	RA 1080
	Social Welfare Officer I	Bachelor's Degree in Social Work	none required	RA 1080
25.	<u>Bolinao Community Hospital</u>			
	Nurse I	Bachelor's Degree in Nursing	none required	RA 1080
	Mid wife I	Bachelor's Degree in Midwifery Course	none required	RA 1080
26.	<u>Umingan Community Hospital</u>			
	Radiologic Technologist I	Bachelor's Degree in Radiology Technology	none required	RA 1080
	Medical Technologist I	Bachelor's Degree in Medical Technology	none required	RA 1080
	Nutritionist Dietitian I	Bachelor's Degree in Nutrition & Dietetics	none required	RA 1080
	Social Welfare Officer I	Bachelor's Degree in Social Work	none required	RA 1080
	Administrative Officer I	Bachelor's Degree	none required	Career Service Professional
27.	<u>Manaoag Community Hospital</u>			
	Administrative Officer I	Bachelor's Degree	none required	Career Service Professional
	Social Welfare Officer I	Bachelor's Degree in Social Work	none required	RA 1080
	Radiologic Technologist I	Bachelor's Degree in Radiology Technology	none required	RA 1080
28.	<u>Mapandan Community Hospital</u>			
	Radiologic Technologist I	Bachelor's Degree in Radiology Technology	none required	RA 1080
	Social Welfare Officer I	Bachelor's Degree in Social Work	none required	RA 1080
	Mid wife I	Completion of Midwifery Course	none required	RA 1080
29.	<u>Pozorrubio Community Hospital</u>			
	Social Welfare Officer I	Bachelor's Degree in Social Work	none required	RA 1080
	Radiologic Technologist I	Bachelor's Degree in Radiology Technology	none required	RA 1080



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

1. PGO-Administrative Division

1. Supervising Administrative Officer

1. Supervise the Administrative Services Division.
2. Supervise a small staff in operation and management.
3. Review important documents substantial elements for the departments and keep complete files of each.
4. Perform other duties as may be assigned by his immediate supervisor.

2. Project Development Officer II

1. Implement and coordinates office policies and procedures for the smooth flow of office operation.
2. Initiate the preparation/packaging of program/project proposals for approval by the concerned authority and facilitate the execution/implementation of the same.
3. Evaluate alternatives or corrective actions in terms of effect in the project under consideration or interrelated projects and overall utilization of resources.

2. PGO-Sports Development Division

1. Sports Development Officer I

1. Develop programs that will generate interests and increasing participation of sports at 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.

2. Administrative Assistant II

1. Encode memoranda, correspondence, annual /supplemental budgets and monthly reports.
2. Prepare Request of Allotment, Budget proposal and records payrolls, vouchers, PR & RIS.
3. Perform other duties that maybe assigned by the superiors from time to time.

3. PGO-MISO

1. Computer Programmer III

1. Manage computer resources efficiently to provide maximum throughput and adequate system response.
2. Install, operate & maintain network services, routers, concentrators, hubs, switches, modems and other network devices following technical plans.
3. Work with programmers and systems analyst as required in coordinating the systems testing environment on the development system.
4. Provide assistance to users by utilizing good communication and client service skills when answering questions or assisting with problems, utilizing electronic mail for communication and safekeeping the Head of Office informed of problems.
5. Perform other duties as assigned by the Computer Services Chief.



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4. PGO-LIBRARY DIVISION

1. Librarian II

1. Assist in providing support services in the areas of policy formulation and evaluation.
2. Initiate the preparation of program/project proposals for approval by the concerned authority and facilitate the execution/implementation of the same.
3. Evaluate alternatives or correction actions in terms of effect in the project under consideration or interrelated projects and overall utilization of resources.
4. Perform other duties as assigned by the superiors.

5. PGO-PDRRMO

1. Local Disaster Risk Reduction Management Officer III

1. Design, program and coordinate Disaster Risk Reduction Management activities consistent with the NDRRMC's standards and guidelines.
2. Prepare and submit to the Local Sanggunian 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.
3. Develop, strengthen and operationalize mechanism for partnership or networking with the private sector, CSOs and volunteer groups.
4. 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. Local Disaster Risk Reduction & Management Officer I

1. Assist in disseminating information and raises public awareness about those hazards, vulnerabilities and risks.
2. Respond to and manage the adverse effects of emergency and carry out recovery activities to the most vulnerable areas especially to the vulnerable sectors (women, children, senior citizen and PWD).
3. Coordinate other DRRM activities.

3. Local Disaster Risk Reduction & Management Assistant

1. Assist in the conduct of training, orientation and knowledge management activities on DRRM at the local level.
2. Assist in coordinating other DRRM activities.
3. Provide an-up to date information on the over-all status of the local disaster risk management.
4. Update and analyze data and prepares report.



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6. Provincial Accounting Office

1. Accountant IV

1. Assist the Asst. Provincial Accountant in the administration and supervision of a province wide development program by planning and coordinating all phases of project development.
2. Initiate the preparation of program/project proposals for approval by the concerned authority and facilitate the execution/implementation of the same.
3. Evaluate alternatives or correction actions in terms of effect in the project under consideration or interrelated projects and overall utilization of resources.
4. Present recommendations and conclusions based on analysis and evaluation to operating and/or management to officials for their use in insuring efficiency, economy & balance in the development.

2. Administrative Assistant II

1. Compare data with source documents and compile, sort and verify the accuracy of data.
2. Encode communications, reports, cost data/estimates office and personnel records & administrative/technical records and documents.
3. Assist in sorting, filing office files and maintaining cleanliness/orderliness of the office.
4. Perform other functions as may be assigned by immediate supervisors and head of office.

3. Administrative Aide VI

1. Assist in sorting, filing office files and maintaining cleanliness/orderliness of the office.
2. Deliver communications/reports to various offices.
3. Perform other functions as may be assigned by immediate supervisors and head of office.

7. Provincial Planning and Development Office

1. Administrative Officer V

1. Assist the PPDC and Asst. PPDC in the administration and supervision of a sectoral development program by planning and coordinating all phases of project development.
2. Initiate the preparation/packaging of program/project proposals for approval by the concerned authority and facilitate the execution/implementation of the same.
3. Evaluate alternatives or corrective actions in terms of effect in the project under consideration or interrelated projects and overall utilization of resources.



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2. Administrative Aide III (Driver)

1. Drive RP vehicles of the office whenever official of employees goes on official travel to various municipalities, cities and province.
2. Requisition supplies from stockroom, receives, stores & distributes supplies.
3. Assist during the committee hearings & sessions and performs clerical duties.
4. Deliver communication letters to various offices/agencies as requested.

3. Administrative Aide III (Utility Worker II)

1. Assist in sorting, filing office files and maintaining cleanliness/orderliness of the office.
2. Encode reports and communications.
3. Deliver communications to various offices.
4. Provide manpower assistance in special activities handled/coordinated by the office of the PPDC.
5. Deliver communications/reports to various offices.

8. Provincial Information Office

1. Administrative Officer IV

1. Supervise a small staff in records operation and management.
2. Reviews important records on documents substantial elements for the departments and keeps complete files of each.
3. Preserve all official documents against unscrupulous persons or any unauthorized parties and will never issue any copies thereat without proper permission of authorities concerned.
4. Perform other duties as may be assigned by his immediate supervisor.

2. Administrative Officer I

1. Initiate the preparation of program/project proposals for approval by the concerned authority and facilitate the execution/implementation of the same.
2. Conduct surveys, disseminate information on programs, interview clients and determine their needs.
3. Prepare referral letters and social case study report.
4. Perform other related tasks assigned by supervisor.

3. Administrative Assistant III

1. Encode memoranda, correspondence, annual /supplemental budgets and monthly reports.
2. Prepare Request of Allotment, Budget proposal and records payrolls, vouchers, PR & RIS.
3. Perform other duties that maybe assigned by the superiors from time to time.



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4. (2) Administrative Assistant II

1. Evaluate alternatives or corrective actions in terms of effect in the project under consideration or interrelated projects and overall utilization of resources.
2. Update and maintains records of official & employees in all pecuniary and others benefits.
3. Prepare correspondence, documents and reports.

5. Administrative Aide III

1. Requisition supplies from stockroom, receives, stores & distributes supplies.
2. Assist during the committee hearings & sessions and performs clerical duties.
3. Deliver communication letters to various offices/agencies as requested.

9. 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 administrative cases and prepare findings & 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.

2. Legal Assistant I

1. Identify and assesses clients assistance requirements.
2. Interview and refers qualified applicants to different companies.
3. Assist in preparing monthly monitoring reports.
4. Perform such related functions as maybe assigned by Provincial Legal Officer.

10. Provincial Population, Livelihood & Cooperatives Development Office

1. Supervising Cooperative Development Specialist

1. Provide technical assistance and direct supervision pertaining to, and recommends policy guidelines for cooperative and livelihood development.
2. Prepare concept papers/project proposals for the continuing education and enhancement of cooperative officers, staff and members.
3. Conduct and facilities training activities.
4. Develop, formulates, implement and monitor projects in line with the program goals and objectives of cooperative development.



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5. Assist in evolving education and training program for cooperative development and sustenance by developing guidelines in the implementation of the same.
6. Coordinate with concerned agencies pertaining to cooperative development.
7. Attend/participate in cooperative-related events to enhance network and linkages as well as for updates on cooperative matters.
8. Perform other duties that may be assigned from time to time.

2. Administrative Officer I

1. Implement and coordinate office policies and procedures for an efficient operation of the office.
2. Prepare office orders/memoranda, supervises work and attendance/ of personnel.
3. In-charge of the records of the office.
4. Prepare reports related to records management and various communications including memoranda, office orders and others.
5. Perform other duties that may be assigned from time to time.

3. Administrative Aide III (Driver)

1. Drive RP vehicles of the office whenever official or employees goes on official travel to various municipalities, cities and province.
2. Maintain PPO vehicles in good running condition, schedule quarterly check-up for vehicle maintenance, recommend purchase of spare parts for replacement
3. When not driving, adjust, minor defects, check, replace worn parts, lubricate and clean the vehicle and maintains records of trip tickets.
4. Perform other duties that may be assigned from time to time.

11. Provincial Employment Services Office

1. Administrative Officer V

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

2. Labor and Employment Officer III

1. Inform, identifies and assesses programs/ activities related to Migration & Enterprise Development.
2. Maintain records transactions, efficient filing system for office and submits periodic reports.
3. Perform other duties as may be assigned by superiors from time to time.



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3. Administrative Aide VI

1. Encode reports and communications.
2. Deliver communications to various offices.
3. Deliver communications/reports to various offices.
4. Perform other functions as may be assigned by immediate supervisors and head of office.

12. Provincial Veterinarian Office

1. Veterinarian III

1. Prepare experimental farm equipment, assist in the preparation of farm demo.
2. Perform A.I works on livestock and trains & collect semen from male animals.
3. Give information instruction & demonstration on how to detect female animals that receptive for artificial breeding purposes.
4. Perform other duties as may be assigned by superiors.

13. Provincial Tourism, Culture and Arts Office

1. Culture and Arts Officer III

1. Provide leadership and direction to the over-all operations of the office and the management of provincial tourism program.
2. Facilitate formulation of policies, rules and regulations, plans, programs and projects for tourism and product development and promotions, including cultural heritage growth and preservation.
3. Coordinate with local government units, public, private and non-government agencies and organizations in the implementing of tourism & related programs and projects, reviews and evaluates the performance of the Tourism Master Plan.
4. Assist in providing technical assistance to artists and cultural workers.

14. Provincial Social Welfare and Development Office

1. Social Welfare Officer IV

1. Update and maintains records of official & employees in all pecuniary and others benefits.
2. Conduct surveys, disseminate information on programs, interview clients and determine their needs.
3. Prepare referral letters and social case study report.
4. Perform other related tasks assigned by supervisor.

15. Provincial Engineering Office

1. Administrative Assistant II (Clerk IV)

1. Encode communications, reports, cost data/estimates office and personnel records & administrative/technical records and documents.
2. Compare data with source documents and compile, sort and verify the accuracy of data.
3. Maintain logs of activities and completed work.



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2. Administrative Aide III (Clerk III)

1. Encode reports and communications.
2. Deliver communications to various offices.
3. Maintains record of outgoing mail, collate information data and payroll & other related documents.
4. Perform other duties as may be assigned by superiors.

3. Mechanic I

1. Operate various office machine and related equipment.
2. Control, performs and maintains office equipments.
3. Perform other duties as may be assigned by superiors.

16. Environment and Natural Resources Office (ENRO)

Natural Resources Regoratory Group (NRRG)

1. Provincial Government Assistant Department Head

(Assistant Environment and Natural Resources Officer)

1. Design, program and coordinate ENRO-NRRG's activities consistent with the office's standards and guidelines.
2. Develop, strengthen and operationalize mechanism for partnership or networking with the private sector, indigenous people and volunteer group.
3. Formulate measures for the consideration of the sanggunian and provide technical assistance and support to the governor, as the case may be, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural services as provided for under Section 17 of the code.
4. Establish, maintain, protect and preserve communal forest, watersheds, tree parks, mangroves, greenbelts, commercial forest and similar projects like industrial tree farms and agro-forestry projects.
5. Provide extension services to beneficiaries of forest development projects and technical, financial and infrastructure assistance.

17. Provincial Health Office

1. Pharmacist I

1. Prepare and dispenses medications ordered or prescribed by a licensed medical practitioner using appropriate technique and following the health system's policies and procedures.
2. Assure the distribution and availability of 24-48 hour supply of medicines for inpatients and outpatients.
3. Ensure medical products are stored appropriately and securely to ensure freshness and potency.
4. Ensure medication reaches the patient in the correct form and close this may include tablets, capsules, ointments, injections, inhalers and creams.



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2. Nurse I

1. Maintain accurate, detailed reports and records.
2. Monitor, records and report symptoms and changes in patient's conditions.

18. Provincial Treasurer Office

1. Administrative Officer I

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

2. Local Treasury Operations Officer I

1. Maintain records transactions, efficient filing system for office and submits periodic reports.
2. Evaluate alternatives or corrective actions in terms of effect in the project under consideration or interrelated projects and overall utilization of resources.
3. Perform other related tasks assigned by supervisor.

HOSPITALS:

19. Pangasinan Provincial Hospital

1. Statistician II

1. Work out schedule and statistical procedures in the collection, processing and analysis of natural resources.
2. Participate in studies on methods and techniques for obtaining and presentation of statistical data.
3. Analyze and interprets statistical data required by the Director and higher officials.
4. Handle collection, compilation or verification of statistical data.
5. Perform other duties the superior may assign.

20. Urdaneta District Hospital

1. Pharmacist I

1. Prepare and dispenses medicines ordered or prescribed by a licensed medical practitioner using appropriate technique and following the health system's policies and procedures.
2. Assure the distribution and availability of 24-48 hour supply of medicines for inpatients and outpatients.
3. Ensure medicinal products are stored appropriately and securely to ensure freshness and potency.
4. Ensure medication reaches the patient in the correct form and dose this may include tablets, capsules, ointments, injection, inhalers and creams.



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2. Administrative Aide III

1. Perform variety of skilled clerical tasks, receives and processes job request or trip tickets following establish rules and regulations.
2. Endorse communication to proper offices.
3. Perform general messengerial work, collect/segregate incoming and outgoing correspondence and documents.
4. Perform clerical tasks such as filling cards, sorting mail, maintaining simple records or small stock of office supplies.

21. Bayambang District Hospital

1. Administrative Assistant II

1. Supervise work and attendance of personnel.
2. Maintain office licenses and personnel records.
3. Formulate and implements office policies, implements organizational development program.
4. Conduct coaching and mentoring and counseling, meetings and prepares attendance report.

2. Midwife I

1. Admit and prepares mothers for delivery.
2. Admit newborn babies from delivery room or operating room.
3. Perform daily bath and cord care to the baby and administers of vaccines.
4. Discharge babies and their mother and conducts mother's watcher class once a week.

3. Social Welfare Officer I

1. Perform function of patients with social, emotional and/ or environmental problems that effect their medical situation though purposeful interview with the term and their families.
2. Perform eligibility study of patient's social and financial capabilities and establish their classification in accordance with the availment of social services in the hospitals.
3. Prepare and submits periodic activities report to the Chief of Hospital.
4. Perform other related functions that maybe assigned by the immediate supervisor or Chief of Hospital.

22. Mangatarem District Hospital

1. Radiologic Technologist I

1. Review and evaluate develop x-rays, video tape, or computer generated information to determine if images are satisfactory for diagnostic purposes.
2. Use radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients and staff.
3. Monitor video display of area being scanned and adjust density or contrast to improve picture quality.



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4. Monitor patients conditions and reactions, reporting abnormal signs to physician.
5. Prepare and administer oral or injected contrast media to patients.

2. Social Welfare Officer I

1. To assess the social condition of the patients and provide appropriate counseling.
2. To help the patient find ways and means to financially manage with the illness/disability. Making the patient manage and tap resources for carrying out his treatment and support the family.
3. To assist with the doctor in the discharge planning, making protocols, and to involve patient family members in the social work.
4. Perform other functions assigned by superiors.

23. Lingayen District Hospital

1. Midwife I

1. Provide antenatal care to patients.
2. Promote and facilitates the physiological processes of pregnancy and childbirth and identifies complications that may arise in mother and baby.
3. Examine and monitors patient-pregnant women.
4. Professional ethics, regulation, legislation and guidelines practice.
5. Perform other related functions that maybe assigned by the immediate supervisor or Chief of Hospital.

2. Social Welfare Officer I

1. Engage in sustained consultation and collaboration with doctor, nurse and other members.
2. Help the patient find ways and means to financially manage with the illness/disability. Making the patient manage and tap resources for carrying out his treatment and support the family.
3. Assist with the doctor in the discharge planning, making protocols, and to involve patient family members in the social work.
4. Perform other functions assigned by superiors.

24. Asingan Community Hospital

1. Nutritionist Dietitian I

1. Prepare weekly menu and Counsels patients.
2. Supervise the cooking of food for patients and guests.
3. Prepare monthly dietary report, reviews and submits daily marketing report.
4. Supervise dietary staffs for maintenance of dietary personnel.
5. Perform other related functions that maybe assigned by the immediate supervisor or Chief of Hospital.



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2. Administrative Officer I

1. Maintain office licenses, personnel records, prepares Annual Investment plan and Annual Budget.
2. Prepare office orders/memoranda, supervises work and attendance/ of personnel.
3. Review and approves administrative/personnel schedule and evaluates performance of employees.
4. Perform other functions assigned by superiors.

3. Radiologic Technologist I

1. Produce quality radiographic images and records and files the patients x-ray result.
2. Process quality images/radiographs/films.
3. Clean and maintains the x-ray apparatus.
4. Prepare and submit monthly reports on radiology services.
5. Conduct inventory.

4. Medical Technologist I

1. Perform laboratory tests and prepares inventory report.
2. Prepare weekly report of laboratory services.
3. Perform blood extraction/collection.
4. Screen and Bleeds Blood donor.

5. Social Welfare Officer I

1. Assess/Clarify patient for admission or consultation.
2. Provide intervention to patients.
3. Prepare report on patient intervention provided and prepares report on referred patients.
4. Refer patient to available resources for assistance.

25. Bolinao Community Hospital

1. Nurse I

1. Review endorsement from outgoing shift and admits receives patients.
2. Assist the doctor during physical examination, diagnostic and therapeutic procedures on patients.
3. Carry out doctor's orders, administer patients medication orally/parenterally.
4. Perform allowable treatment procedures (IV insertion, ECG, IFC).
5. Discharge patients.

2. Midwife I

1. Admit newborn babies from delivery room and prepares mothers for delivery.
2. Perform daily bath and cord care to the baby.
3. Administration of vaccines and discharges babies and mother.
4. Conduct mother's watcher class once a week.



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26. Umingan Community Hospital

- 1. Radiologic Technologist I** - (see Asingan Community Hospital)
- 2. Medical Technologist I** - (see Asingan Community Hospital)
- 3. Nutritionist Dietitian I** - (see Asingan Community Hospital)
- 4. Social Welfare Officer I** - (see Asingan Community Hospital)
- 5. Administrative Officer I** - (see Asingan Community Hospital)

27. Manaoag Community Hospital

- 1. Administrative Officer I** - (see Asingan Community Hospital)
- 2. Social Welfare Officer I** - (see Asingan Community Hospital)
- 3. Radiologic Technologist I** - (see Asingan Community Hospital)

28. Mapandan Community Hospital

- 1. Radiologic Technologist I**
 - Record patient data in the logbook and prepares patient bill on radiologic procedures.
 - Process quality images/radiographs/films.
 - Clean and maintains the x-ray apparatus.
 - Prepare and submit monthly reports on radiology services.
 - Conduct inventory.
- 2. Social Welfare Officer I** - (see Asingan Community Hospital)
 - Assess/Clarify patient for admission or consultation.
 - Engage in sustained consultation and collaboration with doctor, nurse and other members of the team for the holistic problem solving approach.
 - Prepare report on patient intervention provided and prepares report on referred patients.
 - Refer patient to available resources for assistance.
- 3. Midwife I** - (see Bolinao Community Hospital)
 - Admit newborn babies from delivery room and prepares mothers for delivery.
 - Perform daily bath and cord care to the baby.
 - Administration of vaccines and discharges babies and mother.
 - Conduct mother's watcher class once a week.

29. Pozorrubio Community Hospital

- 1. Social Welfare Officer I** - (see Asingan Community Hospital)
- 2. Radiologic Technologist I** - (see Asingan Community Hospital)



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Section 5. The corresponding salaries and other benefits of the new positions created shall be appropriated in the Calendar Year 2020 Annual Budget.

Section 6. Effectivity. This Ordinance shall take effect on July 1, 2020.

CERTIFIED BY:


VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:


MARK RONALD DG. LAMBINO
Vice Governor
(Presiding Officer)

APPROVED:


AMADO I. ESPINO III
Governor