

# 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 July 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. 326-2024

#### AN ORDINANCE ABOLISHING VACANT POSITIONS AND CREATING NEW POSITIONS IN THE PROVINCIAL GOVERNMENT OF PANGASINAN SOME OFFICES

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 under the Office of the Provincial Accountant in the provincial government are vacant:

	ltern No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.	5	Office of the Provincial Accountant	Administrative Offcer III	14/1	406,116.00
	8		Administrative Aide IV	4/1	187,032.00

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

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**WHEREAS**, the appropriation for salaries and other benefits of the abolished positions will be used for the salaries, emoluments and benefits of the new positions.

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

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

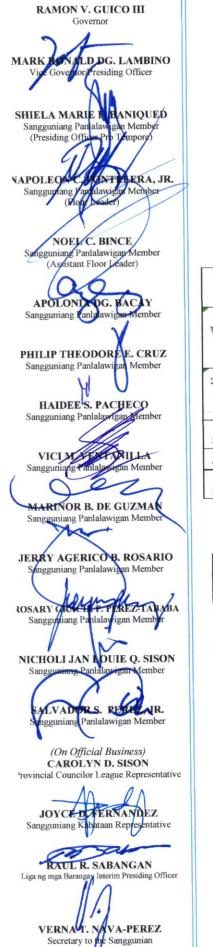
Section 1. The vacant positions herein above mentioned are hereby abolished.

**Section 2.** The following positions are hereby created in lieu of the abolished positions in the different offices in the province.

	ltem No.	Office	Position Title	Salary Grade/ Step	Salary per Annum
1.		Office of the Provincial Accountant	Accountant	12/1	349,980.00
			Administrative Assistant II (Management & Audit Assistant)	8/1	236,928.00
2.		Provincial Library	Administrative Officer V	18/1	560,700.00
			Administrative Aide III (Driver I)	3/1	176, 136.00
3		Human Resource Management and Development Office	Supervising Administratve Officer	22/1	858, 132.00
4		Umingan Community Hospital	Medical Officer III	21/1	767,964.00
5		Eastern Pangasinan District Hospital	Medical Officer III	21/1	767,964.00

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

	Office/Position	Education	Experience	Training	Eligibility		
1.	Provincial Accountant Office						
	Accountant I	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None required	None required	R. A. 1080 (Certified Public Accountant)		
	Administrative Assistant II (Management & Audit Assistant )	Completion of 2-year studies in college	1-y ear relev ant ex perience	4 hours of required training	Career Service (Subprofessional)/First Level Eligibility		
2	Provincial Library						
3	Administrative Officer V	Bachelor's Degree	Two (2) years of relevant experience	8 hours required training	Career Service (Professional)/Second Level Eligibility		
	Administrative Aide III (Driver)	Elementary School Graduate	None required	None required	Professional Driver's License (MS 10 s- 2013, Cat IV)		
	Human Resource Management and Development Office						
	Supervising Adminstrative Officer	Bachelor.'s Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/Second Level Eligibility		
4	Umingan Community Hospiital						
	Medical Officer III	Doctor of Medicine	None required	None required	R. A 1080		
5	Eastern Pangasinan District Hospital	Doctor of Medicine	None required	None required	R. A 1080		
	Medical Officer III	Doctor of Medicine	None required	None required	R. A 1080		







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

#### **Provincial Accountant Office**

#### 1. Accountant I

- 1. Prepares monthly, quarterly, semi-annual, annual-Financial reports and Statements of the province.
- 2. Examines and analyzes supporting document of vouchers for legality, proprietary, correctness of account codes and properly approved by the authorities to ensure proper disbursement of expenditures.
- Conducts research on applicable accounting rules, regulations and 3. issuances to ensure compliance by the agency and ensure proper dissemination of outputs and recommendations.
- 4. Maintains and reconciles basic and subsidiary accounting, records and books of accounts to reflect accurate and current financial information required by authors.
- 5. Performs such other duties as may be assigned from time to time for effective and efficient delivery of service of the office.

# 2. Administrative Assistant II (Management & Audit Assistant)

- 1. Audits/Reviews the completeness and propriety of documentary requirements of all collections//disbursement of the province.
- 2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records.
- 3. Monitors, follows-up, gathers and consolidates updates on issued Memorandum, COA's Management Letters, Audit Observation, Notices of Suspensions and Notice of Disallowances, AAPSI, IAS Audit Observations, progress reports and other reports.
- 4. Prepares adjusting entries and journal vouchers.
- 5. Performs such others duties as may be assigned from time to time for effective and efficient delivery of service of the office.

### Provincial Librarian Office

#### 1. Administrative Officer V

- 1. Studies/recommends plans or measures for an effective organization workflow, simplification and equivalent specifications procurement.
- 2. Prepares presentation materials such as charts and graphs to reflect positions, functions, and variations of work;
- 3. Conducts analysis, evaluates and interprets the status of operations and accomplishment and statics of the office/Library.
- 4. Prepares consolidated operations and the other technical or functional reports.
- 5. Gathers data and interviews personnel regarding administrative problem:
- 6. Studies operational methods and procedures of the organization to simplify the work and improve work efficiency;



SHIELA MARIE BANIQUED Sangguniang Parial (Presiding Office) an Member NAPOLEON C. J Sangguniang Pa (Floo ea NOEL C. BINCE Sangguniang Panlalawigan Member (Assistant Floor Leader) APOLONIA DG. BAC Fanla Sangguniang PHILIP THEODORE CRUZ Sangguniang Panlalawiga lember HAIDEE S. PACHECO Sangguniang Panlalawigan Member ANNLI VICL VEND Member MARINOR B. DE GUZMAN Sangguniang Panlalawigan Member JERRY AGERICO B. ROSARIO Sangguniang Panlal vigan Membe COSARY GRACE P. PEREZ-TABABA Sanggu NICHOLI JAN LOUIE Q. SISON Sangguniang Panl VADO S. PER nlalawigan Member (On Official Business) CAROLYN D. SISON 'rovincial Councilor League Representative JOYCE DFERNANDEZ Sangguniang Katjataan Representative

RAUL R. SABANGAN

VERNAT. NAVA-PEREZ Secretary to the Sanggunian

Secretary to

Sanggunian

Liga ng mga Ba

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**RAMON V. GUICO III** Governo

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CAROLYN D. SISON

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Liga ng mga Barang

Secretary

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r/Presiding Officer

- 7. Assists in the compilation analysis and interpretation of important statistics for the use of the Library;
- 8. Performs other duties the Provincial Librarian may assign.

### 2. Administrative Aide III (Driver)

- 1. Provides transportation services for the Provincial Librarian and the PPL employees.
- 2. Maintains and cleans service vehicle of the library.
- 3. Handles deliveries.
- 4. Performs other functions assigned by supervisors.

# Human Resource Management and Development Office

#### 1. Supervising Administrative Officer

- 1. Develops and recommends organizational development programs and continuous improvement strategies.
- 2. Develops change management plan and agenda for improvement of office and hospital services.
- 3. Reviews organizational goals and objectives of offices/hospitals and link these in the strategic direction and thrust of the Provincial Government of Pangasinan.
- 4. Monitors organizational results based on the performance of offices and hospitals and align these to the strategic direction of the provincial government.
- 5. Initiates continuous improvement of organizational structures, systems, processes and activities.
- 6. Monitors organizational performance of office and hospitals based on their strategic objectives and success indicators.
- 7. Conducts SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis of offices and hospitals as basis for programs development.
- 8. Monitors the implementation of the organizational development programs of the Provincial Government of Pangasinan.

## Umingan Community Hospital/Eastern Pangasinan District Hospital

#### 1. Medical Officer III

- 1. Conducts patient assessment through history taking and physician examination.
- 2. Admits patient and diagnose patient's clinical diseases.
- 3. Requests and interprets necessary diagnostics procedures to patients.
- 4. Provides proper treatment to patients.
- 5. Attends to urgent referrals
- 6. Conducts actual daily rounds in the ward through patient reassessment.
- 7. Communicates to patients the treatment and management plan
- 8. Refers patients' treatment and management plan
- 9. Conducts consultation to outpatient.





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**Section 5.** The corresponding salaries and other PS requirements of the new positions created will come from savings of the office and from the abolished positions.

**Section 6.** <u>Effectivity.</u> This Ordinance shall take effect upon approval by the Sanggunian Panlalawigan.

CERTIFIED BY:

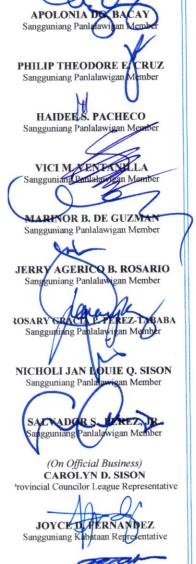
VERNA T/NAVA-PEREZ Secretary to the Sanggunian

ATTESTED:

LD DG. LAMBINO MARK Vice Governor (Presiding Officer)

APPROVED N V. GUICO III RAMO Governor

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RAMON V. GUICO III Governor

MARK RONALD DG. LAMBINO

Vice Governor/Presiding Officer

SHIELA MARTE . BANIQUED Sangguniang Panlalawigan Member (Presiding Officer free Tempore)

NOEL C. BINCE Sanggunang Panlalawigan Member

Assistant Floor Leader)

NAPOLEON C Sangguniang Pa JR.

RAUL R. SABANGAN Liga ng mga Barangay Interim Presiding Officer

> VERNA T. NAVA-PEREZ Secretary to the Sanggunian