



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 November 9, 2020 at Lingayen, Pangasinan, the following provincial ordinance was approved:*

Authored by SP Member Angel M. Baniqued, Jr.

**PROVINCIAL ORDINANCE NO. 246-2020**

**AN ORDINANCE ABOLISHING VACANT POSITIONS IN SOME OFFICES IN THE PROVINCIAL GOVERNMENT OF PANGASINAN AND CREATING POSITIONS IN THE DIFFERENT OFFICES 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, 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 concerned could deliver more effective and efficient duties and responsibilities;

**WHEREAS**, the following positions in the office in the provincial government are vacant:

	Item No.	Office	Position Title	Salary Grade/Step	Salary per Annum
1.	260	<u>Provincial Engineering Office</u>	Engineer II	16/1	421,272.00
	271		Engineer II	16/1	421,272.00

**WHEREAS**, there is a need to abolish the above-mentioned positions and create the following positions in the office in provincial government;

**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;



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**WHEREFORE**, on motion of SP Member Angel M. Baniqued, 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 office in the province.

	Item No.	Office	Position Title	Salary Grade/Step	Salary per Annum
1.	259	Provincial Engineering Office	Engineer I	12/1	312,624.00
	270		Engineer I	12/1	312,624.00
	271		Engineering Assistant	8/1	219,012.00
2.	12	Provincial Governor Office- Administrative Division	Administrative Officer IV	15/1	384,636.00
3.	5	Provincial Budget Office	Administrative Assistant IV	10/1	254,460.00

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

	Office/Position	Education	Experience	Eligibility
1.	Provincial Engineering Office	Bachelor's Degree relevant to the job	2 yrs. of relevant experience	Career Service (Professional)/Second Level Eligibility
	Engineer I			
2.	Engineering Assistant	High School Graduate	none required	Career Service (Subprofessional)/First Level Eligibility
	<u>Provincial Governor Office- Administrative Division</u>	Bachelor's Degree relevant to the job	2 yrs. of relevant experience	Career Service (Professional)/Second Level Eligibility
3.	Provincial Budget Office	Completion of 2 yrs. studies in college or High School Graduate w/ relevant vocational/trade course	1 yr. of relevant experience	Career Service (Subprofessional)/First Level Eligibility



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

**Provincial Engineering Office**

**1. Engineer I**

1. To operate spreadsheet programs manipulate engineering data & to produce reports.
2. Monitors the system for equipment/facilities and conducts preventive maintenance.
3. Compare data with source documents and compile, sort and verify the accuracy of data.
4. Maintain logs of activities and completed work.
5. To perform other related civil engineering works.

**1. Engineering Assistant**

1. To do work in the repair and maintenance of various buildings, roads and bridges and other public works being implemented by administration.
2. To perform routinary labor work in the repair and maintenance of various provincial buildings of along provincial roads
3. To assist in the inspection and designs, cost estimates, plans & specifications of various infrastructure projects.
4. To sort the reproduced copies of documents and forms.
5. To maintain cleanliness in the reproduction area.

**Provincial Governor Office-Administrative Division**

**1. Administrative Officer IV**

1. Supervises 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. Preserves all official documents against unscrupulous persons or any unauthorized parties and will never issue any copies thereat without proper permission of authorities concerned.
4. Performs other duties as may be assigned by his immediate supervisor.

**Provincial Budget Office**

**1. Administrative Assistant IV**

1. Assists the Supervising Administrative Officer in the preparation of Annual/Supplemental Budget of the Province.
2. Review Annual/Supplemental Budgets of LGUs of the province.
3. Controls & records payrolls, vouchers, PR and RIS of offices/hospitals and certifies as to availability of allotments.
4. Prepares monthly reports (RAO's) of various offices and hospitals.
5. Evaluates allotment request and prepares corresponding recommendations.



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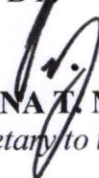
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**Section 5.** The corresponding salaries and other benefits of the new positions created shall be appropriated in the Calendar Year 2021 Annual Budget.

**Section 6. Effectivity.** This Ordinance shall take effect on January 1, 2021.

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