



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 15, 2024 at the Session Hall, Capitol Building, Lingayen, Pangasinan, the following provincial ordinance was approved:

Authored by SP Member Jerry Agerico B. Rosario

PROVINCIAL ORDINANCE NO. 321-2024

AN ORDINANCE ABOLISHING VACANT POSITIONS AND CREATING A NEW POSITION IN THE PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (PSWDO)

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, finds it meritorious to abolish and create a plantilla position in order that the office concerned could deliver more effective and efficient duties and responsibilities;

WHEREAS, the following positions in the Provincial Social Welfare and Development Office are vacant:

	Item No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1	9	Pangasinan Social Welfare and Development Office	Administrative Assistant III	9/1	253,548.00
2	15	Pangasinan Social Welfare and Development Office	Social Welfare Officer 1	11/1	324,000.00

RAMON V. GUICO III
Governor

MARK RONALD DG. LAMBINO
Vice Governor/Presiding Officer

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(Presiding Officer Pro Tempore)

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Sangguniang Panlalawigan Member

MARINOR B. DE GUZMAN
Sangguniang Panlalawigan Member

JERRY AGERICO B. ROSARIO
Sangguniang Panlalawigan Member

ROSARY GRACIA P. PEREZ-TABABA
Sangguniang Panlalawigan Member

NICHOLI JAN LOUIE Q. SISON
Sangguniang Panlalawigan Member

SALVADOR S. PEREZ, JR.
Sangguniang Panlalawigan Member

(On Official Business)

ARTHUR C. CELESTE, JR.
Provincial Councilor League Representative

JOYCE B. FERNANDEZ
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RAUL R. SABANGAN
Liga ng mga Barangay Interim Presiding Officer

VERNA T. NAVA-PEREZ
Secretary to the Sanggunian



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WHEREAS, there is a need to abolish the said positions and create a new position in the said office;

WHEREAS, the appropriation for salaries and other benefits of the abolished positions and other available personal services savings will be used for the salaries and other benefits of the new position;

WHEREFORE, on motion of SP Member Jerry Agerico B. Rosario, duly seconded-

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

Section 1. The vacant position herein above-mentioned are hereby abolished

Section 2. The position of Supervising Administrative Officer, SG-22 with salary per annum of P858,132.00, is hereby created in lieu of the abolished positions.

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

	Position	Education	Experience	Training	Eligibility
	Provincial Social Welfare and Development Office				
1	Supervising Administrative Officer	Bachelor's Degree relevant to the job	3 years relevant experience	16 hrs. of relevant training	Career Service (Professional)/ Second Level Eligibility

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

1. Provincial Social Welfare and Development Office

1. Supervising Administrative Officer

1. Confer and provide technical guideline to section heads for the effective and efficient operationalization of the division/section/unit key result areas and requirement.
2. Assist in the conduct of various activities and functions of the Division relating to support services to operations.
3. Provide technical support in the performances review and evaluation of the personnel.
4. Assist in the development of measures to ensure a cooperative and well-coordinated work-force.
5. Coordinate/cooperate with other divisions and/or organizational units within the Department.
6. Review and provide input along annual work planning and programming.



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Section 5. The corresponding salary and other benefits of the new position created shall come from the abolished positions and other personal savings of the office concerned.

Section 6. Effectivity. This Ordinance shall take effect immediately upon its approval.

CERTIFIED BY:

VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:

MARK RONALD DG. LAMBINO
Vice Governor
(Presiding Officer)

APPROVED:

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Governor

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